

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

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312

The **Annual Meeting** of the Counties of Warren and Washington Civic Development Corporation was held on Monday, **February 18 2020** at the Warren County Municipal Center in Lake George, New York. The following were:

PRESENT: Dave O'Brien
Michael Bittel
Bruce Ferguson
Craig Leggett
Mike Wild
Brian Campbell
Nick Caimano
Dan Bruno

ABSENT: Ginny Sullivan

The following were also present:

Kara Lais
Alie Weaver
FitzGerald Morris Baker Firth, PC
Office Administrator

The minutes of the meeting were taken by the IDA Office Administrator. The meeting was called to order at 3:40 pm. Attendance confirmed for quorum by Mr. O'Brien 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 2020 positions as follows:

Dave O'Brien for Chair
Craig Leggett for Vice Chair
Michael Bittel for Secretary/Treasurer

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

Re-elected Chair Mr. O'Brien continued the meeting with the following appointments:

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

Mr. O'Brien stated for the record the appointments would remain the same as follows:

- Mr. Wild – Warren County At-Large Member

- Lester Losaw – CFO/CEO
- Brian Campbell – Washington County At-Large Member

Committee Appointments:

Regarding Committee Appointments, Mr. O’Brien announced his appointments as follows:

Audit & Finance Committee: Mr. O’Brien, Ms. Sullivan, Mr. Bittel and Mr. Wild.

Mr. O’Brien stated the Executive Committee Members will continue to be the Chair, Vice Chair, Secretary/Treasurer, At-Large Member, and the Park Chairman/Contracting Officer. 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. Campbell 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, Chair O’Brien read into the minutes all the policies being re-adopted this year and no changes were 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. Caimano moved to ratify all the policies (a-o) with no changes. Mr. Campbell seconded the motion and all voted in favor by voice vote.

Adjournment: There being no further business, Mr. O’Brien adjourned the Annual meeting at 3:45 pm.

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