



**ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**  
**Minutes of January 17, 2024, Meeting of the Board of Directors**

Present:

Mitch Amado – Chair/Treasurer  
Laura Ladu – Secretary  
Dr. Kristine Duffy – Representative, SUNY Adirondack  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
John Strough – Representative, Town of Queensbury  
Melanie Weber, (g)row

Absent:

Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Mike McLarty – Finch Paper

Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Director, Finance  
Autumn Shaughnessy – EDC Intern

On January 17, 2024, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** 8:00 a.m. Chair Amado welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
**Audit & Finance Committee:** Committee member Judy Calogero provided a report on the Audit & Finance Committee meeting held on January 9, 2024, reviewing the December 2023 Financials. Discussion ensued that in 2021, the EDC Board resolved to spend 500k into their fund balance over the next three years. At the end of 2023, EDC spent 465k to that goal. In 2023 the A&F committee budgeted to receive the full 50k from the ARPA grant for housing. Given the late release of the Housing Study, work in this area was delayed and as a result, the committee reassigned 30k of that potential funding into the 2024 budget.

Governance Committee: Chair Corney provided a report on the Governance Committee Meeting held on January 10, 2024. President Siplon met with ORDA regarding the seat on the on January 10<sup>th</sup> as well and the new President, Ashley Walden, agreed to take ORDA's seat on the EDC Board. The appointment will be brought by resolution to the February EDC Board meeting. The committee reviewed the current enrollment of the 2024 membership and indicated that when staff need assistance, they should reach out to Board members. A review of the final draft of the newsletter was reviewed to go to the Board.

3. **President/Staff Report:** President Jim Siplon highlighted the excellent work by the team on membership including a new premier level member recruited by Vice President Wheatley. He also shared the work going on to prepare for our annual audit and annual reporting. Vice President John Wheatley provided updates on business activity, highlighting three recent new inquiries. Updates on broadband and a detailed list of municipal/community related activities were also discussed. Discussion on engagement with Angio Dynamics in the wake of their recent announcement and EC's support of their planning was also discussed.

**Approvals/Resolutions:**

The following were approved by unanimous vote; motion made by Laura Ladu, seconded Judy Calogero and passed unanimously.

- December 2023 Financials
- December 19, 2023 EDC BOD Meeting Minutes

4. **Other Business:** none

5. **Executive Session:** None

6. **Adjournment:** Upon no further business to come before the board, a motion was made by Sue Corney seconded by Judy Calogero and carried unanimously to adjourn the meeting at 8:45 a.m.

**EDC Warren County Board of Directors Meeting Notes  
February 28, 2023**

**DRAFT**

Present

Dr. Duffy  
Judy Calogero  
Sue Corney  
Mike McClarty  
Kathy Muncil

Via Zoom

Laura Ladu  
Mike Pratt  
Mike Wild  
Libby Coreno

Staff

Jim Siplon  
John Wheatley  
Diane Dumouchel  
Amy Potter

Due to the threat of significant snowfall and weather, a quorum was not present. Discussion concerning the EDC policy that requires an in person quorum of 6 members be present in order to vote. Meeting can have presentations and materials discussed however due to a lack of an in person quorum, there will be a need to have a special meeting with at least six members in person attending to approve pending items. Consensus agrees to a brief meeting on Friday March 3, 2023 at 9am to vote on items needed.

Call to order – Kathy Muncil

Financial Update – Diane

Cash Flow  
Grant Treatment & Timing  
Annual Audit- Proceeding on schedule, no major issues anticipated.

Contract status update

ARPA grants  
Warren County agreement  
Review and approval process

Governance Committee report – discussion items

Membership  
EDC Workforce Event at SUNY ADK in February review  
Policy changes and adjustments to be ready for approval by March Annual Board Meeting  
Schedule of EDC Events & Forums for rest of 2023

#### Staff Reports - Jim Siplon

Review and discussion of key takeaways from SUNY ADK Workforce presentations

Status of EDC Annual Audit and issue of changes going on in the auditing industry that will make it harder and more challenging for nonprofits to obtain services in future.

#### 2023 Goal Areas

1. Business Activity
2. Forums and events
3. Membership

#### Business Activity report – John Wheatley

Slides entitled EDC 2023 Year to date Business Activity Summary

Membership- Amy & Jim

Changes underway in developing membership growth in 2023

Annual Luncheon speaker & topic – Jim

#### Digitization

Remaining files in process of moving from storage at 333 Glen Street storage room to 11 South Street storage area

About 1/2 completed in EDC materials

There are 2 new FOILS this past month

#### Community Belonging Meeting – SUNY ADK on 2/28/23

Features young people who have recently moved to the area, or returned to the area from other places.

