

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

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

Tel. (518) 792-1312
website: www.warren-washingtonida.com

TO: ALL BOARD MEMBERS
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

FROM: Bud Taylor, Chairman

DATE: April 12, 2017

The Counties of Warren and Washington Civic Development Corporation will hold Board meeting as follows:

Date: Monday, April 17, 2017 at 4 pm

Location: Warren County Municipal Center, Lake George, NY

The purpose of the meeting will be to discuss a new project.

Enclosed (or attached) please find:

- Meeting Agenda with supporting data
- Monthly Financial Statements

Remember to call or email Debbie at the Agency Office at least 24 hours beforehand if possible if you are unable to attend the meeting.

cc: Kara I. Lais, Esq. w/ all enclosures
Amanda Allen, Warren Co. Board Clerk w/ agenda
Debra Prehoda, Washington Co. Board Clerk w/agenda
Maury Thompson, The Post Star, with agenda

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**CDC BOARD MEETING AGENDA
April 17, 2017**

1. Call to Order & Confirm Attendance/Quorum
2. Approval of minutes of last Board Meeting - January 17, 2017
and Annual Meeting of February 27, 2017
3. Accounts Payable

<u>Whittemore Downen Ricciardelli</u>	\$775.00
YE 2016 Audit Work	
* <u>Associates of Glens Falls</u>	<u>\$172.34</u>
Balance of Public Officials Policy 1 year	
Total Payables	<u><u>\$947.34</u></u>
4. New Project Application & Public Hearing Resolution

Adjournment

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At the Board Meeting of the Counties of Warren and Washington Civic Development Corporation held on **January 18, 2017** at the Washington County Municipal Center in Fort Edward, NY, the following members were:

PRESENT:

Bud Taylor	Chairman
Bruce Ferguson	Vice & Park Chairman/Contracting Officer
Matt Simpson	At Large Member
Lou Tessier	
Dave O'Brien	
Craig Leggett	

ABSENT:

Joseph LaFiura	Secretary/Treasurer
Jim Lindsay	
John W. Weber	
Richard F. Moore	

ALSO PRESENT:

Kara I. Lais, Esquire	FitzGerald Morris Baker Firth PC
Deborah Mineconzo	Office Administrator

The minutes of the meeting were taken by the Office Administrator. The Chairman called the meeting to order at 4:18 pm. Attendees remained the same so a quorum was present.

Approval of minutes:

Mr. Ferguson made a motion to approve the December 19, 2016 Board Meeting minutes. Mr. Simpson seconded the motion and all voted in favor of the motion by voice vote.

Old Unfinished Business:

Nominations for 2017 Officers:

Mr. Taylor stated the same slate of officers is recommended for the CDC same as the IDA as always. For the record, there being no objections, the Slate for re-election will be: Bud Taylor, Chairman, Bruce Chairman, Vice Chairman and Joe LaFiura for Secretary/Chairman.

Other Matters:

At Mr. LaFiura's recommendation, Mr. Taylor mentioned that the Executive Committee is considering a brief 10-15 educational segment at the beginning of each meeting. It was thought knowing more about the IDA would make everything more meaningful for the full Board at these meetings. Mr. Leggett thought as a new member he wouldn't mind learning more about the Agency.

There being no further business to discuss, the Chairman adjourned the meeting at 4:22 pm.

Dated

Joseph LaFiura, Secretary

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The **Annual Meeting** of the Counties of Warren and Washington Civic Development Corporation was held on Tuesday, **February 27, 2017** at the Warren County Municipal Center in Lake George, New York. The following were:

PRESENT: Harold Taylor
Bruce Ferguson
Joseph LaFiura
Matt Simpson
Dave O'Brien
John W. Weber
Craig Leggett
Richard Moore

ABSENT: Jim Lindsay
Lou Tessier

The following were also present:

Kara Lais, Attorney	FitzGerald Morris Baker Firth PC
Brent Frary, Esquire	FitzGerald Morris Baker Firth, PC
Deborah Mineconzo	Office Administrator

The minutes of the meeting were taken by the IDA Office Administrator. The meeting was called to order at 4:13 pm. Attendance confirmed for quorum by Bud Taylor.

Election of Agency Officers:

Ms. Lais took over the meeting and read the approved Slate of Officers for the 2017 positions as follows:

Bud Taylor for Chairman
Bruce Ferguson for Vice Chairman
Joe LaFiura for Secretary/Treasurer

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

Re-elected Chairman, Bud Taylor, continued the meeting with the following appointments:

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

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

- Matt Simpson - at-large Member
- Rob Lynch – CFO/CEO
- Bruce Ferguson – Contracting Officer

Committee Appointments:

Regarding Committee Appointments, Mr. Taylor announced his appointments will remain the same as in 2016 as follows:

Audit & Finance Committee: Joe LaFiura as Chairman along with Lou Tessier and John Weber. Mr. Taylor 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. Ferguson 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, Mr. Taylor 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. Leggett moved to ratify all the policies (a-o) with no changes. Mr. Simpson seconded the motion and all voted in favor by roll call vote.

Charters:

There being no recommended changes to any of the Agency's Committee Charters, Mr. Taylor stated they will remain the same this year.

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

Dated: _____

Joseph LaFiura, Secretary/Treasurer

Not Yet Approved

WWCDC
Balance Sheet
As of March 31, 2017

	<u>Mar 31, 17</u>	<u>Mar 31, 16</u>
ASSETS		
Current Assets		
Checking/Savings		
Checking Account	16,463.44	17,990.68
Total Checking/Savings	16,463.44	17,990.68
Total Current Assets	16,463.44	17,990.68
Fixed Assets		
Organizational costs		
Accumulated amortization	-2,067.10	-2,067.10
Organizational costs - Other	7,756.00	7,756.00
Total Organizational costs	5,688.90	5,688.90
Total Fixed Assets	5,688.90	5,688.90
TOTAL ASSETS	<u>22,152.34</u>	<u>23,679.58</u>
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets	22,324.68	24,627.07
Net Income	-172.34	-947.49
Total Equity	22,152.34	23,679.58
TOTAL LIABILITIES & EQUITY	<u>22,152.34</u>	<u>23,679.58</u>

WWCDC
Profit & Loss Budget vs. Actual
Year to Date

	Jan - Mar 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Operating Revenues			
Charges for Services			
Application Fees	0.00	500.00	-500.00
Charges for Services - Other	0.00	22,500.00	-22,500.00
Total Charges for Services	0.00	23,000.00	-23,000.00
Other Operating Revenues			
Legal reimb. from developer 3.4	0.00	15,000.00	-15,000.00
Total Other Operating Revenues	0.00	15,000.00	-15,000.00
Total Operating Revenues	0.00	38,000.00	-38,000.00
Total Income	0.00	38,000.00	-38,000.00
Expense			
Operating Expenditures			
Insurance - Liability, D and O	172.34	250.00	-77.66
Misc Business Expenses	0.00	100.00	-100.00
Professional Services Contracts			
Accounting Fees	0.00	1,975.00	-1,975.00
Legal Fees			
Legal - 3.4 reimb. by developer	0.00	15,000.00	-15,000.00
Legal - General	0.00	1,500.00	-1,500.00
Total Legal Fees	0.00	16,500.00	-16,500.00
Total Professional Services Contracts	0.00	18,475.00	-18,475.00
Total Operating Expenditures	172.34	18,825.00	-18,652.66
Total Expense	172.34	18,825.00	-18,652.66
Net Ordinary Income	-172.34	19,175.00	-19,347.34
Net Income	-172.34	19,175.00	-19,347.34