

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 16 2021** via Zoom. The following were:

PRESENT: Dave O'Brien
Michael Bittel
Dan Bruno
Craig Leggett
Mike Grasso
Nick Caimano
Ginny Sullivan

ABSENT: Brian Campbell
Mike Wild
Bruce Ferguson

The following were also present:

Kara Lais	FitzGerald Morris Baker Firth, PC
Alie Weaver	Office Administrator
James Griffith	Supervisor White Creek
Michael Goot	Post Star
Lester Losaw	CEO/CFO

The minutes of the meeting were taken by the IDA Office Administrator. The meeting was called to order at 3:42 pm. Attendance confirmed for quorum by Mr. O'Brien at the annual meeting for the Civic Development Corporation.

Election of Agency Officers:

Ms. Lais took over the meeting and read the approved Slate of Officers for the 2021 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. Bruno 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, Mr. Losaw 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. Grasso 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 approved by the Board Members again this year by voice vote, with Ms. Sullivan abstaining from the Glens Falls National Bank as the official depository for the Agency.

PAAA Matters:

Regarding Agency policies, Chair O'Brien stated that all the policies being re-adopted this year had no changes from the previous year and no further changes were introduced by the board.

- 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

Ms. Sullivan moved to ratify all the policies (a-o) with no changes. Mr. Leggett seconded the motion and all voted in favor by voice vote.

Mr. O'Brien noted that in the future it will need to be discussed about how to process the CDC's expenses while no income is being generated.

Adjournment: There being no further business, Mr. O'Brien adjourned the Annual meeting at 3:47 pm.