

COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

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At the Board Meeting of the Counties of Warren and Washington Civic Development Corporation held on **October 22, 2018** at the Warren County Municipal Center, Lake George, New York, the following members were:

PRESENT:	Matt Simpson	Chairman
	Dave O'Brien	Vice Chairman/Contracting Officer
	Craig Leggett	At Large Member
	Joseph LaFiura	Secretary/Treasurer
	Bruce Ferguson	
	Ginny Sullivan	
	Nicholas Caimano	
	Mike Wild	

ABSENT: None

ALSO PRESENT:	Robert Morris, Esq.	FitzGerald Morris Baker Firth, PC
	Mike Brandi, Esq.	FitzGerald Morris Baker Firth, PC
	Tami Blondo	Office Administrator
	Michael Bittel	
	Travis Whitehead	
	Brian Campbell	

The minutes of the meeting were taken by Tami Blondo, Office Administrator. The Chairman called the meeting to order at 5:40 p.m. and confirmed a quorum was still present from the IDA meeting of 3:45 p.m.

Approval of minutes:

Mr. Caimano made a motion to approve the minutes of the August 13, 2018 Board Meeting minutes. Mr. LaFiura seconded the motion and all voted in favor of the motion by voice vote.

Old Business:

There was no Old Business to discuss.

New Business:

Preliminary Budget: Mr. LaFiura presented the Preliminary 2019 Budget for the CDC and explained that there are no changes from last year. The money made in the CDC is transferred to the IDA and only three to four years of overhead expenses are kept in the account. There being no further discussion on the Preliminary Budget, a Motion was made by Mr. O'Brien and seconded by Mr. Ferguson to approve the Preliminary Budget for 2019. A roll call vote was taken and Motion was carried unanimously.

Transfer of Funds: Mr. LaFiura explained that funds are transferred from the CDC to the IDA and were

previously approved, just slow in getting them done. A Motion was made by Mr. O'Brien and seconded by Ferguson to approve the transfer of funds. A roll call vote was taken and unanimously approved.

RFP for YE Accounting and Auditing Services: The matter needs further follow-up and was adjourned to the November 2018 meeting.

Procurement Policy: Chairman Simpson presented the Procurement Policy as it currently is and recommendation was made by the Board to make the following changes: Procedures for the purchase of goods over \$20,000 an RFP must be sought. For Purchases of Public Works or Services over \$35,000 bids must be obtained.

Sexual Harassment Policy: Chairman Simpson stated that due to new State regulations revisions are needed for the Agency's policy on Sexual Harassment as well as training. Counsel will follow-up and make the necessary changes to the policy.

CEO/CFO: Chairman Simpson indicated that one of the candidates, Mr. Griffith has withdrawn his application. Mr. Michael Bittel gave a brief presentation to the IDA Board at the meeting prior to the CDC Meeting today. A Motion was made by Mr. O'Brien and seconded by Mr. LaFiura for the CDC to approve and appoint Mr. Bittel to the position of CEO/CFO for the CDC. A roll call vote was taken and passed unanimously.

There being no further business to discuss for the Civic Development Corporation, a motion was made by Mr. Ferguson to adjourn the meeting. Mr. LaFiura seconded the motion and all voted in favor of adjourning the meeting.

Chairman Simpson adjourned the meeting at 5:50 p.m.

Date

Joseph LaFiura, Secretary/Treasurer