

MINUTES OF MEETING HELD FEBRUARY 26, 2018

THE MEMBERS OF THE BOARD OF DIRECTORS OF THE WARREN COUNTY LOCAL DEVELOPMENT CORPORATION

A meeting of the Members of the Board of Directors of the Warren County Local Development Corporation (LDC) was held on February 26, 2018 at 9:00 a.m. in the Committee Room at the Warren County Municipal Center.

The meeting was called to order by Peter McDevitt, Chairman of the Warren County Local Development Corporation at 9:00 a.m.

The following Directors were present:

Peter McDevitt	Eugene Merlino
Matthew Simpson	Craig Leggett
Frank Thomas	

The following Directors were absent:

Others Present:

Ed Bartholomew, CEO, Warren County Local Development Corporation
Jennifer Switzer, CFO, Warren County Local Development Corporation
Ronald F. Conover, Chairman, Warren County Board of Supervisors
John Strough, Warren County Supervisor
Douglas Beaty, Warren County Supervisor
Michael Wild, Warren County Supervisor
Brad Magowan, Warren County Supervisor
Mary Elizabeth Kissane, Warren County Attorney
Kristy Miller, Confidential Secretary to the County Administrator
Wayne LaMothe, Warren County Planner
John Wheatley, Vice President of Economic Development Corporation
Travis Whitehead, Queensbury Resident
Don Lehman, *The Post Star*

Chairman McDevitt called the meeting to order. He asked for a motion to approve the minutes of the January 22, 2018 Regular Board meeting. Motion made by Director Leggett and seconded by Director Merlino. Motion carried unanimously.

Chairman McDevitt continued with the agenda regarding the review and approval of the January Financial Statements. Ms. Switzer begins with the balance sheet and explains that the Accounts Receivable is primarily made up of a payment from SUNY Adirondack for the Fall Microenterprises Assistance Program and contract payments from Warren County. She also brings attention to Allowance for Doubtful Accounts and advises of an increase due to a review

at year end to reflect overall portfolio loss/write-off rate in addition to individual loan loss. Director Leggett asked how much the increase was for and Ms. Switzer states that the increase was for a total of \$50,000.

Chairman McDevitt asked for a motion to approve the January 2018 Financial Statements. Motion was made by Director Simpson and seconded by Director Merlino. The following motion was unanimously carried:

RESOLVED, that the Warren County Local Development Corporation (“LDC”) hereby approves the Financial Report for January 2018.

Chairman McDevitt continues with the agenda regarding review and approval of Tax Services for the Year ended December 31, 2017. Ms. Switzer explains that the contract is with CBH Business Services, Inc. which has been providing these services for approximately six years with a service amount not to exceed \$500. She advises that they continue to provide excellent service in a timely manner.

Chairman McDevitt asked for a motion to approve the Tax Services for the year ended December 31, 2017. Motion was made by Director Thomas and seconded by Director Simpson. The following motion was unanimously carried:

RESOLVED, that the Warren County Local Development Corporation (“LDC”) hereby ratifies the actions of Edward Bartholomew, the CEO of the LDC in executing the Engagement Letter from CBH Business Services, Inc. for Tax Services for the year ending December 31, 2017 for an amount not to exceed Five Hundred Dollars (\$500).

Chairman McDevitt continues with the agenda regarding the review and approval of 2018 contracts with Warren County and Warren County LDC and Warren County LDC and EDC (Economic Development Corporation). Ms. Switzer advises that the contract between Warren County and Warren County LDC is in the amount of \$50,000 and lays out the scope of services and the contract between Warren County LDC and EDC (Economic Development Corporation) is in the amount of \$50,000, which also lays out the scope of services as well as provides a Schedule “A” explaining the EDC (Economic Development Corporation) goals for 2018 along with the schedule of payments.

