

**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](http://www.warren-washingtonida.com)

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

FROM: Dave O'Brien, Chair

DATE: June 8, 2020

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**CDC Board and Committee Meetings**

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Industrial Development Agency/Civic Development Corporation (the "Agency") June Board Meeting scheduled for June 15, 2020 will be held electronically via Zoom instead of a public meeting open for the public to attend in person. Members of the public may view the June Board meeting by YouTube, Warren Washington IDA.

Minutes of the June Board Meeting will be transcribed and posted on the WWIDA website.

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

**Date:** Monday, May 18, 2020 immediately following IDA Board Meeting at 4:00 pm.

The purpose of the meeting will be to discuss new and unfinished business.  
Enclosed or attached please find meeting agenda.

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

cc: Robert C. Morris, Esq. with agenda  
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  
Robert Terwilliger, Esq., - First Assistant County Attorney with agenda

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**BOARD MEETING AGENDA  
June 15, 2020**

1. **Call to Order & Confirm Attendance**
2. **Approval of minutes of last Board Meeting May 18, 2020**

**Current Accounts Payable**

<b>McCarthy &amp; Conlon</b>	<b>\$100.00</b>
May CDC Bookkeeping	
<b>Total Payables</b>	<b>\$100.00</b>

3. **Old Business:**
4. **New Business:**
5. **Adjournment**

# COUNTIES OF WARREN AND WASHINGTON CIVIC DEVELOPMENT CORPORATION

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The **May Board** meeting of the Counties of Warren and Washington Civic Development Corporation was held on Monday, May 18, 2020, via Zoom. The following were:

<b>Present:</b>	Dave O'Brien	Chair
	Craig Leggett	Vice-Chair
	Brian Campbell	At-Large Member, Park Chair
	Mike Wild	At-Large Member
	Ginny Sullivan	Member
	Dan Bruno	Member
	Nick Caimano	Member
	Michael Bittel	Sec/Treasurer
	Bruce Ferguson	Member

## **Absent:**

## **Also Present:**

Alie White	Office Administrator
Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
Lester Losaw	CEO/CFO
Jack Kelley	Commercial Coldwell Banker

The mandated verbatim minutes were taken by the Office Administrator.

Mr. O'Brien: I call the meeting to order. Okay and I need approval for the minutes of the last meeting, April 20<sup>th</sup>.

Mr. Campbell: So moved.

Mr. O'Brien: So moved by Brian, do I have a second?

Mr. Caimano: I'll second.

Mr. O'Brien: Nick right? Okay. All in favor?

All: Aye.

Mr. O'Brien: I need a motion to approve the accounts payable.

Mr. Bruno: So moved.

Mr. Campbell: So moved.

Mr. O'Brien: So moved by Dan, seconded by Brian. All in favor?

All: Aye.

Mr. O'Brien: Oh roll call on that, sorry.

Mr. Caimano: Roll call

VOTING:	AYES	NAYS	ABSTAIN	ABSENT
Dave O'Brien	X			
Michael Bittel	X			
Craig Leggett	X			
*Bruce Ferguson	X			
Ginny Sullivan	X			
Nick Caimano	X			
Mike Wild	X			
Dan Bruno	X			
Brian Campbell	X			
TOTALS	9			

Mr. O'Brien: Now a motion to adjourn.

Mr. Caimano: Wait I want to congratulate Craig and Dave for their background on their pictures. It looks beautiful.

Mr. Leggett: Yours looks pretty good, you have to go further though.

Mr. O'Brien: Motion to adjourn. Bittel, second by Brian. All in favor?

All: Aye

Mr. O'Brien: Again, thank you for the CDC meeting. I appreciate your help. Have a good day.

06/08/20  
Accrual Basis

WWCDC  
**Balance Sheet**  
As of May 31, 2020

	May 31, 20	May 31, 19
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Checking Account	16,219.44	20,388.44
Total Checking/Savings	16,219.44	20,388.44
Total Current Assets	16,219.44	20,388.44
Fixed Assets		
Organizational costs		
Accumulated amortization	-4,135.24	-3,618.24
Organizational costs - Other	7,756.00	7,756.00
Total Organizational costs	3,620.76	4,137.76
Total Fixed Assets	3,620.76	4,137.76
<b>TOTAL ASSETS</b>	<b>19,840.20</b>	<b>24,526.20</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Unrestricted Net Assets	21,540.20	24,526.20
Net Income	-1,700.00	0.00
Total Equity	19,840.20	24,526.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>19,840.20</b>	<b>24,526.20</b>



**WWCDC**  
**Profit & Loss Budget vs. Actual**  
**Year to Date**

	Jan - May 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Operating Revenues			
Other Operating Revenues			
Legal reimb. from developer 3.4	240.00		
Total Other Operating Revenues	240.00		
Total Operating Revenues	240.00		
Total Income	240.00		
Expense			
Nonoperating Expenditures			
Other nonoperating expenditures			
Amortization expense	0.00	216.00	-216.00
Total Other nonoperating expenditures	0.00	216.00	-216.00
Total Nonoperating Expenditures	0.00	216.00	-216.00
Operating Expenditures			
Professional Services Contracts			
Accounting Fees	1,200.00	875.00	325.00
Legal Fees	240.00	838.00	-598.00
Professional Services Contracts - Other	500.00		
Total Professional Services Contracts	1,940.00	1,713.00	227.00
Total Operating Expenditures	1,940.00	1,713.00	227.00
Total Expense	1,940.00	1,929.00	11.00
Net Ordinary Income	-1,700.00	-1,929.00	229.00
Net Income	-1,700.00	-1,929.00	229.00