

LAKE CHAMPLAIN LAKE GEORGE REGIONAL PLANNING BOARD
COMMITTEE MEETING MINUTES NOVEMBER 29, 2018

COUNTY	LCLGRPB MEMBERS	PRESENT	ABSENT	VOTING MEMBER (Y/N)
CLINTON	Rodney Brown		Absent	Y
	Pete Keenan	X		Y
	Patty Waldron	X		Y
	Harry McManus (Chair)		Absent	N
	Kimberly Davis (Treasurer)		Absent	N
	Al Rascoe (Highway Supt.)		Absent	N
ESSEX	Charles Harrington		Absent	Y
	Ron Jackson	X		Y
	Mike Marnell		Absent	Y
	Randy Preston (Chair)		Absent	N
	Michael Diskin (Treasurer)		Absent	N
	Chris Garrow (Highway Supt.)		Absent	N
HAMILTON	John Frey		Absent	Y
	Christy Wilt	X		Y
	Richard Wilt		Absent	Y
	Bill Farber (Chair)	X		N
	Beth Hunt (Treasurer)	X		N
	Tracy Eldridge (DPW Supt.)		Absent	N
WARREN	Dennis Dickenson	X	Arrived after roll call	Y
	Edna Fraser		Absent	Y
	John Strough	X		Y
	Ron Conover (Chair)	X	Arrived after roll call	N
	Mike Swan (Treasurer)	X		N
	Kevin Hajos (DPW Supt.)		Absent	N
WASHINGTON	Matthew Hicks	X		Y
	Richard Moore	X		Y
	David O'Brien	X		Y
	Bob Henke (Chair)	X		N
	Al Nolette (Treasurer)	X		N
	Deb Donohue (DPW Supt)		Absent	N

Beth Gilles, Director LCLGRPB
Media & Public

Chris DeBolt, Washington Co. Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Approval of Minutes
 - Amend July 2018 Minutes
 - October 2018 Minutes
- 4) Treasurer's Report
 - July – October 2018 Abstract
- 5) Discussion on Independent Audit
- 6) Adoption of LCLGRPB updated Sexual Harassment Policy
 - Board member signature page

- 7) Update of Current Loan Activity and Loan Committee members
- 8) Adoption of Loan Committee Collection Processes
- 9) Adoption of Loan Committee Collection Processes
- 10) Approval of Loan write-offs
- 11) Removal of Loan Moratorium
- 12) A-95 reviews
- 13) Director's Report
 - Senior Planner position
- 14) LCLGRP Annual Meeting – January 8, 2019
 - Discussion of election of officers
- 15) Adjourn

Chairman O'Brien called the meeting to order at 1:00 P.M. in the Warren County Board of Supervisors room at the Warren County Municipal Center, Lake George, New York.

Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES:

Amend July 2018 Minutes, page 7 – A motion to amend the July 2018 minutes to strike the following wording: A motion to nominate Al Nolette, Washington County Treasurer, to serve as Treasurer of the LCLGRP ~~contingent on Mr. Robert Elliot, NYS Auditor, blessing the separation of duties,~~ was moved by Mr. Moore (Washington County), seconded by Mr. Keenan (Clinton County) and adopted as amended.

October 4, 2018 Minutes – A motion to adopt the October 4, 2018 minutes with the following corrections: motions on the first page: remove Miss Hunt and add Ms. Gilles, and third page last line motion by Mr. Jackson, seconded by Mr. Strough and it should be seconded by Mr. Frey and third page delete motion by Mr. Booth and add motion by Mr. Hicks and page five unanimously adopted 2019 budget, was moved by Mr. Jackson (Essex County), seconded by Mr. Strough (Warren County) and adopted as amended.

Chairman O'Brien introduced the new LCLGRP employee, Carrie Yakush, Senior Account Clerk.

TREASURER'S REPORT – JULY – OCTOBER 2018 ABSTRACTS – Distributed handout, attached. Highlights: The balance sheet is just for the Regional Planning Board and added a column showing the 2017-year end figures and separate packet for RDC. He stated you can see the progress that has been made. The collection efforts of Chairman O'Brien and Director Gilles really show and the difference in cash went from \$56,000 to \$458,000 due to the collection efforts on the loans. The loans have gone down from \$3.1M to \$2.8M. Seven loans have been retired this year, paid off in full. He did note on the Planning Board financials is a line on the balance sheet for fund equity reserved for loans – that is the amount of money the Board should have set aside based on principal that has been repaid but the cash balances in the loan funds are still below those reserve fund levels so the Board still does not have the cash on hand that it should have based on what principal has been repaid. Working towards the sources of that and how to correct them. Will be talking about this more in the future and at least getting those cashes matched up where they should be. A drastic change in the financials from four months ago. Chairman O'Brien stated although the cash balance looks good there are loans that the operating fund took out and he is cautious of using cash up right away and will review at year end. The goal is to get them flat line but need the cash to operate. The Treasurer stated the revolving loan fund will be talking about some write offs. There is no formulated approach to either a loan loss reserve in these funds or an allowance for uncollectibles accounts in these funds. The USDA requires a 6% loan loss reserve. Should have an allowance for uncollectibles. These are high risk loans and not having a loan loss reserve or allowance is a mistake. Mr.

Jackson thanked Treasurer Al Nolette for changing this around making it much easier to understand. He appreciates his efforts. Item #2 under Planning Board, the relationship with Washington County doing the books and paying the bills, the vendors are really appreciative and it is working well with LCLGRP and within a week Washington County has its money back. Chairman O'Brien stated in June, the agencies were ninety days behind and as of today current. He stated one USDA loan for \$30,000 came due December 15th and the check has already been sent out but will be having serious discussions about the RDC and how to wind that fund down and will come back with recommendations. The Treasurer still predicts there will be a cash flow issue. There are two loans out there with very little payments. He is concerned about making it all the way to 2024 with the cash flow. A motion to accept Treasurer's report and abstracts was moved by Mr. Hicks (Washington County), seconded by Mr. Moore (Washington County) and adopted.

DISCUSSION ON INDEPENDENT AUDIT – Chairman O'Brien stated they went out to bid on the independent audit with only one bid response, resent it and receive only one response again and found both responses to be unacceptable and were rejected. They were twice as much as what the Board is currently paying. A motion to reject all bids and approve going out to find an independent auditor and talk to them one on one to get that done and that is an exception, waiver, to the current procurement policy was moved by Mr. Dickenson (Warren County), seconded by Ms. Waldron (Essex County) and reject bids and adopted.

