

**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 25, 2019** at the Warren County Municipal Center in Lake George, New York. The following were:

**PRESENT:**

Matt Simpson
Dave O'Brien
Joe LaFiura
Bruce Ferguson
Ginny Sullivan
Mike Wild
Travis Whitehead
Brian Campbell

**ABSENT:**

Craig Leggett
Nick Caimano

***The following were also present:***

Michael Brandi, Esquire	FitzGerald Morris Baker Firth, PC
Tami Blondo	Office Administrator
Michael Goot	Post Star

The minutes of the meeting were taken by the IDA Office Administrator. The meeting was called to order at 4:00 pm. Attendance confirmed for quorum by Matt Simpson at the annual meeting for the Industrial Development Agency.

**Election of Agency Officers:**

Mrs. Blondo took over the meeting and read the approved Slate of Officers for the 2019 positions as follows:

Matt Simpson for Chair  
Dave O'Brien for Vice Chair  
Joe LaFiura for Secretary/Treasurer

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

Re-elected Chair Matt Simpson continued the meeting with the following appointments:

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

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

- Craig Leggett - at-large Member
- Michael Bittel – CFO/CEO
- Brian Campbell – Park Chair & Contracting Officer

**Committee Appointments:**

Regarding Committee Appointments, Mr. Simpson announced his appointments as follows:

Audit & Finance Committee: Joe LaFiura as Chair along with Ginny Sullivan, Mike Wild and Mr. Simpson as alternate. Mr. Simpson 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. O'Brien 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. Ms. Sullivan abstained from the Vote for Glens Falls National Bank as the official depository for the Agency.

**PAAA Matters:**

Regarding Agency policies, Chair Simpson read into the minutes all the policies being re-adopted this year with the change of Chairman changed to Chair, Vice Chairman to Vice Chair and no other changes were recommended at this time as follows:

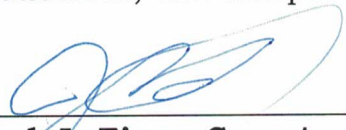
- a) Investment Policy
- b) Procurement Policy
- c) Disposition of Real Property Guidelines
- d) Mission Statement
- e) Performance measurements
- f) Code of Ethics
- g) Compensation, Reimbursement and Attendance Policy
- h) Defense and Indemnification Policy
- i) FOIL Policy
- j) Sexual Harassment Policy
- k) Travel Policy
- l) Whistleblower Policy

- m) Organizational Chart
- n) Statement regarding Lobbying
- o) Discretionary Funds Policy

Mr. O'Brien moved to ratify all the policies (a-o) with no changes. Mr. LaFiura seconded the motion and all voted in favor by voice vote.

**Adjournment:** There being no further business, Mr. Simpson adjourned the Annual meeting at 4:25 pm.

**Dated:** 3/22/19

  
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**Joseph LaFiura, Secretary/Treasurer**