

**COUNTIES OF WARREN AND WASHINGTON
CDC**

5 Warren Street, Suite 210, Glens Falls, NY 12801

Tel. (518) 792-1312

Agenda for May 20, 2024 immediately following the IDA Board Meeting

Location: Warren County Municipal Building, 1340 State Route 9, Lake George

1. Call to Order, Roll Call and Quorum Confirmation
2. Approval of Minutes of the February 20, 2024 Annual CDC Meeting
Approval of Minutes of the November 20, 2023 CDC Board Meeting
3. Treasurer
 - YTD Financial Report
 - 2023 Final Audit Report
 - 2023 IRS Form 990
4. Adjourn

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

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

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The **Annual Meeting** of the Counties of Warren and Washington Civic Development Corporation was held on Tuesday, **February 20, 2024** at the Washington County Municipal Center. The following were:

PRESENT:

- Craig Leggett
- Tim Robinson
- Juan Gonzales
- Dan Bruno
- Tricia Rogers
- John Taflan
- Nick Caimano
- Dave O'Brien
- Ginny Sullivan
- Chuck Barton

ABSENT: Brian Campbell

The following were also present:

Kara Lais	FitzGerald Morris Baker Firth, PC
Alie Weaver	Office Administrator

The minutes of the meeting were taken by the CDC Office Administrator. The meeting was called to order at 3:43 pm. Attendance confirmed for quorum by Mrs. Weaver at the annual meeting for the Civic Development Corporation.

Mr. O'Brien opened the floor to receive nominations for the CDC Chair position. Mr. Leggett nominated Mr. Gonzales as CDC Chair and Mr. Bruno seconded. There being no other nominations, all voted in favor of Mr. Gonzales as Chair of the CDC.

Mr. Bruno nominated Mr. Robinson as Vice Chair and Treasurer of the CDC and Mr. Caimano seconded. All voted in favor by voice vote.

Mr. Leggett made a motion to nominate Mr. O'Brien as Secretary of the CDC and Mr. Bruno seconded. All voted in favor by voice vote.

Mr. Gonzales opened the floor to discuss the same slate of At-Large members, Committee Appointments, Agency Counsel, Agency official newspaper and Agency official depository as approved by the IDA.

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Mr. Bruno made a motion to approve the same slate as approved by the IDA as stated and Mr. Leggett seconded. All voted in favor by voice vote with Ms. Sullivan abstaining from the Agency official depository vote.

Mr. Leggett made a motion to ratify the current policies in place for the CDC and Mr. Bruno seconded. All voted in favor by voice vote.

Adjournment: There being no further business, Mr. Gonzales adjourned the 2024 CDC Annual Meeting at 3:50 pm.

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The November Board meeting of the Counties of Warren and Washington Civic Development Corporation was held at 5:42 pm on Monday, November 20, 2023 at the Washington County Municipal Building in Fort Edward. The following were:

PRESENT:	Ginny Sullivan	Member
	Craig Leggett	Vice Chair
	Juan Gonzales	Member
	Brian Campbell	Member
	Nick Caimano	Member
	Tim Robinson	Sec/Treasurer
	Dave O'Brien	Chair
	Chuck Barton	CEO

ABSENT:	Dan Bruno	Member
	Mark Smith	Member

The following were also present: Kara Lais, Esq., FMBF
Minutes were taken by: Alie Weaver, Office Administrator

Attendance was taken by roll call and quorum was confirmed.

CDC Meeting Minutes – Mr. Gonzales made a motion to approve the October 16, 2023 CDC meeting minutes and Mr. Caimano seconded. All voted in favor by roll call vote.

Review of Financials – Mr. Robinson presented the November CDC financials. A brief discussion ensued to clarify the interest retained from the CD maturity.

Mr. Robinson made a motion to approve the November CDC financials and Mr. Leggett seconded. All voted in favor by roll call vote.

CDC 2024 Budget – The CDC 2024 budget was approved by the Board by voice vote.

CDC 2024 Meeting Schedule – Mr. Robinson made a motion to approve the CDC 2024 meeting schedule as approved for the IDA 2024 meeting schedule. Mr. Campbell seconded, and all voted in favor by voice vote.

Adjournment: There being no other business, Mr. O'Brien adjourned the November Board Meeting for the WWCDC at 5:47 pm.

Form **8879-TE**

IRS E-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

For calendar year 2023, or fiscal year beginning _____, 2023, and ending _____, 20__

2023

Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

Name of filer **COUNTIES OF WARREN AND WASHINGTON CIVIC DEVELOPMENT CORPORATION** EIN or SSN **** - *** 3734**

Name and title of officer or person subject to tax **DAVE O' BRIEN
CHAIRMAN**

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	21,203.
2a	Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a	Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a	Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a	Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a	Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a	Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize EFPR GROUP, CPAS, PLLC to enter my PIN 53734
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____

Date _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

16798764360
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature DAVID A. URBAN CPA Date 05/08/24

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2023)