ADOPTION OF LCLGRP UPDATED SEXUAL HARASSMENT POLICY – Mr. Strough stated a policy was adopted and now there are a few updates. New policy with updates has been mailed out with changes in red. Approving only the policy today. He put everything together as a package so they stay together and not get lost. There are forms and other items but these are not getting approved. He offered to do the training which does not have to be done until next year and will require a sign off. This is a new and improved policy that must be adopted. Members were asked to sign form indicating receipt of sexual harassment policy for filing in LCLGRP office. All involved will be required to have the training. A motion to accept Sexual Harassment Policy was moved by Mr. Dickenson (Warren County), seconded by Mr. Keenan (Clinton County) and adopted.

UPDATE ON CURRENT LOAN ACTIVITY & APPROVAL OF LOAN WRITE-OFFS – Chairman O'Brien stated going to write off seven loans later in the meeting that were foreclosed on or bankrupt. In terms of loan activity, doing fairly well. Chairman O'Brien stated one person has four loans which he and the staff are in the process of figuring out how to collect and talking to their attorney. Another property in Bolton is selling part and should pay all if not most of the loan in December; one paying \$1,000 month in interest and looking to consolidate and refinance either with LCLGRP or a private institution, one they are not quite sure how to handle and they have letters out to all these people to become current. Most have been good and paid on time. One paid off two loans he had that gave him what he needed to go to the bank for a loan; the loan worked as it is supposed to getting people on good credit standing and get them started. There are no other red flags than the four loans. Loans to be written off listed on attached handout. Four of these are bankruptcies and two are foreclosures. They have worked with the Attorney to get everything they can out of these businesses. A motion to write off loans as listed on handout for the following businesses: Family Diner, Fat Kids Food, LG Forum Café, Normandie Beach Club, Premier Travel, Thomson's Garage #1, and Thomson's Garage #2 was moved by Mr. Dickenson (Warren County), seconded by Mr. Hicks (Washington County) and adopted.

LOAN COMMITTEE MEMBERS - The loan advisory committee has been restructured with membership consisting of Patty Waldron (Clinton County), Carol Calabrese (Essex County),

Christy Wilt (Hamilton County), Chad Richards – Glens Falls National Bank (Warren County) and Harry Booth (Washington County) and at-large members Harry Shangster – Glens Falls National, and Marc Monahan (NBT Bank), list attached. There are three loan people and one underwriter on the committee which is very good. A motion to appoint loan advisory committee members was moved by Mr. Dickenson (Warren County) and Mr. Strough (Warren County). Discussion. The Treasurer asked if there was any concern that two of the loan members on the committee are from the same bank that services the LCLGRP loans. Chairman O'Brien does not see that as a problem. Welcomes their expertise. The motion to appoint loan committee was moved by Mr. Dickenson (Warren County), seconded by Mr. Strough (Warren County) and adopted.

ADOPTION OF LOAN COMMITTEE COLLECTION PROCESSES – The loan collection policy was distributed at the last meeting. Changes were recommended and made to that document. Concerns about what happens after the third letter goes out and what would happen and item #5 was added. A typo in the document will be corrected. A motion to accept loan committee collection processes was moved by Mr. Moore (Washington County), seconded by Mr. Keenan (Clinton County) and adopted.

APPROVAL OF RLF MANAGEMENT PLAN– Beth Gilles, Director, stated as a requirement of their loan fund grants from the EDA, they are required to put together a revolving loan fund management plan. The plan needs to be updated every five years, adopted by the LCLGRP and sent to the EDA for approval. Board members have been provided with a copy of the plan for their review. Mr. Moore questioned on page 9 the interest rates will fluctuate and feels wording should be adding that the LAC (Loan Advisory Committee) should recommend to the full Board for approval. Chairman O'Brien asked if the committee should consider increasing the interest rate on a loan after say sixty days beyond due date and the EDA does allow that. Ms. Gilles stated the policy could state reserve the right to increase the interest rate. The Treasurer stated all actions of the Loan Advisory Committee should come to the Board and he does not agree with increasing the interest rate for someone struggling with their loan payment. Mr. Moore suggested the loan committee should discuss this 16% increase at their next meeting. Chairman O'Brien stated the issues with what has happened in the past was lack of attention to detail and that is why this reorganization happened. The loan committee reviews every single loan, make a decision on every single loan and have in their by-laws authorization up to \$100,000 to approve a loan. His concern about dragging these loan decisions out is that it is not fair to the individual stringing it out. The Treasurer stated part of this meeting's agenda should be a report of the loan advisory committee; reporting up to this Board. He recommends since this is a loan advisory committee that they should be on the agenda and report to this Board. He stated the transparency goes a long way. Ms. Gilles agreed with having the loan advisory committee report on the agenda. The Treasurer stated this Board should be apprised of the loan advisory committee's activity. Ms. Gilles stated wording could be added stating the loan advisory committee should make a recommendation on the interest rate for the year and come back to this board for approval and the committee concurred. EDA is waiting for the LCLGRP to submit this plan. Ms. Gilles recommends leaving the 16% interest rate out of the narrative and she will bring it back to the loan committee in January, talk about it then and bring it back to this board; recommending tabling that discussion until next time. A motion to adopt RLF Management Plan was moved by Mr. Jackson (Essex County), seconded by Mr. Dickenson (Warren County) and adopted.

REMOVAL OF LOAN MORATORIUM – Chairman O'Brien stated they have made the changes at the EDA, have the loan collection in process, restructured the loan committee, and adopted new by-laws. There is money to loan and would like to remove the moratorium. He stated they will be documenting everything that wasn't before and that is the most important part of the

process. A motion to lift loan moratorium was moved by Mr. Dickenson (Warren County) and seconded by Mr. Keenan (Clinton County). Discussion. The Treasurer recommends taking a seriously look at the nature of the loans we issue and what we accept as collateral. He hopes we, the Board, really looks at our protection just because these are a higher risk loan by nature doesn't mean we can make bad fiscal decisions on the issue. Chairman O'Brien stated each loan is looked at individually and have had advice on changing how we release money. Have to look at the collateral and understand it. It has been put in place that if the collateral is a piece of property then they are required to come back with an appraisal on the property and the appraisal is the cost of the person requesting the loan prior to closing on the loan. Mrs. Wilt, loan committee member, stated they added a yearly reporting requirement to the LCLGRP B regarding the collateral. The motion to lift loan moratorium was moved by Mr. Dickenson (Warren County), seconded by Mr. Keenan (Clinton County) and adopted.

DIRECTOR'S REPORT – Director Gilles distributed and discussed with the committee the Director's Report, handout attached. As of this morning, meeting minutes, agenda and notices will be posted on the Board's website. She stated this has been a busy month with water quality and submitted over \$1M in grants.

