

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

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A November Special meeting of the Counties of Warren and Washington Civic Development Corporation was held on Wednesday November 2, 2022 at the Fort William Henry Resort and Conference Center, lower level, located at 48 Canada Street in Lake George New York. The following were:

| | | |
|-----------------|----------------|-----------------|
| PRESENT: | Dave O'Brien | Chairman |
| | Craig Leggett | Vice Chairman |
| | Ginny Sullivan | Member |
| | Tim Robinson | Member |
| | Mary King | Member |
| | Brian Campbell | Sec/Treasurer |
| | Juan Gonzales | Member |
| | Nick Caimano | Member |
| | Dan Bruno | Park Chair |
| | Mike Wild | Member At-Large |

The following were also present: Kara Lais, Esq., FMBF
Chuck Barton, CEO

Minutes were taken by Alie Weaver, Office Administrator

Mr. O'Brien confirmed a quorum was present.

2023 Budget – Mr. O'Brien stated that the proposed CDC budget for 2023 was included in the meeting packet for review. There being no questions or concerns, Mr. Robinson made a motion to approve the 2023 CDC budget and Ms. Sullivan seconded. All vote in favor by roll call vote.

RFP Audit – Mr. Barton specified that EFPR Group, PLLC proposed their CDC Independent Audit to be \$2,200 for year 2022, \$2,300 for year 2023 and \$2,400 for year 2024.

Mr. Robinson made a motion to approve the EFPR Group, PLLC proposal and Mr. Bruno seconded. All voted in favor by roll call vote.

Adjournment: There being no other business, Mr. O'Brien adjourned the November Board meeting for the WWCDC at 5:40 pm.

COUNTIES OF WARREN & WASHINGTON CIVIC DEVELOPMENT CORPORATION
Proposed BUDGET FOR 2023

| | Actual YTD Through 10/12/22 | Budget for 2022 | Proposed Budget for 2023 |
|--|--------------------------------|----------------------|-----------------------------|
| INCOME | | | |
| Operating Revenue | | | |
| Charges for Services | | | |
| Project Fees - New | \$ 1,500.00 | | |
| Application Fees | | | |
| Total Charges for Services | | | |
| Other Operating Revenue | | | |
| Reimbursable Legal from Projects 3.4 | | \$ 240.00 | \$ 240.00 |
| Total Operating Revenue | | | |
| TOTAL INCOME | \$ 1,500.00 | \$ 240.00 | \$ 240.00 |
| EXPENSES | | | |
| Operating Expenses | | | |
| Insurance - Liability Public Officials | | | |
| Miscellaneous-Amortization Expense | | | |
| Supplies & Materials | | | |
| Contractual Services | | \$ 100.00 | \$ 100.00 |
| Accounting | \$ 1,950.00 | \$ 2,450.00 | \$ 2,450.00 |
| Legal | | | |
| Reimbursable from projects 3.4 | | | |
| General Legal | | \$ 1,500.00 | \$ 1,500.00 |
| Legal Fees - Other | | | |
| Professional Services Contracts | | \$ 700.00 | \$ 70.00 |
| Total Contractual Services | \$ 1,950.00 | \$ 4,750.00 | \$ 4,120.00 |
| Nonoperating Expenses | | | |
| Funds to IDA per Grant Agreement | | | |
| TOTAL EXPENSES | \$ 1,950.00 | \$ 4,750.00 | \$ 4,120.00 |
| Net Income | \$ (450.00) | \$ (4,510.00) | \$ (3,880.00) |