

**LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD DATE: April 18, 2019**

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<b><u>MEMBERS PRESENT:</u></b>	<b><u>MEMBERS ABSENT:</u></b>	<b><u>OTHERS PRESENT:</u></b>
DAVID O'BRIEN, CHAIRMAN	HARRY MCMANUS	REPRESENTING THE LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD:
JOHN STROUGH	KIMBERLY DAVIS	BETH GILLES, EXECUTIVE DIRECTOR
BETH HUNT	KARL WEISS	ALLISON GADDY, SENIOR PLANNER
CHRISTY WILT	BRIAN WELLS	CARRIE YAKUSH, SENIOR ACCOUNT CLERK
PETE KENNAN	WILLIAM FARBER	CHRIS DEBOLT, WASHINGTON COUNTY ADMINISTRATOR
PATTY WALDRON	TRACY ELDRIDGE	DON LEHMEN, POST STAR
MATTHEW HICKS	DEBORAH DONOHUE	TRAVIS WHITEHEAD, WARREN COUNTY RESIDENT
RICHARD MOORE	SHAUN GILLILLAND	LYNN CLAUER, WASHINGTON COUNTY RESIDENT
ROBERT HENKE	MICHAEL DISKIN	
ALBERT NOLETTE	CHRIS GARROW	
DENNIS DICKINSON	KEVIN HAJOS	
JOHN FREY		
MICHAEL SWAN		
RONALD CONOVER		
EDNA FRASIER		
CHARLES HARRINGTON		
MICHAEL TYLER		
RONALD JACKSON		
RODNEY BROWN via webcam		

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David O'Brien called the meeting of the Lake Champlain Lake George Regional Planning Board to order at 2:05 p.m.

Pledge of Allegiance was led by Mr. O'Brien

Roll Called, the following members present: Rodney Brown (via webcam), Pete Keenen, Patty Waldron, Charles Harrington, Ronald Jackson, Michael Tyler, John Frey, Christy Wilt, Beth Hunt, Dennis Dickinson, Edna Fraiser, John Strough, Ron Conover, Michael Swan, Matthew Hicks, Richard Moore, Dave O'Brien, Robert Henke, Albert Nolette.

The following members absent: Harry McManus, Kimberly Davis, Karl Weiss, Shaun Gilliland, Michael Diskin, Chris Garrow, Brian Wells, William Farber, Tracy Eldridge, Kevin Hajos and Deborah Donohue.

Mr. O'Brien asked for a motion to approve the January 10, 2019 minutes. Motion was made by Mr. Keenan seconded by Mr. Strough and carried unanimously.

Mr. O'Brien stated an amendment needed to be made to the October 4, 2018 minutes. The vote to appoint Beth Gilles as Director was not recorded in the minutes. The motion was made by Mr. Moore seconded by Mr. Dickinson and carried unanimously. Motion to amend October minutes was made by Mr. Jackson seconded by Mr. Strough and carried unanimously.

Mr. O'Brien goes into review with things that happened about a year ago. He states we have had a tremendous turnaround. We are financially much stronger than this time last year. He thanked Beth and the Board for all their efforts and support.

Next, Mr. Nolette provided a Treasurer report, stating he will be saving the RDC report for the RDC meeting. Referring to the bounded Annual Update Document for the Year Ended 12/31/18 book that was distributed - the only downside, Mr. Nolette states, is the cash reserve figure is still below where it should be. He states they are considerably different from last year. There has been remarkable progress over the year. In regard to the interfund transfers, all but two have been satisfied. Mr. Nolette thinks that by the end of this year all the interfund transfers will be satisfied. Mr. Nolette reviews the book and stated he is always available to answer questions. He noted that some of the 2017 year-end fund equity numbers are not the 2018 beginning fund equity numbers. He found quite a few discrepancies in his forensic re-accounting of the books. He went back to January 2018 and found things that needed to be changed and will be addressing with our new auditors. He stressed that we are really secure financially and significantly stronger than a year ago. Mr. Nolette stated in the past the documents that got filed with the comptroller had a General Fund and a long term debt fund, that's all that was reported. Mr. Nolette thinks there is a benefit to have sub-funds.

Mr. O'Brien asked for a motion to accept the 2018 Year End Tentative and 2019 First Quarter Treasurer Report. Motion was made by Ms. Waldron, seconded by Ms. Frasier. Motion carried.