Treasurer Nolette asked about the status of the NYS Comptroller's Audit Report. The auditors are currently writing the report.

OTHER BUSINESS:

Essex County - Chairman O'Brien stated that Essex County requested signature of the five county representatives acknowledging passage of the MOA. All counties have passed the LCLGRP B MOA and budget.

Annual meeting - A motion change the date of the annual meeting from January 8th to January 10th at 1PM at the Warren County Municipal Center was moved by Mr. Dickenson (Warren County), seconded by Mr. Hicks (Washington County) and adopted. Meeting will include annual election of officers.

LCLGRP B Appointments – Chairman O'Brien reminded county members that reappointments are needed for the first (one) year appointees.

Ron Conover, Warren County, stated on all due to due from situations there should be a standard twelve months; for example, you don't want to be holding a due to due from that is too aged. This does not have to be resolved today but give some thought to.

Meeting Schedule – Chairman O'Brien asked the committee to think about meeting every two months for discussion at the next meeting. The would require amending they by-laws to meeting four times a year.

A motion to adjourn was moved by Mr. Dickenson (Warren County), seconded and adopted. The meeting adjourned at 2:00 P.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Lake Champlain-Lake George Regional Planning Board
Balance Sheet by Fund (inclusive of RDC)
For the Period Ended 11/26/18

	Operating Fund RLF 1-EDA	RLF 2/3 - EDA	RLF 4 - EDA	Total LCLGRPB	12/31/2017	
Assets:						
Cash	\$80,275.63	\$0.00	\$0.00	\$0.00	\$80,275.63	\$56,867.00
Reserve Cash	\$0.00	\$215,870.70	\$31,898.82	\$130,906.45	\$378,675.97	\$0.00
Total Cash	\$80,275.63	\$215,870.70	\$31,898.82	\$130,906.45	\$458,951.60	\$56,867.00
Accounts Receivable	\$4,169.18	\$0.00	\$0.00	\$0.00	\$4,169.18	\$0.00
Allowance for Uncollectable Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loans Receivable	\$0.00	\$1,346,769.75	\$549,195.18	\$915,617.40	\$2,811,582.33	\$3,156,649.00
Accrued Interest Rcvbl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,554.00
State Aid Receivable	\$59,269.93	\$0.00	\$0.00	\$0.00	\$59,269.93	\$163,240.00
Grant Aid Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Due From Other Funds-IRP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Due From Other Funds-RLF 1	\$0.00	\$0.00	\$0.00	\$23,000.00	\$23,000.00	\$0.00
Due From Other Funds-RLF 2&3	\$0.00	\$22,500.00	\$0.00	\$23,041.00	\$45,541.00	\$0.00
Due From Other Funds-RLF 4	\$0.00	\$5,375.00	\$0.00	\$0.00	\$5,375.00	\$0.00
Due From Other Funds-Operating	\$0.00	\$4,250.95	\$43,439.96	\$7,114.16	\$54,805.07	\$0.00
prepaid Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,102.00
Total Assets	\$143,714.74	\$1,594,766.40	\$624,533.96	\$1,099,679.01	\$3,462,694.11	\$3,419,412.00
Liabilities:						
Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88,251.00
Accrued Payroll	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,608.00
Other Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,206.00
Loans Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Due To Other Funds-IRP	\$7,476.25	\$0.00	\$1,000.00	\$0.00	\$8,476.25	\$0.00
Due To Other Funds-RLF 1	\$4,250.95	\$0.00	\$22,500.00	\$5,375.00	\$32,125.95	\$0.00
Due To Other Funds-RLF 2&3	\$43,439.96	\$0.00	\$0.00	\$0.00	\$43,439.96	\$0.00
Due To Other Funds-RLF 4	\$7,114.16	\$23,000.00	\$23,041.00	\$0.00	\$53,155.16	\$0.00
Due To Other Funds-Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Due to Other Governments - A/P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Due to Other Governments - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overpayment & Collections in Advance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities	\$62,281.32	\$23,000.00	\$46,541.00	\$5,375.00	\$137,197.32	\$181,065.00
Fund Equity-Unreserved 11/26/18	\$81,433.42	\$1,243,570.09	\$536,480.94	\$941,930.45	\$2,803,414.90	\$2,596,544.00
Fund Equity Reserved For Loans	\$0.00	\$328,196.31	\$41,512.02	\$152,373.56	\$522,081.89	\$33,102.00
Loan Loss Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fund Equity	\$81,433.42	\$1,571,766.40	\$577,992.96	\$1,094,304.01	\$3,325,496.79	\$3,238,347.00
Total Liabilities and Fund Equity	\$143,714.74	\$1,594,766.40	\$624,533.96	\$1,099,679.01	\$3,462,694.11	\$3,419,412.00
Revenues	\$581,802.40	\$61,885.40	\$24,794.45	\$40,742.09	\$709,224.34	\$783,388.00
Expeses	\$407,505.89	\$10,134.15	\$3,316.00	\$24,563.95	\$445,519.99	\$981,456.00
Net Revenues/Expenses	\$174,296.51	\$51,751.25	\$21,478.45	\$16,178.14	\$263,704.35	-\$198,068.00

Lake Champlain-Lake George Regional Planning Board

Loan Balance Report

For the Period Ended 11/23/18

RLF 1 (EDA)

