

MINUTES OF MEETING HELD NOVEMBER 25, 2020

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 November 25, 2020 at 10:30 a.m. in the Board Room/Remote Access at the Warren County Municipal Center, pursuant to the Notice of Meeting emailed November 24, 2020.

The meeting was called to order by Peter McDevitt, Chairman of the Warren County Local Development Corporation at 10:30 a.m.

The following Directors were present:

Peter McDevitt	Eugene Merlino
Matthew Simpson	Brad Magowan
Craig Leggett	

The following Directors were absent:

Others Present:

Jim Siplon, Interim President, Warren County Local Development Corporation
Lisa Daly, Warren County Local Development Corporation
Linda Oldenburg, Warren County Local Development Corporation
Frank Thomas, Chairman, Warren County Board of Supervisors
Bennet Driscoll, Warren County Supervisor
Robert Terwilliger, Warren County First Assistant Attorney
Tammie DeLorenzo, Assistant to the Warren County Administrator
Wayne LaMothe, Warren County Planner
Donald Lehman, Warren County Director of Public Affairs
Kristy Miller, Confidential Secretary to the Warren County Administrator

Chairman McDevitt called the meeting to order. He asked for a motion to approve the minutes of the October 26, 2020 Regular Board meeting. Motion made by Director Merlino and seconded by Director Leggett. Motion carried unanimously.

Chairman McDevitt continued with the agenda regarding the review and approval of the October 2020 Financial Statements. Ms. Daly advises of nothing unusual other than waiting for the invoice for the housing study in order to get back monies disbursed before the end of the year.

Chairman McDevitt asked for a motion to approve the October 2020 Financial Statements. Motion was made by Director Simpson and seconded by Director Magowan. The following motion was unanimously carried:

RESOLVED, that the Warren County Local Development Corporation (“LDC”) hereby approves the Financial Reports for October 2020.

Chairman McDevitt continued with the agenda regarding the 2021 Budget. Mr. Siplon explains that the budget that has been submitted is a base line budget operating off the same assumptions from the previous year, but indicates that if any of the members of the Board have any input they are willing to make adjustments to it. He continues to explain that the only thing that is in the 2021 Budget that was not in the 2020 Budget are the funds that were allocated towards the housing study. He advises that if they can't get that finalized by the end of the year they can accrue into next year with this year's funds so it won't affect next year's budget.

Director Leggett asks Mr. Siplon to explain the \$7,500 for the housing study budgeted in 2021, the \$27,000 2020 Projected Actual and the \$10,000 2020 Adopted. Ms. Daly explains that what she has seen in the past is a certain amount allocated for housing expenses, which would be if someone needed roof repairs or a new porch and that is where she obtained that number. Mr. Siplon questions if they were historical expenses that would fit into that category, but not for the actual housing study and Ms. Daly confirms. Mr. Siplon advises that he does not have a lot of background here to take what was done in previous years and lay that in order to allow the members of the Board to adjust off a consistent baseline. He indicates that he is open to anything the members of the Board have about the proposed 2021 Budget. Mr. Leggett reiterates that the housing is actually for housing and not an actual housing study and Ms. Daly confirms.

Wayne LaMothe, Warren County Planner, explains that the housing study money came about from in years past when Warren County had a housing program in place. He indicates that there were provisions in the agreements with the homeowners that if they sold their home within a certain amount of time that the funds would be recouped as they were no longer benefiting of low moderate income. He continues to explain that due to the dynamics of the program income the County allocated those rebate funds to the LDC and these funds were kept separate from the actual loan repayments as they are earmarked for housing related activities. He advises that in the past housing repairs were done, which is no longer allowed and the only expense those funds would be used for would be the housing study. He explains that the in the long term the best use of that funding would be for the housing study rather than individual homeowner repairs and reiterates that those funds came from payments of recaptured funds. Mr. Siplon defers to Mr. LaMothe if it would be his suggestion that they keep continuing to accumulate them in the housing budget line until another appropriate use is determined by the Board. Mr. LaMothe indicates that the appropriate use has to be related to housing simply because that was the original funding source. He explains that the point has been reached where there should be no more recaptured funds as the homeowners signed anywhere between a 5 to 10 year agreement and all of those should be done. Mr. Siplon asks if a recommendation would be to hold it in contingency against any additional expenses associated with the study and if those do not materialize this year then they can plan to program in future years a different distribution of those funds. Mr. LaMothe agrees with this recommendation.

Director Leggett questions the Professional Services Contract of \$50,000 and if that amount is a justifiable number for how it is being used for the LDC, such as monitoring and processing the loans. Mr. Siplon advises that his initial analysis indicates that the LDC has traditionally spent more than the \$50,000 in terms of support costs associated, but he would be happy to track them. He explains that the position that Ms. Oldenburg holds is at least fifty percent focused on the portfolio support, the application process and primarily for the Warren County LDC. He continues to explain that the position that Ms. Daly holds is roughly about the same with half of her time on the Warren County LDC budget and half on the Warren County EDC (Economic Development Corporation) budget. Therefore, the two of them together would essentially count for seventy-five percent of the \$50,000 and he is quite satisfied that there are

other expenses that would make up the difference. He indicates that he has directed his team to be more specific in how they track time and expenses in order to provide the Board with visibility periodically with where they stand. He advises that it is his expectation that they will spend more than \$50,000 to support this venture.

Chairman McDevitt asked for a motion to approve the 2021 Budget. Motion was made by Director Merlino and seconded by Director Simpson. The following motion was unanimously carried:

RESOLVED, that the Warren County Local Development Corporation (“LDC”) hereby approves the 2021 Budget.

Chairman McDevitt continued with the agenda regarding the review of the Loan Portfolio and Mr. Siplon advises that Ms. Oldenburg has been following up with every single entity in the current loan portfolio and they had a conversation with Mary Kissane, Warren County Attorney, and Robert Terwilliger, Warren County First Assistant County Attorney, to make sure they were in line with any communication or activities associated with any previous loan holders. He indicates that if the Board would like to go into specifics, he would suggest going into executive session to discuss. Motion made by Director Leggett and seconded by Director Magowan. The motion carries unanimously.

Executive session was declared from 10:42 a.m. to 11:18 a.m.

Supervisor Driscoll entered the meeting at 11:04 a.m.

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

Chairman McDevitt continued with the agenda regarding matters to be discussed from EDC President, Jim Siplon. Mr. Siplon explains that as they continue to mature the overall economic development approach for the County he believes it is conceivable to continue to work with Mr. LaMothe and his office. He continues to explain he may come to the Board when it is appropriate with joint ventures where EDC (Economic Development Corporation) might combine with the LDC to fund an effort that is not specifically branded at a business, but for infrastructure to support the development of business while still using the funds appropriately. He advises that it is conceivable in the coming year that they would have more opportunities like the housing study where there would be some monies from the EDC as well as the LDC to be put together to accomplish a goal on behalf of the County, which is the best way to approach that problem.

Director Leggett asks what the expected return is on the \$500,000 CD as he sees that in the budget it is \$12,000, but at 1% it would be \$5,000. Ms. Daly advises that she does not have that information available at this time, but will send out an email to let him know. Mr. Siplon indicates that Ms. Daly will send out an update to Mr. Leggett along with the rest of the Board as to the terms of that CD as well as any other investment vehicles.

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 Merlino, and carried unanimously.

Chairman McDevitt adjourned the meeting at 11:22 a.m.

Dated: December ____, 2020

Brad Magowan, Secretary