

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

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The **Annual Meeting** of the Counties of Warren and Washington Civic Development Corporation was held on Monday, **February 26, 2018** at the Warren County Municipal Center in Lake George, New York. The following were:

PRESENT: Harold Taylor
Matt Simpson
Dave O'Brien
Joe LaFiura
Craig Leggett
Bruce Ferguson
Louis Tessier
Ginny Sullivan

ABSENT: Richard Moore

The following were also present:

Kara Lais, Attorney	FitzGerald Morris Baker Firth, PC
Michael Brandi, Esquire	FitzGerald Morris Baker Firth, PC
Tami Blondo	Office Administrator

The minutes of the meeting were taken by the IDA Office Administrator. The meeting was called to order at 4:10 pm. Attendance confirmed for quorum by Bud Taylor at the annual meeting for the Industrial Development Agency.

Election of Agency Officers:

Ms. Lais took over the meeting and read the approved Slate of Officers for the 2018 positions as follows:

Matt Simpson for Chairman
Dave O'Brien for Vice Chairman
Joe LaFiura for Secretary/Treasurer

She opened the floor for any other nominations with none given. Mr. Leggett moved to accept the slate of officers for re-election with Mr. Taylor seconding. The officers were approved for office unanimously by the full Board by voice vote.

Newly elected Chairman, Matt Simpson, continued the meeting with the following appointments:

At Large Member, Park Chairman/Contracting Officer and CFO/CEO:

Mr. Simpson stated for the record the appointments would remain the same as follows:

- Craig Leggett - at-large Member
- Rob Lynch – CFO/CEO
- Dave O'Brien – Contracting Officer

Committee Appointments:

Regarding Committee Appointments, Mr. Simpson announced his appointments as follows:

Audit & Finance Committee: Joe LaFiura as Chairman along with Lou Tessier and Ginny Sullivan. Mr. Simpson stated the Executive Committee Members will continue to be the Chairman, Vice Chairman, Secretary/Treasurer and at Large Member. The Executive Committee Members would continue to also serve as the Governance and Nominating Committee Members.

Adoption/Ratification of Appointments:

Mr. Leggett moved to accept the following appointments again this year with Mr. LaFiura seconding:

- FitzGerald Morris Baker Firth PC as Agency Counsel
- The Post Star as the Agency's official newspaper
- Glens Falls National Bank as the official depository for the Agency

All three appointments were unanimously approved by the Board Members again this year by roll call vote.

PAAA Matters:

Regarding Agency policies, Ms. Lais read into the minutes all the policies being re-adopted this year with no changes recommended at this time as follows:

- a) Investment Policy
- b) Procurement Policy
- c) Disposition of Real Property Guidelines
- d) Mission Statement
- e) Performance measurements
- f) Code of Ethics
- g) Compensation, Reimbursement and Attendance Policy
- h) Defense and Indemnification Policy
- i) FOIL Policy
- j) Sexual Harassment Policy
- k) Travel Policy
- l) Whistleblower Policy
- m) Organizational Chart
- n) Statement regarding Lobbying
- o) Discretionary Funds Policy

Mr. O'Brien moved to ratify all the policies (a-o) with no changes. Mr. LaFiura

seconded the motion and all voted in favor by voice vote.

Adjournment: There being no further business, Mr. Simpson adjourned the Annual meeting at 4:13 pm.

Dated: 3/27/18



Joseph LaFiura, Secretary/Treasurer