

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

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A special meeting of the **Board of Directors** of the Counties of Warren and Washington Civic Development Corporation was held on Monday, March 30, 2020 via teleconference at 4:32 p.m. immediately following the Industrial Development Agency special meeting. The following were:

PRESENT:	Dave O'Brien	Chairman
	Craig Leggett	Vice Chairman
	Brian Campbell	Park Chair
	Michael Bittel	Secretary/Treasurer
	Ginny Sullivan	Member
	Nick Caimano	Member
	Mike Wild	Member
	Bruce Ferguson	Member
	Dan Bruno	Member
	Lester Losaw	CEO/CFO

The following were also present:

Kara Lais, Esq. Mandated verbatim minutes were taken by:	FitzGerald Morris Baker Firth, PC Alie Weaver, Office Administrator
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Mr. O'Brien: Okay, any other business come before the IDA? Okay, adjourn that and I open the meeting for the CDC. We still have the same attendance so we'll waive that. The first item of business is we need to look at Silver Bay Association as I said earlier. They're getting three months of interest only from Glens Falls National Bank. We don't think we require a resolution on this but Kara recommended we do that, recognizing that so we have it on record. So that's what that resolution does. Do I have any questions on that?

Mr. Campbell: Brian, so moved.

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

Mr. Caimano: Speak up boys, Nick.

Mr. O'Brien: Nick seconded it. Any other questions? Roll call please.

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: Carried. So, the next Procurement Policy and Internal Controls, we went through them pretty detailed in the IDA meeting. There are no changes, they're exactly the same document except for the titles so I would entertain a motion to accept both of these at once and save some time.

Mr. Campbell: Brian, I'll move them both.

Ms. Sullivan: Ginny Sullivan.

Mr. O'Brien: Brian, moves both of them?

Mr. Campbell: Yes.

Mr. O'Brien: Ginny Sullivan, second?

Ms. Sullivan: Yes.

Mr. O'Brien: Any further questions? Alie, up to you.

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: Need to approve the financial reports, independent audit reports, Mike any comments on that?

Mr. Bittel: Yes, there's three things that we have to approve, two of them are embedded in the one. So we have the financial statement, which we'll need to approve, and then within the actually and then the next one would be the PARIS report and then the next one would be the job counts which are found on the separate piece of paper that we approved for the IDA so there's actually three different things, Mr. Chairman.

Mr. O'Brien: Okay.

Mr. Bittel: I would look for the financial statement which Mr. Leggett had asked before it is labeled 12-31-19 final FS which has both the IDA and CDC financials in it and it starts on page five as far as the dollars. I looked at this thoroughly and it looks good, I just remind the board that the CDC is a much different entity than the IDA so the CDC total net position for 2019 is twenty-one thousand and change as opposed to the IDA net position is 1.2 million. But the finance and audit committee unanimously approve this to pass along to submit for consideration for full approval by the board.

Mr. O'Brien: Okay, any questions on any of this, on that document? Entertain a resolution, a motion?

Mr. Leggett: Craig on the motion.

Mr. O'Brien: Craig on the motion, do I have a second?

Mr. Campbell: Brian, second.

Mr. O'Brien: Brian second. Any further discussion? All in favor? Can't do that.

Mr. Bittel: 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: Carried.

Mr. Bittel: Mr. Chairman the next one that was passed unanimously for consideration of the full board for the finance and audit committee is labeled 2019 annual report for Counties of Warren Washington Civic Development Corporation. This is what Miss Alie has gathered and submitted or would like to submit into PARIS again the due date in the ABO, the due date is March 31. We will be on time and proper and in good order. This is for three customers, which can be found on pages twenty five, twenty six and twenty seven; the

Adirondack Housing Association, HHHN and Silver Bay Association and I put this forward on behalf of the finance and audit committee for consideration and passage and approval.

Mr. O'Brien: Alright, can I have a motion to accept that?

Mr. Campbell: Yes, Brian Campbell.

Mr. O'Brien: Brian Campbell, yes, he makes a motion. Can I have a second?

Mr. Leggett: Second, Craig.

Mr. O'Brien: Second Craig Leggett and any other further comments? Miss Alie?

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. Caimano: I'm curious Mike, I heard you say the deadline was March 31st. I would gather that the ABO doesn't even go to their office but they didn't think enough of us to put that off for thirty days given the situation we're in now?

Mr. Bittel: Miss Alie, I didn't even look into that, did you look into that at all?

Mrs. Weaver: I did, I did email them to see, because I was sure if I was going to get all my job counts in time and I just wanted to give them a heads up and they are aware of the situation, that people, that businesses are closed and people are working from home and it's a lot harder to get things done and they did say they weren't officially extending the due date but they did state that it would be acceptable to have as accurate information as possible even if it's submitted at a later date.

Mr. Caimano: That's okay, thank you.

Mrs. Weaver: You're welcome.

Mr. O'Brien: Okay, good. The last item is job counts. Mike?

Mr. Bittel: Yes, thank you Mr. Chairman. The same job count sheet that we reference for the IDA projects, it's titled WWIDA Projects right underneath it, FTE job counts. At the bottom of the page you'll find the WWCDC and the three clients that we have; Adirondack Housing, Hudson Headwaters and Silver Bay Association.

These are fettered out the same way with the same reports that the IDA projects are and the finance and audit committee put these forward unanimously to the full board for consideration and approval.

Mr. O'Brien: Okay, any questions on the report? I'll entertain a motion to accept that as offered.

Mr. Campbell: Brian Campbell, so moved.

Mr. O'Brien: Brian Campbell moved; do I have a second?

Mr. Leggett: Craig Leggett, second.

Mr. O'Brien: Craig Leggett seconds it. Any further comments? All in favor? Excuse me, 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: Okay it's carried. Any other business to come before the CDC? I wanna thank you for your time and appreciate you taking your time out to finish up these last-minute matters and it's nice to get the PARIS report submitted on time. We're adjourned.