Chairman McDevitt asked for a motion to approve the Service Agency Agreement between the LDC and the EDC (Economic Development Corporation) and the Economic Development and Grant Administration Agreement between Warren County and the LDC. Motion made by Director Thomas, and seconded by Director Leggett. The following motion carried unanimously:

RESOLVED, that the Warren County Local Development Corporation (“LDC”) hereby authorizes the Services Agency Agreement with Warren County Economic Development Corporation for a term commencing January 1, 2017 and

terminating December 31, 2017, in an amount not to exceed Fifty Thousand Dollars (\$50,000), and be it further

RESOLVED, that the Chairman of the Warren County Local Development Corporation be, and hereby is, authorized to execute the services agreement in accordance with the terms resolved herein above, in a form approved by the Warren County Attorney.

and be further

RESOLVED, that the Warren County Local Development Corporation (“LDC”) hereby authorizes the Economic Development and Grant Administration Agreement with Warren County for a term commencing January 1, 2017 and terminating December 31, 2017, in an amount of Fifty Thousand Dollars (\$50,000) payable from Warren County to the LDC upon the same terms and conditions as the previous agreement and be it further

RESOLVED, that the Chairman of the Warren County Local Development Corporation be, and hereby is, authorized to execute the Economic Development and Grant Administration Agreement in a form approved by the County Attorney.

Chairman McDevitt continued with the agenda regarding the review of the Loan Portfolio and Mr. Bartholomew requests an executive session to discuss the credit history of particular unnamed loan applicants. Motion made by Director Leggett and seconded by Director Simpson. The motion carries unanimously.

Executive session was declared from 9:05 a.m. to 9:30 a.m.

Mary Kissane entered the meeting at 9:06 a.m.

Supervisor Wild entered the meeting at 9:09 a.m.

Chairman Conover entered the meeting at 9:14 a.m.

Supervisor Beaty entered the meeting at 9:17 a.m.

Committee reconvened and Chairman McDevitt stated no action was taken in Executive Session.

Wayne LaMothe entered the meeting at 9:31 a.m.

Chairman McDevitt asks for a motion regarding approving a loan for Darrah Land Surveying PLLC. Mr. Bartholomew explains that the loan would be for the applicant 59 Lake LLC (Kristin Darrah – Darrah Land Surveying PLLC) 3764 North Shore Road, Hadley, New York. The loan amount will be for \$40,000 with a 7 year loan term at the interest rate of 5%

with the LDC holding a 2nd lien position to NBT Bank and personal guarantees from members of the LLC as well as Darrah Land Surveying PLLC. Motion made by Director Merlino, and seconded by Director Simpson. The following motion carried unanimously:

RESOLVED, that upon consideration of loan application and supporting documents, and upon recommendation of the Business Review Committee, the Warren County Local Development Corporation (“LDC”) hereby approves the loan application for 59 Lake LLC (Kristin Darrah and Donald Darrah), with the following terms:

Loan Amount:	\$40,000
Term & Rate:	7 year loan with 5% interest
Secured Collateral:	2 nd position on property owned by 59 Lake LLC (59 Lake Avenue, Lake Luzerne, NY), and personal guarantees from Kristin Darrah and Donald Darrah and guarantee from Darrah Land Surveying PLLC.

Queensbury resident, Travis Whitehead, addresses the Board and explains that he believes that the EDC (Economic Development Corporation) does a good job qualifying business that they issue loans to unlike the Lake Champlain-Lake George Regional Planning Board. He explains that if you look at the Lake Champlain-Lake George Regional Planning Board audit, which was just release last week, you will see on their \$3,000,000 revolving loan fund the auditor has indicated that over a third is non-conforming and within the last two years they have lost over \$500,000 a year. He advises that the EDC (Economic Development Corporation) should be watching the Lake Champlain-Lake George Regional Planning Board being that they are responsible for them.

As there was no further business to come before the LDC Board, motion was made by Director Leggett to adjourn the meeting, seconded by Director Thomas, and carried unanimously.

Chairman McDevitt adjourned the meeting at 9:34 a.m.

Dated: March ____, 2018

Frank Thomas, Secretary