Borrower Name	County	Loan Amount	Monthly	PY Balance forward	Total Year To Date			
					Principal	Interest	Total Paid	Outstanding 12/31
Adirondack Pub 12/11	Warren	\$150,000.00	\$1,186.19	\$102,990.25	\$8,708.56	\$4,537.23	\$13,245.79	\$94,281.69
Adk Restaurant #2 5/17	Warren	\$140,000.00	\$1,107.11	\$135,602.44	\$135,602.44	\$4,532.31	\$140,134.75	\$0.00
Adk. Forest 1/08	Warren	\$27,500.00	\$408.36	\$26,313.48	\$535.66	\$1,024.34	\$1,560.00	\$25,777.82
All About You #2 11/17	Essex	\$50,000.00	\$462.45	\$50,000.00	\$2,853.78	\$2,233.17	\$5,086.95	\$47,146.22
Audino Trailhead 10/17	Essex	\$80,000.00	\$739.91	\$79,185.55	\$4,600.97	\$3,538.04	\$8,139.01	\$74,584.58
Brand Redemp # 21/15	Warren	\$150,000.00	\$1,186.19	\$145,204.16	\$2,338.63	\$6,036.25	\$8,374.88	\$142,865.53
Brand Redemption 8/13	Essex	\$35,000.00	\$494.69	\$17,946.27	\$1,264.90	\$657.35	\$1,922.25	\$16,681.37
Burlap & Beams 03/17	Warren	\$25,000.00	\$471.78	\$21,990.14	\$4,349.51	\$924.73	\$5,274.24	\$17,640.63
Carl R's 5/11	Warren	\$60,000.00	\$1,132.27	\$43,866.32	\$3,233.92	\$3,730.62	\$6,964.54	\$40,632.40
Family Diner 11/11	Warren	\$60,000.00	\$554.93	\$59,695.07	\$0.00	\$0.00	\$0.00	\$59,695.07
GFK9 9/15	Warren	\$25,000.00	\$471.78	\$14,514.09	\$4,619.86	\$569.72	\$5,189.58	\$9,894.23
High Peaks Distilling 9/15	Warren	\$150,000.00	\$1,186.19	\$134,622.89	\$7,023.79	\$6,024.30	\$13,048.09	\$127,599.10
Hitching Post 1/06	Warren	\$150,000.00	\$1,306.66	\$41,835.50	\$12,207.00	\$2,166.26	\$14,373.26	\$29,628.50
Iseneker Funeral 10/05	Lewis	\$100,000.00	\$871.11	\$26,745.11	\$8,227.75	\$1,354.46	\$9,582.21	\$18,517.36
LG Boat Rental 4/17	Warren	\$70,000.00	\$742.46	\$66,339.53	\$66,339.53	\$2,958.07	\$69,297.60	\$0.00
LG Forum Café 12/03	Warren	\$60,000.00	\$1,173.97	\$1,620.58	\$0.00	\$0.00	\$0.00	\$1,620.58
MSRY Rentals 12/14	Warren	\$75,000.00	\$693.67	\$60,670.33	\$4,951.52	\$2,678.85	\$7,630.37	\$55,718.81
New Way Lunch	Warren	\$80,650.00	\$1,139.90	\$0.00	\$6,538.86	\$2,580.34	\$9,119.20	\$74,111.14
Premier Travel 11/09	Warren	\$60,000.00	\$554.93	\$56,898.21	\$11,000.00	\$0.00	\$11,000.00	\$45,898.21
Quicksilver Air 2/13	Washington	\$65,000.00	\$918.70	\$22,475.96	\$8,400.89	\$786.11	\$9,187.00	\$14,075.07
Thomas Barber 9/15	Warren	\$150,000.00	\$1,186.19	\$133,391.71	\$6,861.18	\$5,488.22	\$12,349.40	\$126,530.53
Thomson's Garage 7/12	Warren	\$145,000.00	\$1,146.65	\$131,886.59	\$0.00	\$0.00	\$0.00	\$131,886.59
Wash Agri Park # 2 12/14	Washington	\$45,000.00	\$416.20	\$35,515.12	\$3,132.07	\$1,573.17	\$4,705.24	\$32,383.05
Wash Agri Park 12/13	Washington	\$143,000.00	\$1,130.83	\$113,864.03	\$8,033.83	\$5,068.50	\$13,102.33	\$105,830.20
Willow's Café 2/08	Warren	\$131,000.00	\$1,141.15	\$58,578.12	\$4,807.05	\$3,348.06	\$8,155.11	\$53,771.07
		\$2,227,150.00	\$21,824.27	\$1,581,751.45	\$315,631.70	\$61,810.10	\$377,441.80	\$1,346,769.75

Write Off

Write Off

Write Off

Write Off

RLF 2&3 (EDA)

Borrower Name	County	Loan Amount	Monthly	PY Balance forward	Total Year To Date			
					Principal	Interest	Tota Paid	Outstanding 12/31
Brand Redemp. #3 2/16	Warren	\$35,000.00	\$494.69	\$34,626.41	\$350.31	\$144.38	\$494.69	\$34,276.10
Cloud Splitters 1/07	Essex	\$65,000.00	\$651.25	\$6,836.29	\$6,836.29	\$210.97	\$7,047.26	\$0.00
Crown Point Bread 12/02	Essex	\$40,000.00	\$348.45	\$11,079.83	\$11,079.83	\$3,073.44	\$14,153.27	\$0.00
Fat Kid Foods 01/17	Warren	\$35,099.99	\$471.78	\$33,992.46	\$0.00	\$0.00	\$0.00	\$33,992.46 Write Off
Global Fitness 4/14	Warren	\$40,000.00	\$565.36	\$20,628.46	\$4,884.08	\$769.52	\$5,653.60	\$15,744.38
Lobster Pot 1/18	Warren	\$75,000.00	\$693.67	\$0.00	\$3,883.42	\$3,053.28	\$6,936.70	\$73,078.15
Market St. Books 12/08	Essex	\$105,000.00	\$914.16	\$54,872.24	\$6,709.26	\$2,812.34	\$9,521.60	\$48,162.98
No.Country Rest. 9/08	Clinton	\$105,000.00	\$914.66	\$52,488.53	\$6,705.27	\$2,761.43	\$9,466.70	\$45,783.26
Normandie Beach 11/07	Essex	\$50,000.00	\$567.74	\$38,195.70	\$0.00	\$0.00	\$0.00	\$38,195.70 Write Off
Schroon Lake Camp 5/02	Essex	\$56,250.00	\$638.71	\$12,965.99	\$888.30	\$761.70	\$1,650.00	\$12,077.69
Spa Salon 2/13	Warren	\$20,000.00	\$0.00	\$765.66	\$765.66	\$5.46	\$771.12	\$0.00
Star Way Serv. 7/17	Essex	\$150,000.00	\$1,186.19	\$147,170.09	\$6,435.34	\$6,612.75	\$13,048.09	\$140,734.75
Thomson's Garage 2 5/13	Warren	\$60,000.00	\$636.39	\$27,948.46	\$0.00	\$0.00	\$0.00	\$27,948.46 Write Off
Trinity Rock 11/17	Warren	\$86,000.00	0	\$85,446.17	\$6,244.92	\$3,788.84	\$10,033.76	\$79,201.25
				\$527,016.29	\$54,782.68	\$23,994.11	\$78,776.79	\$549,195.18

RLF 4 (EDA)