Mr. O'Brien asked for a motion to approve the January – March 2018 Abstracts. Motion was made by Mr. Keenan and seconded by Mr. Jackson. Mr. Nolette commented that debit card activity will now be seen on the abstracts. Motion carried.

Next, Mr. O'Brien spoke of the 2017 and 2018 Audits. We had contracted with Marvin and Company. Between Mr. O'Brien's and Ms. Gilles' phone calls and emails, Marvin and Company had been asked numerous times for the independent audits to be completed. In March 2018 the EDA informed us that because we had not submitted our 2017 independent audit into the Federal Clearinghouse, the EDA was not in position to renew the grant, which would provide us with \$210,000 cash over 3 years. If not approved, then we have approximately \$70,000 (\$17,500.00/qtr) in expenses that we cannot ask for reimbursement on. We don't know if they go back and approve the 3-year grant, if they back date. This was entirely caused by the lack of our independent auditor to deliver our 2017 independent audit on a timely basis. Mr. Conover suggests we should develop and maintain a calendar of things we do yearly. A project reminder. And possibly incorporate into our contract these performance dates. Mr. O'Brien states we are with a new auditing firm and they have been very responsive to us. Mr. Jackson asks if it is worth trying to pursue Marvin & Company legally. Ms. Gilles states that we do now have a calendar of all reports and when they are due. Mr. Conover asks that the calendar is available to all Board members. Mr. Nolette states that everything needed for the 2018 audit has been submitted to EFPR. SEFCO provided all of 2017 in a timely manner.

Mr. O'Brien asked Ms. Gilles to introduce Allison. Ms. Gilles introduced Allison Hargrave-Gaddy, our new Senior Planner. She is taking over the Water Quality Program among other work. She comes from Saratoga County Planning. She has worked for Saratoga PLAN and the City of Albany. She has extensive agriculture open space trails experience.

Next, Mr. O'Brien asks that the Board Members fill out the financial disclosures and return to Ms. Gilles at your earliest convenience.

Ms. Gilles states we use Glens Falls National Bank for all of our banking. We use the Post Star and Press Republican for any of our legal notices. Borgos and DelSignore is used for the closing of our loans. Bartlett, Pontiff, Stewart and Rhodes is used for all other matters.

Mr. O'Brien asks for a motion to re-designate the above parties mentioned. Motion made by Mr. Dickinson and seconded by Ms. Frasier. Motion carried.

Ms. Gilles reviews the EDA comments on RLF plan and EDA acceptance. She states that the minimum interest rate for loans cannot be 4 percentage points below the lesser of the current money center prime interest rate. Leveraging of Funds: There must be a minimum ratio of \$2 in private financing to every \$1 of RLF funding. And this is portfolio wide, not per loan. A resolution is needed for an approval of a loan. Ms. Gilles noted the addition to the loan closing documents. Clarifying of late fees was noted in the plan.

Ms. Gilles asks Mr. O'Brien for a re-approval with today's date with the changes that were made.

Mr. O'Brien asks for a motion to re-approve the plan with the changes made. Motion made by Mr. Jackson and seconded by Mr. Dickinson. Motion carried.

Ms. Wilt gave the loan committee report. The Loan Advisory Committee met on April 9, 2019. She stated there is a new member Chris Hay, president of the Dannemora Federal Credit Union. Ms. Wilt reviewed the packet handout. Mr. Nolette asked if the \$150,000 cap is per loan or borrower. Mr. O'Brien said it's his understanding it is per borrower.

Mr. O'Brien asks for a motion to appoint Chris Hay to the loan committee. Motion made by Mr. Hicks and seconded by Ms. Waldron. Motion carried.

Ms. Gilles reviews the Director's Report that was handed out in the meeting packet.

Ms. Gaddy reviews the Water Quality plans. She also states she spoke to the US Census. They are looking for complete count committee participants in the north country. They are interested in putting together 3 or 4 complete count committees. If any one is interested in going through the training or participate on a committee, then please let Ms. Gaddy know.

Ms. Gilles finished reviewing the Director's Report.

Mr. O'Brien briefly addressed the RDC. Mr. O'Brien has been trying to figure out a way to wrap down the RDC.

Concluding, it was decided to hold the next meeting on July 16, 2019 at 1:00 p.m at the Warren County Municipal Center.

As there was no further business to come before the Lake Champlain Lake George Regional Planning Board, on a motion made by Mr. Dickinson and seconded by Mr. Jackson, Mr. O'Brien adjourned the meeting at 3:03.

