

To: **WCLDC Board Members**  
Re: **Minutes of April 21, 2022 Meeting of the Board of Directors**

**Present:** Peter McDevitt – Chair  
Mike Wild - Vice Chair  
Craig Leggett – Treasurer  
Travis Whitehead – Director

**Absent:** Robert Landry – Secretary  
Gene Merlino – Assistant Treasurer  
Brad Magowan – Director

**Guests:** Robert Terwilliger – Assistant County Attorney  
Kevin Geraghty - Chairman, Warren County Board of Supervisors

**Staff:** Jim Siplon – WCLDC President  
Linda Oldenburg - Economic Development Coordinator  
Diane Dumouchel – EDC Finance/Compliance Director

On April 21, 2022, 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 11:04 a.m. with a roll call.

**II.** **Approval:**

- Approval of Sole Member Meeting Minutes March 17, 2022
- Approval of Audit & Finance Meeting Minutes March 17, 2022
- Approval of Annual Meeting Minutes March 17, 2022
- Approval of Regular Monthly Meeting Minutes March 17, 2022

A motion was made to approve all the minutes with one correction to the Annual Meeting Minutes, specifically item number ten reference to indicate action was designed to follow the recently updated WCLDC bylaws naming a CEO. The motion was made by Director Whitehead seconded by Treasurer Leggett, and unanimously approved with a roll call vote.

**III.** **Financial Update:** EDC Finance/Compliance Director Dumouchel reviewed the WCLDC March 2022 financials, highlighting that all scheduled loan payments have been received, and also payment for the StartUp ADK and Warren County. A motion was made to approve the financials by Treasurer Leggett, seconded by Director Whitehead and unanimously approved with a roll call vote.

**IV.** **OSC Update:** EDC President Siplon provide an in terms of executing on the corrective action plan that has been filed with the state. Last month we met with the Business Review Committee (BRC) in essentially a new process that was suggested by the report and the dialogue with the OSC. Previously the BRC met outside of the same protocol that the WCLDC uses itself. The meeting was noticed, there were no loan applications reviewed, there was an open discussion about potential suggestions that they might have about areas that could be considered for application of the funds from the WCLDC, and finally a robust conversation about where interest rates were going.

- V.** **Land Bank:** Treasurer Leggett stated he doesn't have much to report, except that it looks like Clinton and Essex County are going to go it on their own. If we were to proceed with the land bank, Treasurer Leggett would recommend that it be with Warren County or at the most Warren Washington County. President Siplon stated there could also be a possibility to partner with Habitat for Humanity and would seek to have them join an upcoming WCLDC meeting to discuss.
- VI.** **President & CEO Report:** President Siplon stated there is no change to the WCLDC FOIL spreadsheet since last month. We still have several pending applications that have been waiting for other decisions to be made before they are executed. President Siplon spoke about proceeding with the RFQ for Legal so we could find a roster of potential legal resources that we could call on as an alternative to a sole legal representation. The two possible FOIL process/FOIL appeals process and policies were discussed. One is a fairly detailed in its description, and the other is a much more streamlined version that came as at least as an alternative out of the governance committee. Treasurer Leggett suggested just naming a position instead of a person's name for Record Access Officer in both proposed choices.
- VII.** **Executive Session:**
- VIII.** **Approved Resolutions** A motion was made by Vice Chair Wild, seconded by Treasurer Leggett to approve RFQ for Legal Services and was carried unanimously with a roll call vote. A motion was made by Director Whitehead, seconded by Vice Chair Wild to approve the short version of FOIL Process/FOIL Appeals and was carried unanimously with a roll call vote.
- IX.** **Other Business:**
- IX:** **Adjournment:** Upon no further business to come before the board, a motion is made by Vice Chair Wild, seconded by Director Whitehead and carried unanimously to adjourn the meeting at 12:04 pm.