

MINUTES OF MEETING HELD MAY 23, 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 May 23, 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 Frank Thomas
Craig Leggett
Matthew Simpson

The following Directors were absent:

Eugene Merlino

Others Present:

Ed Bartholomew, CEO, Warren County Local Development Corporation
Kevin Geraghty, Warren County Supervisor
John Strough, Warren County Supervisor
Douglas Beaty, Warren County Supervisor
Matthew Sokol, Warren County Supervisor
Claudia Braymer, Warren County Supervisor
William A. Loeb, Warren County Supervisor
Amy Lavine, Warren County Assistant Attorney
Kristy Miller, Confidential Secretary to the County Administrator
Robert Henke, Chairman, Washington County Board of Supervisors
Don Lehman, *The Post Star*

Chairman McDevitt called the meeting to order. He asked for a motion to approve the minutes of the April 23, 2018 Regular Board Meeting. Motion made by Director Simpson and seconded by Director Leggett. Motion carried unanimously.

Chairman McDevitt continued with the agenda regarding the review and approval of the April 2018 Financial Statements. Mr. Bartholomew advises of approximately \$725,000 in the loan portfolio for lending, which does not reflect a loan closing that occurred this month with a particular land surveying company. He explains that the land surveying company is located in the Town of Lake Luzerne that has been in business for 10 years who recently acquired a small

survey company in the Town of Corinth and is currently in process of renovating the former restaurant “The Den” in Lake Luzerne. He continues to explain that the surveying company does a large amount of surveying for the State as well as Planning Boards throughout the area. Chairman McDevitt asks the name of the surveying company and Mr. Bartholomew advises that the legal name for the business is Darrah Land Surveying PLLC. Mr. Bartholomew continues with the April 30, 2018 Balance Sheet and appries that the Accounts Receivable is reflecting \$17,419.00, which is for the invoice from Warren County to Warren County LDC and the Accounts Payable in the amount of \$8,333.00 is for the service contract quarterly payment between Warren County LDC and Warren County EDC (Economic Development Corporation). He explains that these figures are carried over to the Profit & Loss Budget vs. Actual January through April 2018. Mr. Bartholomew indicates that the ABO (Authority Budget Office) requirements were all met for the April 1, 2018 deadline and all the monthly Financial Statements are posted to the ABO and the LDC websites.

Director Thomas entered the meeting at 9:03 a.m.

Supervisor Beaty defers to Mr. Bartholomew for clarification on whether or not the LDC has specific guidelines or requirements that are needed for loan approval and Mr. Bartholomew confirms. Supervisor Beaty asks if all the requirements are followed every time or if only certain requirements are followed and Mr. Bartholomew advises that the LDC has the ability to waive certain guidelines and requirements. He gives an example of where the Loan Review Committee did not offer a recommendation on an issue with the goat cheese business in the Town of Thurman. Therefore, the LDC Board Members proceeded and approved the loan and adopted recognition that the policy in place was waived. Supervisor Beaty then proceeds to ask if the LDC requires a business plan when business loans are considered and Mr. Bartholomew confirms and explains that depending on the circumstances and if it is an existing business a brief update of the business plan is required, but more importantly the existing financials which are more important than the business plan. He advises that if it is a new business it is generally recommended that the loan applicant attends the Microenterprises Assistance Program (MAP) that is conducted by the LDC, Washington County and SUNY Adirondack or they are sent to SCORE through the SBA (Small Business Administration) to develop a business plan. Supervisor Beaty agrees that those requirements and guidelines makes sense and asks what Mr. Bartholomew’s opinion is when a loan development corporation does not develop those types of guidelines and requirements. Mr. Bartholomew advises that he is unable to give an opinion on how other LDC’s conduct business, but believes that it is up to that particular LDC’s committee and the respective oversight approved.

Supervisor Loeb entered the meeting at 9:05 a.m.

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

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

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

Executive session was declared from 9:08 a.m. to 9:21 a.m.

Supervisor Strough entered the meeting at 9:12 a.m.

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

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

Chairman McDevitt adjourned the meeting at 9:22 a.m.

Dated: June ____, 2018

Frank Thomas, Secretary