

COUNTIES OF WARREN AND WASHINGTON CIVIC DEVELOPMENT CORPORATION

5 Warren Street, Suite 210
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The October Board meeting of the Counties of Warren and Washington Civic Development Corporation was held on Monday, October 19, 2020, from 4:48 – 4:49 p.m. at the Washington County Municipal Center and via Zoom. The following were:

PRESENT:

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
Mike Grasso	Member

ABSENT:

Bruce Ferguson	Member
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The following were also present:

Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
Dana Hogan	Kingsbury Supervisor
Sam Hall	Fort Supervisor
Minutes were taken by:	Alie Weaver, Office Administrator

Approval of Minutes: Mr. Bittel made a motion to approve the September CDC minutes from the September 21st, 2020 Board Meeting. Mr. Grasso seconded and all voice-voted in favor.

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

Old Business:

Regulatory Member Training – Mr. O'Brien stated that an email was sent out with all the member's training status and requested updates as necessary.

New Business:

Proposed Budget – Mr. O'Brien stated that the proposed budget presentation has been postponed until next month's meeting.

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

11:16 AM

10/14/20

Accrual Basis

WWCDC
Profit & Loss Budget vs. Actual
Year to Date

	Jan - Sep 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			
Contractual Services	100.00		
Nonoperating Expenditures			
Other nonoperating expenditures			
Amortization expense	0.00	388.00	-388.00
Total Other nonoperating expenditures	0.00	388.00	-388.00
Total Nonoperating Expenditures	0.00	388.00	-388.00
Operating Expenditures			
Professional Services Contracts			
Accounting Fees	1,300.00	1,575.00	-275.00
Legal Fees	240.00	1,502.00	-1,262.00
Professional Services Contracts - Other	700.00		
Total Professional Services Contracts	2,240.00	3,077.00	-837.00
Total Operating Expenditures	2,240.00	3,077.00	-837.00
Total Expense	2,340.00	3,465.00	-1,125.00
Net Ordinary Income	-2,100.00	-3,465.00	1,365.00
Net Income	-2,100.00	-3,465.00	1,365.00

10/14/20
Accrual Basis

WWCDC
Balance Sheet
As of September 30, 2020

	Sep 30, 20	Sep 30, 19
ASSETS		
Current Assets		
Checking/Savings		
Checking Account	15,819.44	20,004.44
Total Checking/Savings	15,819.44	20,004.44
Total Current Assets	15,819.44	20,004.44
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
TOTAL ASSETS	19,440.20	24,142.20
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets	21,540.20	24,526.20
Net Income	-2,100.00	-384.00
Total Equity	19,440.20	24,142.20
TOTAL LIABILITIES & EQUITY	19,440.20	24,142.20

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

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

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