

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

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

Tel. (518) 792-1312

The November Board meeting of the Counties of Warren and Washington Civic Development Corporation was held on Monday, November 16, 2020, from 5:31 – 5:33 p.m. at the Washington County Municipal Center and via Zoom. The following were:

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

<b>ABSENT:</b>	Mike Grasso	Member
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*The following were also present:*

Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
Al Nolette	Washington County Treasurer
Minutes were taken by:	Alie Weaver, Office Administrator

**Approval of Minutes:** Mr. Caimano made a motion to approve the October CDC minutes from the October 19th, 2020 Board Meeting. Mr. Campbell seconded and all voice-voted in favor.

**Approval of Accounts Payable:** Mr. Campbell made a motion to approve the October CDC Accounts Payable and Mr. Leggett seconded. All voted in favor by voice vote.

### **Old Business:**

**Regulatory Member Training** – Mrs. Weaver stated that she received some completion certificates from Mr. Leggett.

### **New Business:**

**Proposed Budget** – Mr. O'Brien stated that the proposed CDC budget was included in the meeting packet, it was reviewed and Mr. Campbell made a motion to approve. Mr. Caimano seconded and all voted in favor by roll call vote.

**Adjournment:** There being no other business, Mr. Bruno made a motion to adjourn, Mr. Wild seconded and all voted in favor by voice vote.

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**BOARD MEETING AGENDA  
November 16, 2020**

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

**Current Accounts Payable**

***McCarthy & Conlon***

**\$100.00**

October CDC Bookkeeping

**Total Payables**

**\$100.00**

3. **Old Business:**  
Regulatory Member Training
4. **New Business:**  
2021 Proposed Budget
5. **Adjournment**



**2020 WWIDA/WWCDC Compliance Training in  
Sexual Harassment, Workplace Violence, Haz Comm Right To Know, ABO**

<b>Member</b>	<b>Sexual Harassment</b>	<b>Workplace Violence</b>	<b>ABO Webinar</b>
<b>Nick Caimano</b>	10/19/2020	10/19/2020	8/24/2018
<b>Aile Weaver</b>	9/30/2020	9/30/2020	8/2/2019
<b>Ginny Sullivan</b>	Expired 4/12/20	Expired 4/12/20	4/11/2018
<b>Dave O'Brien</b>	10/6/2020	10/6/2020	10/23/2019
<b>Craig Leggett</b>	Expired 7/25/20	Expired 8/26/20	Expired 9/14/19
<b>Bruce Ferguson</b>	Expired 11/5/19	Expired 11/5/19	
<b>Mike Wild</b>			8/15/2018
<b>Michael Bittel</b>	Expired 2/26/20		
<b>Brian Campbell</b>	Expired 10/8/2019	Expired 10/8/2019	Expired 2/3/15
<b>Mike Grasso</b>	9/29/2020	9/29/2020	10/16/2020
<b>Dan Bruno</b>			
<b>Lester Losaw</b>			

**Sexual Harassment and Workplace Violence Prevention is required annually  
ABO Webinar completion is required every three years.**

**COUNTIES OF WARREN & WASHINGTON CIVIC DEVELOPMENT CORPORATION**  
**Proposed BUDGET FOR 2021**

	Actual YTD Through 10/20/20	Budget for 2020	Proposed Budget for 2021
<b>INCOME</b>			
<b>Operating Revenue</b>			
Charges for Services			
Project Fees - New		\$ 23,000.00	\$ 23,000.00
Application Fees		\$ 500.00	\$ 500.00
<b>Total Charges for Services</b>	<b>\$ -</b>	<b>\$ 23,500.00</b>	
<b>Other Operating Revenue</b>			
Reimbursable Legal from Projects 3.4	\$ 240.00		\$ -
<b>Total Operating Revenue</b>	<b>\$ 240.00</b>	<b>\$ 23,500.00</b>	<b>\$ 23,500.00</b>
<b>TOTAL INCOME</b>	<b>\$ 240.00</b>		<b>\$ 23,500.00</b>
<b>EXPENSES</b>			
<b>Operating Expenses</b>			
Insurance - Liability Public Officials			\$ -
Miscellaneous-Amortization Expense		\$ 517.00	\$ 517.00
Supplies & Materials	\$ -		
Contractual Services	\$ 100.00		
Accounting	\$ 1,400.00	\$ 2,100.00	\$ 2,100.00
Legal		\$ 2,000.00	\$ 2,000.00
Reimbursable from projects 3.4		\$ 15,000.00	\$ 15,000.00
General Legal	\$ 240.00	\$ 1,500.00	\$ 1,500.00
Legal Fees - Other			
Professional Services Contracts	\$ 700.00		\$ 700.00
<b>Total Contractual Services</b>	<b>\$ 2,440.00</b>	<b>\$ 20,600.00</b>	<b>\$ 20,600.00</b>
<b>Nonoperating Expenses</b>			
Funds to IDA per Grant Agreement			\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 2,440.00</b>	<b>\$ 21,117.00</b>	<b>\$ 21,117.00</b>
<b>Net Income</b>	<b>\$ (2,200.00)</b>	<b>\$ 2,383.00</b>	<b>\$ 2,383.00</b>