

To: **WCLDC Board Members**

Re: **Minutes of October 21, 2021, Meeting of the Board of Directors**

Present: Peter McDevitt – Chair
Jack Diamond – Vice Chair
Craig Leggett – Treasurer
Gene Merlino – Assistant Treasurer
Brad Magowan – Secretary
Michael Wild – Director
Travis Whitehead – Director

Guests: Robert Terwilliger – Assistant County Attorney
Rachel Seeber – Chairwoman, Warren County Board of Supervisors
Ben Driscoll – Warren County Supervisor
Andrea Hogan – Warren County Supervisor
Matt Fuller – EDC Chairman
Claudia Braymer – Warren County Supervisor
Brent McDevitt – Member of the Public
Zelda – Member of the Public

Staff: Jim Siplon – EDC President
Lisa Daly – EDC Bookkeeper
Linda Oldenburg - Economic Development Coordinator

On October 21, 2021, the Board of Directors for Warren County Local Development Corporation met in person at Warren County Board Room (the meeting was also available via zoom and live on Warren County's YouTube Channel. The following items of business were discussed:

- I.** **Welcome & Call to Order:** WCLDC Chair, Peter McDevitt welcomed everyone and called the meeting to order at 11:05 a.m.
- II.** **Approval:** Approval of Board meeting minutes held September 16, 2021. All minutes were forwarded to the board for review prior to meeting. A motion was made by Treasurer Leggett seconded by Assistant Treasurer Merlino and unanimously approved by roll call vote of seven to zero.
- III.** **Financial Update:** Bookkeeper Daly reviewed September financials stating no unusual activity with one exception a payment was written to EDC as the contract between WCLDC and EDC has been approved. Looking at the expenses versus budget it is essentially on track to what was budgeted. A motion was made by Director Wild seconded by Secretary Magowan, and unanimously approved by roll call vote of seven to zero.
- IV.** **President & CEO Report:** President Siplon reviewed the 2021 WCLDC FOIL/Complaints log that is being maintained by the EDC staff. President Siplon wanted everyone to know status of FOILS/complaints that have been logged so far. There is one outstanding ethics complaint which has been forwarded by the Governance Committee to the WCLDC attorney. President Siplon stated he spoke to the attorney last night and the ethics complaint is still under review. A meeting has been

scheduled in early November and once the initial findings is received it will then be brought back through the Governance Committee. There are still two open items from a member of the public, you can see what specifically is being sought. President Siplon stated the need to hold an executive session to discuss loan terms for two loans. President Siplon acknowledged some questions on the way the meetings are scheduled and stated that while he has no control with what happens with the room, its always try to make sure that there is a buffer beyond one hour anytime we schedule it but are not always able to control that. President Siplon also suggested an update is needed to the WCLDC by-laws, using as an example that they are silent to what happens with an ethic complaint after its given to the Governance Committee or how FOILS and FOIL appeals should be addressed. President Siplon also suggested mentioned a couple of updates about the local economy, there have been multiple loan applications in process now. President Siplon had hoped to the board at this meeting, but the applicant is still working on the application. One last thing President Siplon discussed is the workshop that was scheduled earlier in the month was cancelled due to the EDC staff being quarantined and being sick, so it was also stood down because some of the attendees we had sought to come were very uncomfortable with the idea of doing so. The banking review committee does have some input that they would like to provide and, the workshop will be rescheduled. A discussion around the potential support to housing as an economic development priority was raised and President Siplon reminded the board that the WCLDC has historically had a role in this, when the community block grant was originally developed back in the mid 80's it was around assistance to the community that included housing. Now, the grant has been fulfilled, there is no longer any obligation from that original request from the community block grant structure. It was noted that the WCLDC has assisted in housing studies previously and has an approved and budgeted (over two years) commitment to do so again together with the EDC on behalf of Warren County. Director Whitehead commented on a number of these points including potential areas of WCLDC investment beyond the current loans. He and other Board members, notably Supervisor Merlino, Supervisor Diamond, Supervisor Magowan, Supervisor Wild and Supervisor Leggett also endorsed the idea of an update to the by-laws. Potential dates were discussed and the EDC staff will look to schedule a specific session for that purpose.

V. **Executive Session:** A motion was made by Vice Chair Diamond and seconded by Assistant Treasurer Merlino to enter an Executive Session to discuss modification of loan terms for 2 loans ADK Fishing and Burlap and Beam executive session began at 12:13 pm and concluded at 12:39 pm Regular meeting resumes

VI. **Approved Resolutions:** After the requested executive session, WCLDC Board Members approved loan modifications as a resolution for Adirondack Fishing Adventures to change the terms from April 1, 2020, to March 31, 2022, with a motion by Vice Chair Diamond and seconded by Treasurer Leggett and unanimously passed by seven to zero with a roll call vote. WCLDC Board Members then approved loan modifications as a resolution for Burlap and Beam to change the terms from June 1, 2020, to May 31, 2022, with a motion by Assistant Treasurer Merlino and seconded by Director Wild and unanimously passed by seven to zero with a roll call vote.

VII. **Other Business:**

IX: **Adjournment:** Upon no further business to come before the board, a motion is made by Director Wild seconded by Secretary Magowan and carried unanimously to adjourn the meeting at 12:42 p.m.