

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

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

Tel. (518) 792-1312
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TO: ALL BOARD MEMBERS
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

FROM: Matt Simpson, Chairman

DATE: December 12, 2018

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

Date: Monday, December 17, 2018 immediately following IDA Board Meeting at 4:00 pm.

Location: *Warren County Municipal Center, Lake George, NY*

cc: Robert C. Morris, Esq. w/ all enclosures
Kara Lais, Esq. w/all enclosures
Amanda Allen, Warren Co. Board Clerk w/ agenda
Debra Prehoda, Washington Co. Board Clerk w/agenda
Bob Condon, The Post Star, with agenda
Michael Goot, The Post Star, with agenda
Supervisor Beaty with agenda
Supervisor Braymer with agenda
Amy Lavine, Esq., - First Assistant County Attorney with agenda

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**BOARD MEETING AGENDA
December 17, 2018**

1. Call to Order & Confirm Attendance/Quorum - Simpson
2. Approval of minutes of last Board Meeting of November 19, 2018 - Simpson
3. RFP for Audit Services - LaFiura
4. Final Budget Approval for 2019 - LaFiura
5. 2019 Meeting Schedule - Simpson

Adjournment

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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

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

**COUNTIES OF WARREN & WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

**BOARD MEETING SCHEDULE
2019**

*Unless otherwise specified, all IDA Board Meetings will take place on the **third Monday*** of each month at **4:00 p.m.** in either:*

Warren County - Committee Room 2nd Floor

Washington County- Board of Supervisors' Chambers Bldg B

*CDC (Civic Development Corporation) Board Meetings will be held on an **"as needed"** basis. When needed, they will be scheduled to immediately follow the IDA meetings on the same dates below.*

January 22, 2019 (Tuesday) *	Washington County
February 25, 2019 **	Warren County
March 18, 2019	Washington County
April 15, 2019	Warren County
May 20, 2019	Washington County
June 17, 2019	Warren County
July 15, 2019	Washington County
August 12, 2019	Warren County
September 16, 2019	Washington County
October 21, 2019	Warren County
November 18, 2019	Washington County
December 16, 2019	Warren County
January 21, 2020 (Tuesday) *	Washington County
February 18, 2020 (Tuesday) * **	Warren County

*Note Exceptions in **January** Meeting is due to federal Monday holidays (Martin Luther King Day) .

** February Meeting –**Includes Annual Meeting**

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The **Executive Committee** meeting of the Counties of Warren and Washington Civic Development Corporation was held on Wednesday, November 14, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

Present:	Matt Simpson	Chairman
	Dave O'Brien	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer

Absent:	Craig Leggett	At-Large Member
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Also Present:	Robert Morris, Esq.	FitzGerald Morris Baker Firth PC
	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Tami Blondo	Office Administrator
	Travis Whitehead	WWIDA and WWCDC Board Member
	Michael Bittel	CEO/CFO of WWIDA & WWCDC

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 10:20 a.m. Quorum was confirmed as still being present from the IDA Executive Park meeting at 9:07 a.m.

Minutes of prior Meeting: Upon motion by Mr. O'Brien and a second by Mr. LaFiura, the minutes of the October 17, 2018 Executive Committee for the Civic Development Corporation Meeting were approved unanimously by the Committee.

Old Business:

RFP YE Audit & Accounting Services: Mr. LaFiura presented the information to the Executive Park Committee of the WWIDA and WWCDC and it was decided that further review and information was needed. Upon Motion by Mr. O'Brien and a second by Mr. LaFiura, the matter was carried to be brought before the full Board at its next meeting on November 19, 2018.

Review of Procurement Policy: Chairman Simpson presented the draft of the Procurement Policy to the Committee. After review of the policy and no further discussion on Motion by Mr. O'Brien and a second by Mr. LaFiura the policy was approved and moved to the full Board for its approval at the next meeting on November 19, 2018.

Review of Sexual Harassment Policy: Chairman Simpson presented the draft of the Sexual Harassment Policy to the Committee. After review of the policy and no further discussion on Motion by Mr. O'Brien and a second by Mr. LaFiura the policy was approved and moved to the full Board for its approval at the next meeting on November 19, 2018.

New Business:

Proposed 2019 Meeting Dates: Chairman Simpson presented the proposed 2019 meeting dates to

the Executive Committee for review. No further discussion was held and on Motion by Mr. LaFiura and second by Mr. O'Brien, the proposed 2019 meeting dates for the Civic Development Corporation were approved to be presented to the full Board at its next meeting on November 19, 2019 for final approval.

No other matters having come before the Board, the meeting was adjourned at 9:50 a.m. on a Motion made by Mr. O'Brien and seconded by Mr. LaFiura.

12/12/18

DATE



Joseph LaFiura, Secretary/Treasurer

WWCDC
Profit & Loss Budget vs. Actual
 Year to Date

	Jan - Nov 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Operating Revenues			
Other Operating Revenues			
Legal reimb. from developer 3.4	2,000.00		
Total Other Operating Revenues	2,000.00		
Total Operating Revenues	2,000.00		
Total Income	2,000.00		
Expense			
Nonoperating Expenditures			
Other nonoperating expenditures	45,000.00		
Total Nonoperating Expenditures	45,000.00		
Operating Expenditures			
Professional Services Contracts			
Accounting Fees	2,100.00		
Legal Fees			
Legal - 3.4 reimb. by developer	2,000.00		
Total Legal Fees	2,000.00		
Total Professional Services Contracts	4,100.00		
Total Operating Expenditures	4,100.00		
Total Expense	49,100.00		
Net Ordinary Income	-47,100.00		
Net Income	<u>-47,100.00</u>	<u>0.00</u>	<u>-47,100.00</u>

WWCDC
Balance Sheet
As of November 30, 2018

	Nov 30, 18	Nov 30, 17
ASSETS		
Current Assets		
Checking/Savings		
Checking Account	20,388.44	67,488.44
Total Checking/Savings	20,388.44	67,488.44
Total Current Assets	20,388.44	67,488.44
Fixed Assets		
Organizational costs		
Accumulated amortization	-3,101.24	-2,584.17
Organizational costs - Other	7,756.00	7,756.00
Total Organizational costs	4,654.76	5,171.83
Total Fixed Assets	4,654.76	5,171.83
TOTAL ASSETS	25,043.20	72,660.27
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets	72,143.20	21,807.61
Net Income	-47,100.00	50,852.66
Total Equity	25,043.20	72,660.27
TOTAL LIABILITIES & EQUITY	25,043.20	72,660.27