Borrower Name	County	Loan Amount	Monthly	PY Balance forward	Total Year To Date			
					Principal	Interest	Tota Paid	Outstanding 12/31
A & S Customs 5/17	Essex	\$50,000.00	\$706.70	\$45,001.21	\$8,285.06	\$1,714.94	\$10,000.00	\$36,716.15
Adirondack Meat 11/14	Essex	\$150,000.00	\$1,186.19	\$145,760.58	\$4,217.72	\$4,204.24	\$8,421.96	\$141,542.86
Adk Tech Solutions 11/13	Washington	\$150,000.00	\$625.00	\$124,518.02	\$7,461.21	\$5,038.79	\$12,500.00	\$117,056.81
Cooper Logging 9/15	Warren	\$150,000.00	\$915.36	\$142,902.07	\$0.00	\$0.00	\$0.00	\$142,902.07
DLS Enterprises 11/17	Warren	\$50,000.00	\$633.00	\$49,149.55	\$4,815.18	\$2,147.82	\$6,963.00	\$44,334.37
Ft. Wm. Henry #4 5/15	Warren	\$150,000.00	\$2,036.76	\$100,655.69	\$19,095.64	\$4,225.34	\$23,320.98	\$81,560.05
Hilltop Slate 6/14	Washington	\$150,000.00	\$1,590.98	\$112,829.32	\$17,162.10	\$7,193.57	\$24,355.67	\$95,667.22
King Neptunes 2/15	Warren	\$100,000.00	\$1,060.66	\$76,302.40	\$76,302.40	\$3,353.43	\$79,655.83	\$0.00
Monty's Bay Marina 7/13	Clinton	\$130,000.00	\$1,028.03	\$100,762.44	\$6,205.45	\$4,074.85	\$10,280.30	\$94,556.99
Qby. Truckstop 2/18	Warren	\$20,000.00	\$377.42	\$0.00	\$2,386.79	\$632.57	\$3,019.36	\$17,915.94
StoriedBoards 12/15	Warren	\$150,000.00	\$1,306.66	\$150,000.00	\$6,635.06	\$7,949.85	\$14,584.91	\$143,364.94
				\$1,047,881.28	\$152,566.61	\$40,535.40	\$193,102.01	\$915,617.40

Total All LCLGRP Loans \$2,811,582.33



Balance Sheet

Through 11/27/18
Detail Listing
Include Rollup Account/Rollup to Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category Other					
Fund Type					
Fund RDC - RDC-IRP Relending					
ASSETS					
200	Cash				
200.RDC	Cash RDC-USDA Relending	11,870.17	(22,684.43)	34,554.60	152.33
200 - Cash Totals		\$11,870.17	(\$22,684.43)	\$34,554.60	152.33%
384	Loans Receivable				
384.01	Loans Receivable All Brands	49,501.63	50,000.00	(498.37)	(1.00)
384.02	Loans Receivable Caldwell House	.00	4,026.00	(4,026.00)	(100.00)
384.03	Loans Receivable Cloverland Farms	21,546.83	24,826.12	(3,279.29)	(13.21)
384.04	Loans Receivable Jay's Heating	34,891.07	35,391.07	(500.00)	(1.41)
384.05	Loans Receivable LaPann's Precision	58,865.44	71,405.67	(12,540.23)	(17.56)
384.06	Loans Receivable Livingstons	26,046.98	30,340.29	(4,293.31)	(14.15)
384.07	Loans Receivable Witherbees	66,910.26	77,834.45	(10,924.19)	(14.04)
384 - Loans Receivable Totals		\$257,762.21	\$293,823.60	(\$36,061.39)	(12.27%)
391	Due from other Funds				
391.OP	Due from other Funds Operating Fund	21,983.47	27,206.08	(5,222.61)	(19.20)
391.RLF3	Due from other Funds RLF 3	28,000.00	20,000.00	8,000.00	40.00
391 - Due from other Funds Totals		\$49,983.47	\$47,206.08	\$2,777.39	5.88%
ASSETS TOTALS		\$319,615.85	\$318,345.25	\$1,270.60	0.40%
LIABILITIES AND FUND EQUITY					
LIABILITIES					
630	Due to Other Funds				
630.OP	Due to Other Funds Operating Fund	13,285.00	.00	13,285.00	+++
630.RLF3	Due to Other Funds RLF 3	4,000.00	.00	4,000.00	+++
630.RLF4	Due to Other Funds RLF 4	23,000.00	.00	23,000.00	+++
630 - Due to Other Funds Totals		\$40,285.00	\$0.00	\$40,285.00	+++
631	Due to Other Govts.				
631.USDA1	Due to Other Govts. USDA #1	40,727.43	61,352.35	(20,624.92)	(33.62)
631.USDA2	Due to Other Govts. USDA #2	207,535.06	235,447.54	(27,912.48)	(11.86)
631 - Due to Other Govts. Totals		\$248,262.49	\$296,799.89	(\$48,537.40)	(16.35%)
LIABILITIES TOTALS		\$288,547.49	\$296,799.89	(\$8,252.40)	(2.78%)
FUND EQUITY					
889	Misc. Reserves				
889.07	Misc. Reserves Loan Loss Reserve	15,465.73	17,807.99	(2,342.26)	(13.15)
889 - Misc. Reserves Totals		\$15,465.73	\$17,807.99	(\$2,342.26)	(13.15%)
909	Fund Balance	54,617.03	3,737.37	50,879.66	1,361.38
FUND EQUITY TOTALS Prior to Current Year Changes		\$70,082.76	\$21,545.36	\$48,537.40	225.28%
	Prior Year Fund Equity Adjustment	.00			



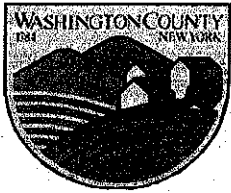
Balance Sheet

Through 11/27/18

Detail Listing

Include Rollup Account/Rollup to Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Other				
Fund Type					
	Fund Revenues	(24,896.48)			
	Fund Expenses	63,910.88			
	FUND EQUITY TOTALS	\$31,068.36	\$21,545.36	\$9,523.00	44.20%
	LIABILITIES AND FUND EQUITY TOTALS	\$319,615.85	\$318,345.25	\$1,270.60	0.40%
Fund	RDC - RDC-IRP Relending Totals	\$0.00	\$0.00	\$0.00	+++
	Fund Type Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Other Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++



