

**COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY  
and  
COUNTIES OF WARREN AND WASHINGTON  
CIVIC DEVELOPMENT CORPORATION**

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A special joint meeting of the **Audit & Finance Committees**, comprised of three members serving for both the Counties of Warren and Washington Industrial Development Agency and Counties of Warren and Washington Civic Development Corporation, was held on Monday, October 17, 2016 at the Warren County Municipal Center, Lake George, NY. The following were:

**PRESENT:** Joseph LaFiura Committee Chairman  
John Weber

**ABSENT:** Lou Tessier

**ALSO PRESENT:** Robert C. Morris, Esq. FitzGerald Morris Baker Firth PC  
Harold Taylor WWIDA & WWCDC Chairman  
Matt Simpson WWIDA & WWCDC at Large Member  
Deborah Mineconzo Office Administrator

Mrs. Mineconzo took the minutes of the meeting and Mr. LaFiura called the joint meeting to order at 3:32 pm.

**YE 2016 Audit Proposals:**

Mr. LaFiura and Mr. Weber had reviewed the three proposals received as a result of the RFP mailed out to numerous firms. They agreed that they wanted to first only consider the proposals from immediate local area (Warren or Washington Counties). Of the remaining two, Mr. LaFiura and Mr. Weber agreed that given the past experience and expertise with Whittemore Downen Ricciardelli over the years, they wanted to have them audit the IDA & CDC again. Their fee proposal was the same as last year for both the IDA & CDC. Mr. Weber made a motion to put before the Board their recommendation of WDR. Mr. LaFiura seconded and the motion was passed.

**YE Accounting Work by SEFCO:**

The Committee Members reviewed the year end accounting proposal by Dennis Defayette, CPA of SEFCO (Snow Eicher Farrar). Given that the PILOT Calculation sheet is reviewed by him every other year, he reduced his fee by \$1500.00. His CDC proposal amount was the same as last year at \$1200.00. Mr. LaFiura voiced his continued support with recommending Mr. Defayette because of his expertise with the numerous IDA regulations and the PARIS software. Mr. Weber agreed. Consequently, Mr. LaFiura

made a motion, with Mr. Weber seconding, to recommend to the Board approval of his services for the 2016 YE. The motion passed.

**November 2015 Minutes:**

Mr. Weber moved to formally approve last year's November 2015 minutes from the Audit & Finance Committee Meeting. Mr. LaFiura seconded and the minutes were approved.

**Annual Project Job Count from YE 2015:**

The Committee reviewed the updated spreadsheet of project employment numbers. The sheet shows the estimated job FTE count on the original applications and the subsequent annually reported numbers received from developers over the last several years updated with 2015. Mrs. Mineconzo pointed out the reduction by 50% of the employees for the tenant at North Country Property Holdings. She had emailed the developer inquiring as to the reasoning for the reduction but no reply was received as of this date. General consensus from other communications was that the business has cut back on services and thus the employees needed at this time. Other than that project, the others seemed in line with their projections.

**Adjournment:** There being no further business to be brought before the meeting, the meeting was adjourned at 3:38 pm.

**Dated: \_\_\_\_\_, 2016**

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**Joseph LaFiura, Secretary/Treasurer**