

**GREATER GLENS FALLS LOCAL DEVELOPMENT CORPORATION  
MEETING MINUTES**

The regular meeting of the Greater Glens Falls Local Development Corporation was held on Thursday, March 14, 2019 in the Mayor’s Conference Room, 42 Ridge Street, Glens Falls, New York 12801.

Members Present: Judith Calogero; Daniel Hall; Jane Reid; Lois Robinson; John Cordes; Mary Gooden

Members Absent: Todd Feigenbaum

Also Present: Edward Bartholomew, CEO; Attorney Kara Lais; Michael Goot, The Post Star

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Mayor Hall opened the meeting and determined there was a quorum present.

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Mayor Hall stated that the first item on the agenda is to approve the minutes from the February 14, 2019 regular meeting, as presented.

**RESOLUTION NO. 12-2019**

On the motion of Jane Reid, seconded by Mary Gooden and, all voting affirmatively, the February 14, 2019 regular meeting minutes were approved.

The next item on the agenda is the consideration of the Payment of Bills. The following bills were presented at the meeting for payment and to reaffirm the payment of authorized prepaid bills:

**Local Development Corporation Prepaid Bills for Reaffirmation**

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|-----|---|------------|
| i.  | Shelter Point Life<br>-Disability and Paid Family Leave<br>Baseline insurance for 3/27/19-3/26/20 | \$158.76   |
| ii. | LDC Payroll Account<br>-Payroll and Keena staffing personnel services                             | \$1,000.00 |

**Local Development Corporation Bills to be Paid**

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|------|--|------------|
| iii. | Chazen Engineering<br>- Tech Meadows Lot #3 and 4 application<br>and environmental reviews | \$1,126.79 |
| iv.  | FitzGerald Morris Baker Firth<br>-Services 1/4-1/10/19                                     | \$400.00   |

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|-----|---|----------|
| v.  | McCarthy and Conlon, LLP<br>-January 2019 CFO Report and<br>Preparation of 1096 and 1099 forms    | \$570.00 |
| vi. | Musick Designs<br>-Website agenda, minutes, financial statements,<br>governance committee minutes | \$220.00 |

**Local Development Corporation Business Incubator Prepaid Bills for Reaffirmation**

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|------|---|----------|
| vii. | National Grid<br>-34 and 36 Elm Street Electric Service<br>12/31/18-1/30/2019 | \$ 46.68 |
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RESOLUTION NO. 13-2019

On the motion of Jane Reid, seconded by Mary Gooden, all voting affirmatively, the payment of the above bills were approved and/or reaffirmed.

The next item on the agenda was the CFO report. CEO Bartholomew explained that there is nothing unusual in the February report since last month's report.

RESOLUTION NO. 14-2019

On the motion of Judy Calogero, seconded by Lois Robinson, all voting affirmatively, the financial report for February 2019 was approved.

The next item on the agenda was the CEO Report. CEO Bartholomew reviewed the status of the outstanding loans which are all in good standing. He stated that the E'tain project expects to close in April and were delayed with financing.

The next item on the agenda was the consideration of resolutions. CEO Bartholomew stated that it has been a couple of years since the LDC has put out an RFQ for CFO and legal services. CEO Bartholomew is seeking authorization from the Board to prepare and release an RFQ for CFO and legal services which will go out in the next couple of months. Next CEO Bartholomew discussed the 2018 Audit, which was clean and recommended for final approval by the Audit Committee. Lastly, CEO Bartholomew noted that the 2018 PARIS report has been finalized and a copy was circulated at the meeting. The report will be filed with the ABO by the end of the month.

RESOLUTION NO. 15-2019

On the motion of Jane Reid, seconded by John Cordes and, all voting affirmatively, the Board (i) authorized CEO Bartholomew to prepare and release an RFQ for CFO and legal services; (ii) approved the 2018 audit report as prepared by Whittemore, Downen & Ricciardelli, as presented at this meeting and (iii) approved of the 2018 PARIS report and its filing with the ABO.

There being no further business. Mayor Hall noted that the next meeting will be held on April 11, 2019 at 7:30am. Mayor Hall sought a motion to adjourn the meeting.

RESOLUTION NO. 16-2019

On the motion of Jane Reid, seconded by Lois Robinson, all voting affirmatively it was

Resolved that the Greater Glens Falls Local Development Corporation hereby adjourns the March 14, 2019 regular meeting.