

**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 **November 19, 2018** at the Washington County Municipal Center, Fort Edward, New York, the following members were:

PRESENT:

Matt Simpson	Chairman
Dave O'Brien	Vice Chairman/Contracting Officer
Joseph LaFiura	Secretary/Treasurer
Bruce Ferguson	
Ginny Sullivan	
Nicholas Caimano	
Mike Wild	
Travis Whitehead	
Brian Campbell	

ABSENT:

Craig Leggett	At Large Member
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ALSO PRESENT:

Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
Mike Brandi, Esq.	FitzGerald Morris Baker Firth, PC
Tami Blondo	Office Administrator
Michael Bittel	CEO/CFO of WWIDA/WWCDC
Al Nolette	

The minutes of the meeting were taken by Tami Blondo, Office Administrator. The Chairman called the meeting to order at 5:20 p.m. and confirmed a quorum was still present from the IDA meeting of 4:00 p.m.

Approval of minutes:

Mr. LaFiura made a motion to approve the minutes of the October 22, 2018 Board Meeting minutes. Mr. Caimano seconded the motion and all voted in favor of the motion by voice vote.

Old Business:

Procurement Policy: Chairman Simpson presented the Procurement Policy to the Board with the previously discussed changes. On a Motion by Mr. O'Brien and a second by Mr. LaFiura with no further discussion the changes to the Procurement Policy as previously discussed at its October 22, 2018 meeting the policy was passed unanimously by roll call vote.

Sexual Harassment Policy: Chairman Simpson presented the policy for Board Review. Mr. Ferguson voiced his concern that the training needs to be done for every entity that he is associated with. On a Motion by Mr. O'Brien and a second by Mr. LaFiura the motion was carried and passed by roll call vote with Mr. Ferguson abstaining from the vote.

2019 Meeting Dates:

The 2019 Meeting Dates for the Civic Development Corporation Executive Park Committee and Board Meeting were presented to the Board for approval. There was one change to the February 2019 meeting date from February 19, 2019 to February 25, 2019 due to the Association of Towns meeting. The matter was deferred to the December 2018 Board meeting.

RFP for YE Accounting and Auditing Services: The Board made the decision after discussion to reject all the bids submitted for the YE Accounting and Auditing Services and re-bid for the services per new wording of the RFP. On a Motion by Mr. LaFiura and a second by Mr. Wild to reject all bids received and resend after language clarification, the motion was carried and approved unanimously.

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

Chairman Simpson adjourned the meeting at 5:25 p.m.

Date

Joseph LaFiura, Secretary/Treasurer

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