Budget Performance Report

Fiscal Year to Date 11/27/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund RDC - RDC-IRP Relending										
REVENUE										
599	Appropriated Fund Balance	.00	84,268.50	84,268.50	.00	.00	.00	84,268.50	0	.00
Department 8021 - RDC-USDA Relending										
1289 Program Fees										
1289.02	Program Fees Other	.00	1,000.00	1,000.00	.00	.00	806.50	193.50	81	.00
1289 - Program Fees Totals		\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$806.50	\$193.50	81%	\$0.00
2401 Interest & Earnings										
2401.01	Interest & Earnings Other	.00	30.00	30.00	.00	.00	5.85	24.15	20	.00
2401.IRP	Interest & Earnings USDA Relending	.00	44,800.00	44,800.00	1,479.51	.00	24,084.13	20,715.87	54	.00
2401 - Interest & Earnings Totals		\$0.00	\$44,830.00	\$44,830.00	\$1,479.51	\$0.00	\$24,089.98	\$20,740.02	54%	\$0.00
Department 8021 - RDC-USDA Relending Totals		\$0.00	\$45,830.00	\$45,830.00	\$1,479.51	\$0.00	\$24,896.48	\$20,933.52	54%	\$0.00
REVENUE TOTALS		\$0.00	\$130,098.50	\$130,098.50	\$1,479.51	\$0.00	\$24,896.48	\$105,202.02	19%	\$0.00
EXPENSE										
Department 8021 - RDC-USDA Relending										
4440 Miscellaneous Other										
4440.18	Miscellaneous Other Other	.00	2,221.00	2,221.00	40.00	.00	72.00	2,149.00	3	.00
4440 - Miscellaneous Other Totals		\$0.00	\$2,221.00	\$2,221.00	\$40.00	\$0.00	\$72.00	\$2,149.00	3%	\$0.00
4460	Legal Fees	.00	11,362.00	11,362.00	2,603.24	.00	2,603.24	8,758.76	23	.00
4511	Accounting/Auditing	.00	6,221.00	6,221.00	7,555.00	.00	7,555.00	(1,334.00)	121	.00
9710 Debt										
9710.614	Debt Principal-USDA #1	.00	41,635.00	41,635.00	20,495.48	.00	20,495.48	21,139.52	49	.00
9710.615	Debt Principal-USDA #2	.00	62,509.50	62,509.50	27,912.48	.00	27,912.48	34,597.02	45	.00
9710.714	Debt Interest-USDA #1	.00	1,517.00	1,517.00	729.52	.00	729.52	787.48	48	.00
9710.715	Debt Interest-USDA #2	.00	4,633.00	4,633.00	2,935.02	.00	2,935.02	1,697.98	63	.00
9710 - Debt Totals		\$0.00	\$110,294.50	\$110,294.50	\$52,072.50	\$0.00	\$52,072.50	\$58,222.00	47%	\$0.00
9901 Interfund Transfer										
9901.99	Interfund Transfer Other	.00	.00	.00	.00	.00	1,608.14	(1,608.14)	+++	.00
9901 - Interfund Transfer Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,608.14	(\$1,608.14)	+++	\$0.00
Department 8021 - RDC-USDA Relending Totals		\$0.00	\$130,098.50	\$130,098.50	\$62,270.74	\$0.00	\$63,910.88	\$66,187.62	49%	\$0.00
EXPENSE TOTALS		\$0.00	\$130,098.50	\$130,098.50	\$62,270.74	\$0.00	\$63,910.88	\$66,187.62	49%	\$0.00
Fund RDC - RDC-IRP Relending Totals										
REVENUE TOTALS		.00	130,098.50	130,098.50	1,479.51	.00	24,896.48	105,202.02	19%	.00
EXPENSE TOTALS		.00	130,098.50	130,098.50	62,270.74	.00	63,910.88	66,187.62	49%	.00
Fund RDC - RDC-IRP Relending Totals		\$0.00	\$0.00	\$0.00	(\$60,791.23)	\$0.00	(\$39,014.40)	\$39,014.40		\$0.00
Grand Totals										
REVENUE TOTALS		.00	130,098.50	130,098.50	1,479.51	.00	24,896.48	105,202.02	19%	.00
EXPENSE TOTALS		.00	130,098.50	130,098.50	62,270.74	.00	63,910.88	66,187.62	49%	.00
Grand Totals		\$0.00	\$0.00	\$0.00	(\$60,791.23)	\$0.00	(\$39,014.40)	\$39,014.40		\$0.00

Lake Champlain-Lake George Regional Planning Board
 MOA Contracted Loan Servicing Loan Balance Report
 For the Period Ended 11/23/18

RDC - IRP 1 (USDA)

Borrower Name	County	Loan Amount	Monthly	PY Balance forward	Total Year To Date			Outstanding 12/31
					Principal	Interest	Tota Paid	
All Brands # 4 5/17	Warren	\$50,000.00	\$706.70	\$50,000.00	\$498.37	\$208.33	\$706.70	\$49,501.63
Caldwell House 12/09	Warren	\$50,000.00	\$706.60	\$4,026.00	\$4,026.00	\$852.24	\$4,878.24	\$0.00
Cloverland Farm 7/06	Essex	\$90,000.00	\$784.00	\$24,826.12	\$3,279.29	\$9,502.09	\$12,781.38	\$21,546.83
Jay's Heating 7/06	Warren	\$65,000.00	\$738.06	\$35,391.07	\$500.00	\$2,500.00	\$3,000.00	\$34,891.07
LaPans Precision 9/15	Warren	\$100,000.00	\$1,413.39	\$71,405.67	\$12,540.23	\$3,007.06	\$15,547.29	\$58,865.44
Livingston's Prop 1/12	Warren	\$55,000.00	\$508.69	\$30,340.29	\$4,293.31	\$1,302.28	\$5,595.59	\$26,046.98
Witherbees 12/08	Essex	\$150,000.00	\$1,306.66	\$77,834.45	\$10,924.19	\$4,755.73	\$15,679.92	\$66,910.26
				\$293,823.60	\$36,061.39	\$22,127.73	\$58,189.12	\$257,762.21

LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD

Grand Total		\$74,664.48		Expenditures For SEPT 2018																	
Voucher	Claimant	Purpose	Total	J-8019	J-8020	J-8021	J-8028	J-8028-B	J-8028-C	J-8029	J-8090	J-8090-A	J-8095	J-8095-A	J-8095-B	J-8095-C	J-8095-D	J-8095-E	J-8095-F	Check #	Amount
13374	Lake George Association	reimb for services	\$8,750.00											\$8,750.00						15051	\$8,750.00
13375	Essex County SWCD	reimb for services	\$2,382.75											\$2,382.75						16052	\$2,382.75
13376	The Post Star	legal ads	\$117.68							\$117.68										16050	\$117.68
13377	Michael Swan, Warren Co Treas	payroll/SS/Retirement	\$13,189.29		\$741.30					\$2,401.80	\$7,654.44		\$2,401.75							33831	\$13,189.29
13378	Michael Swan, Warren Co Treas	June Fringe	\$8,144.00	\$835.88						\$2,293.50	\$3,014.64									33831	\$8,144.00
13379	Michael Swan, Warren Co Treas	July Fringe	\$8,144.00	\$835.88						\$2,293.50	\$3,014.64									33831	\$8,144.00
13380	SEFCO	accounting	\$14,680.00		\$440.00		\$5,510.00	\$2,980.00	\$4,360.00	\$690.00			\$440.00							33836	\$14,680.00
13381	Purchase Power	bal on postage	\$5.24		\$5.24															33833	\$5.24
13382	Staples	office supplies	\$34.64		\$34.64															33837	\$34.64
13383	Walter C. Young	professional services	\$337.50							\$337.50										33836	\$337.50
13384	Warren Co. Treasurer	GIS services	\$1,913.55								\$1,913.55									33831	\$1,913.55
13385	CHA	professional services	\$8,988.80								\$6,988.80									33832	\$8,988.80
13386	Purchase Power	postage	\$100.00								\$100.00									33834	\$100.00
13387	The Post Star	legal ads	\$36.58								\$36.58									33846	\$36.58
13388	Warren Co. Treasurer	copy paper	\$22.81								\$22.81									33842	\$22.81
13389	Beth Gilles	reimb for expenses	\$14.95					\$3.95					\$11.00							33845	\$14.95
13390	Time Warner Cable	Internet	\$399.00		\$133.00					\$133.00			\$133.00							33841	\$399.00
13391	Xerox Corp	Metered Copies	\$71.21		\$23.74					\$23.73			\$23.74							33843	\$71.21
13392	National Grid	electricity	\$80.71								\$80.71									33840	\$80.71
13393	CHA	professional services	\$5,425.79								\$5,425.79									33844	\$5,425.79
13394	LC-LG Regional Planning Board	monthly services A/GFTC	\$2,705.80									\$2,705.80								no check	\$2,705.80
13395	Time Warner Cable	Internet/Phone - Aug 201	\$334.91								\$334.91									CC	\$334.91
13396	Time Warner Cable	Internet/Phone - Sept 201	\$319.29								\$319.29									CC	\$319.29
13397	Empire Theatre Plaza	A/GFTC Rent	\$1,593.29								\$1,593.29									34121	\$1,593.29
13398	Alta Planning & Design	professional services	\$1,456.00								\$1,456.00									34120	\$1,456.00
13399	Barlett, Ponliff, Stewart, Rhodes	legal services	\$1,351.00		\$1,351.00															34117	\$1,351.00
13400	Verizon	Telephone	\$153.80		\$51.30					\$51.30			\$51.30							34119	\$153.80
13401	Purchase Power	bal on postage	\$29.99								\$29.99									34122	\$29.99
		Grand Total	\$74,664.48	\$1,671.72	\$2,790.22	\$0.00	\$5,510.00	\$2,980.00	\$4,363.95	\$8,414.33	\$32,084.92	\$2,705.80	\$3,080.79	\$11,132.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Check Total	\$74,664.48
		Check Total	\$74,664.48	J-8019	J-8020	J-8021	J-8028	J-8028-B	J-8028-C	J-8029	J-8090	J-8090-A	J-8095	J-8095-A	J-8095-B	J-8095-C	J-8095-D	J-8095-E	J-8095-F	Check Total	\$74,664.48
		Balance Check	\$0.00																		
		Must be 0																			

I hereby approve vouchers for payment

Board Member

**Lake Champlain / Lake George Regional
Development Corporation
July 2018**

Voucher #	Check #	Claimant	Purpose	IRP I	IRP II	Total
				\$1,400.00	\$0.00	\$1,400.00
892	979	SEFCO	accounting (foil)	\$750.00		\$750.00
893	980	Bartlett, Pontiff	General legal	\$650.00		\$650.00
			<i>Total</i>	\$1,400.00		
<p><i>I Hereby Approve Vouchers For Payment</i></p> <p>7/30/2018 _____</p> <p>7/30/2018 _____</p>						

EXPENDITURES
IRP I and IRPII

**Lake Champlain / Lake George Regional
Development Corporation
August 2018**

Voucher #	Check #	Claimant	Purpose	IRP I	IRP II	Total
				\$0.00	\$0.00	\$0.00
894	VOID	Bartlett, Pontiff	legal matters - general	VOID		VOID
			Total	\$0.00		
			<i>I Hereby Approve Vouchers For Payment</i>			
			8/24/2018 _____			
			8/24/2018 _____			

EXPENDITURES
IRP I and IRP II

**Lake Champlain / Lake George Regional
Development Corporation
September 2018**

Voucher #	Check #	Claimant	Purpose	IRP I	IRP II	Total
				\$3,628.00	\$0.00	\$3,628.00
894		Bartlett, Pontiff	legal - general	\$1,778.00		\$1,778.00
895		SEFCO	accounting	\$1,850.00		\$1,850.00
			<i>Total</i>	\$3,628.00		
			<i>I Hereby Approve Vouchers For Payment</i>			
			9/30/2018 _____			
			9/30/2018 _____			

EXPENDITURES
IRP I and IRP II

**Lake Champlain / Lake George Regional
Development Corporation
Oct 2018**

<i>Voucher #</i>	<i>Check #</i>	<i>Claimant</i>	<i>Purpose</i>	<i>IRP I</i>	<i>IRP II</i>	<i>Total</i>
				\$106.25	\$0.00	\$106.25
896		SEFCO	Accounting Services	\$106.25		\$106.25
			<i>Total</i>	\$106.25		
			<i>I Hereby Approve Vouchers For Payment</i>			
			10/31/2018	_____		
			10/31/2018	_____		

EXPENDITURES
IRP I and IRPII

**Lake Champlain / Lake George
Regional Development Corporation
November 2018**

<i>Voucher #</i>	<i>Check #</i>	<i>Claimant</i>	<i>Purpose</i>	<i>IRP I</i>	<i>IRP II</i>	<i>Total</i>
				\$1,953.24	\$0.00	\$1,953.24
897	982	Bartlett, Pontiff	General Legal from April (lost check - reissue)	\$1,953.24		\$1,953.24

Total \$1,953.24

I Hereby Approve Vouchers For Payment

11/30/2018 _____

11/30/2018 _____

EXPENDITURES
IRP I AND IRP II



It is required that this record be kept by the Lake Champlain-Lake George Regional Planning Board (LCLGRP) for a minimum of three (3) years.

**APPLIES TO ALL EMPLOYEES, BOARD MEMBERS, COMMITTEE MEMBERS AND
PAID OR UNPAID INTERNS.**

1. The below indicates that the following LCLGRP employee, board member or committee member has received a copy of the LCLGRP's Sexual Harassment Prevention **Policy and Program**.

Name: _____

Yes, I have received a copy of the LCLGRP's Sexual Harassment **Policy and Program**. Date received: _____

Signature: _____

2. The below indicates that the following LCLGRP employee, board member or committee member has received a copy of the LCLGRP's Sexual Harassment prevention **Training**.

Name: _____

Yes, I have received the LCLGRP's Sexual Harassment Prevention **Training**. Date received: _____

Signature: _____



Beth Gilles, Director
PO Box 765, Lake George, New York 12845
Phone: (518) 668-5773 - Fax: (518) 668-5774
Email: lclgrpb@verizon.net

LOAN WRITE-OFF LIST

NOVEMBER 29, 2018

LCLGRP REGULAR MEETING OF THE BOARD

Business Name	County	RLF	Loan Amount	Write-Off Amount
Family Diner	Warren	RLF 1	\$60,000	\$59,695
Fat Kids Food	Warren	RLF 2	\$35,099.99	\$33,992
LG Forum Café	Warren	RLF 1	\$60,000	\$1,621
Normandie Beach Club	Essex	RLF 2	\$50,000	\$38,195
Premier Travel	Warren	RLF 1	\$60,000	\$45,898
Thomson's Garage #1	Warren	RLF 1	\$145,000	\$131,887
Thomson's Garage #2	Warren	RLF 2	\$60,000	\$27,948

Total #of Loans: 7

Total Write-off Amount: \$339,236



LAKE CHAMPLAIN LAKE GEORGE REGIONAL PLANNING BOARD LOAN COLLECTION PROCESS POLICY

Resolution _____ Dated _____

Title: RESOLUTION ADOPTING THE LAKE CHAMPLAIN LAKE GEORGE LOAN COLLECTION POLICY

WHEREAS, the LCLGRP has determined that it is desirable to have a policy governing the Loan Collection Process for the Intermediary Relending Plan (IRP) and the Revolving Loan Funds (RLF)

The Loan Collection Process should be adhered to when any Loans held by the IRP and the RLF become delinquent. Determining the status of loans should not only be judged by the number of days delinquent but the overall status of the payment history of the loan. While all late payments should be noted, those loans which are habitually late should receive special attention.

PROCESS

On a monthly basis payment on all loans should be reviewed to ensure that payments have been made on a timely basis and the amount received is according to the loan agreement. If payments are not made on a timely basis or the amount due, the following process should be followed:

1. Loans which are fifteen (15) days past due:
 - a. Loans first time past due: The RPB should place a call to the Loan Recipient and remind them there is a payment due. This should be a polite reminder but designed to find out if there are any reasons which have created the late payment.
 - b. Loans which are habitually past due: The RPB should place a call to the Loan Recipient and remind them their payment is past due and attempt to get a commitment on when the loan payments will be made. They should also be reminded that this has been a recurrent situation and that they need to ensure their payments are being made on a timely basis. They should also be reminded that should they anticipate further issues they should contact us and keep us up to date on any changes. Attempt to get a commitment on when the payment will be made.
 - c. Follow-up calls should be made to the Loan Recipient if they do not make their past due payments as promised.
2. Loans which are thirty (30) days past due.
 - a. A thirty (30) day letter (example provided) should be sent to the Loan Recipient.
 - b. A follow-up call should be made to the loan recipient asking that for their plans on making the loan current. In some cases, it may be prudent to ask them to come in and discuss their situation and if this seems like a recurring issue, review the loan and determine how the RPB can work with them to assist them through the issues they are facing.

- c. Based on the commitment made by the borrower to make their loan current review their progress and if payments are not made as promised to contact the borrower to determine any issues.
3. Loans which are sixty (60) days past due
 - a. Borrower will receive the second Past Due Letter (example provided).
 - b. Within fourteen (14) days attempts should be made to contact the borrower and ask them to come in and meet with the RPB and determine what needs to be done to ensure the loans are kept current.
 - c. In reviewing their current position, a loan modification may be in order, however any Loan Modification must be approved by the Loan Committee.
4. Loans which are ninety (90) days past due
 - a. Borrower will receive a ninety (90) day past due letter (sample attached) which states that the loan will be turned over for collection. The borrower may bring the loan current and any proposed loan modifications must be approved by the Loan Committee. Arrangements should be made to bring the loan recipient in and review their situation
 - b. Should the Borrower not make acceptable arrangements to bring the loan current, the loan shall be turned over to an attorney for collection.
5. Attorney contact should be made to review the next steps forward.
 - a. Prior to meeting with the attorney attempts should be made to assess the status of all collateral. All loan materials should be reviewed to assess the status of the collateral.
 - b. The file should be reviewed with the attorney to determine what the appropriate next steps are. The attorney should guide the following evaluation process.
 - i. Status of Collateral
 - ii. Valuing collateral
 - iii. What position the LCLGRP is on any mortgages and if there are any other liens on the property
 - iv. Is foreclosure an option
 - v. Is judgement on other assets an option
 - vi. How to take possession on items the LCLGRP has a UCC filing
 - vii. Costs of any actions.
 - c. Once the information is received from the attorney the LCLGRP should discuss the options and possible return on each action.

Time is of the essence in pursuing options to ensure that the best value can be received for the LCLGRP.

MOST IMPORTANTLY ALL CONTACTS SHOULD BE IN A PROFESSIONAL, COURTEOUS MANNER AND DOCUMENTED IN WRITING.



DIRECTOR'S REPORT

NOVEMBER 29, 2018

Overall Management

1. New Senior Account Clerk
2. Worked with Warren County Civil Service for Senior Planner title, created and released job announcement
3. Working with Marvin and Company on 2017 RPB audit

Economic Development

1. Worked with EDA to complete reimbursement paperwork for 2016 – 2018 contract
2. Northern Borders Regional Commission – Town of Inlet, Town of Crown Point, Town of Plattsburgh

Water Quality

1. Submitted 604(b) grant - \$400,000
2. Submitted Lake Champlain Basin Program grants
 - NY Lake Champlain Data Atlas - \$200,000
 - NY Agricultural Planning Assistance Program - \$300,000
 - Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan - \$100,000
 - MS4 Lite Program - \$50,000
3. Organized and hosted 14th annual North Country Stormwater Tradeshow and Conference
4. Spoke at the Hudson River Watershed Alliance annual conference on working with municipalities
5. Spoke at statewide meeting for Rural Roads Active Management Program
6. Quarterly Reporting and Reimbursement Requests

Loan Program

1. Authored RLF Management Plan
2. Held Loan Committee meeting on November 5, 2018
3. Submitted Quarterly Report to USDA for IRP funds
4. Submitted \$30,847.50 payment to USDA
5. Submitted RDC budget in ABO system
6. Terminated UCC, released liens, discharged mortgages and provided exit package
7. Letters to loan recipients addressing late fees
8. Overall communication with loan recipients

A/GFTC

1. Attended AGFTC Policy Committee meeting