Discuss what they find appealing and what needs to be improved or added.

What things did you find welcoming or not welcoming

**Economic Development Corporation, Warren County (EDC)**  
**Minutes of the Special March 3 2023 Meeting of the Board of Directors**

Present:

Mitch Amado- Chair/Treasurer

Dr. Kristine Duffy – Representative, SUNY Adirondack – Chair of Governance

John Strough – Representative, Town of Queensbury

Mike Pratt - Director

Mike McClarty - Director

Judy Calgero – Representative, City of Glens Falls

Kathy Muncil – Vice Chair

Staff:

Jim Siplon - President

John Wheatley – Vice President

Diane Dumouchel – Finance & Compliance Director

Amy Potter – Marketing & Communications Director

On March 3, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street – Suite 201 for a special Board of Directors Meeting at 9:00am due to the lack of quorum at our regular meeting on 28 February 2023. The following items were discussed:

1. **Welcome & Call to Order:** Chairman Amado welcomed everyone and called the meeting to order. At 9:15 AM
2. **Financial Update:** Chairman Amado shared the process and review of the January 2023 financials and had Finance Director Diane Dumouchel provide the summary of the monthly financials and their close tracking to budget..
3. **Reports of Committees:** Audit and Finance Chair Amado provided a report on the 14 February 2023 Audit and Finance Committee Meeting including the iterations of the financials as the year closed and the tracking of those submitted and finalized for the annual audit with support from Financial Director Dumouchel. These will be reviewed and submitted for the EDC Annual Meeting in March. Representative SUNY Adirondack/Chair of Governance Committee Dr. Duffy reviewed the items they reviewed in the Governance Meeting 13 February 2023 including staff updates, upcoming events, membership communications and policy reviews.
4. **President/Staff Report:** President Siplon referred to the Staff Report at the 28 February meeting and asked that any questions be directed to him for any who were not able to attend that meeting.
5. **Approved Resolutions:** Resolutions for updated January 2023 EDC Financials, January 2023 EDC BOD Meeting Minutes, Revised EDC Cash Disbursement Policy, Revised ESD Bank Reconciliation Policy, 2023 EDC and LDC Service Provider Agreement, 2023 EDC and Warren County Agreement , Warren County ARPA Recipient Agreement for Broadband and Warren County ARPA Recipient Agreement for Housing were presented and provided to all for review prior to the

meeting . Motion made by Dr. Duffy, seconded by Judy Calogero, and approved by a 6-0 roll call vote.

6. **Other Business:** N/A

7. **Executive Session:** N/A

8. **Adjournment:** Upon no further business to come before the board, a motion was made by Director Kathy Muncil, seconded by Dr Duffy, and carried unanimously to adjourn the meeting at 9:25am.

**Economic Development Corporation, Warren County (EDC)**  
**Minutes of the March 21, 2023 Meeting of the Board of Directors**

Present:

Mitch Amado- Chair/Treasurer

Laura Ladu - Secretary

Dr. Kristine Duffy – Representative, SUNY Adirondack – Chair of Governance

John Strough – Representative, Town of Queensbury

Mike Wild – Representative, Warren County

Judy Calgero – Representative, City of Glens Falls

Kathy Muncil – Vice Chair

Sue Corney – Director

Mike Pratt – Director

Staff:

Jim Siplon - President

John Wheatley – Vice President

Diane Dumouchel – Finance & Compliance Director

Public:

David Dammerman

On March 21, 2023, the Board of Directors for the Economic Development Corporation met in person at Fort William Henry for its March 2023 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** 8:17am Chairman Amado welcomed everyone and called the meeting to order.
2. **Financial Update:** Finance Director Diane Dumouchel provided a summary of the monthly financials. All expenses trending to budget and no notable items to review.
3. **Reports of Committees:** Audit and Finance Committee met 3/21/23 to approve audit and monthly financials, Governance Committee met on 3/8 no quorum, no action items, but did discuss policy updates, staffing, and EDC president review.
4. **President/Staff Report:** President Jim Siplon spoke about key updates with 2023 goals and business activity. We will continue to look for grants to help us do the much-needed work and continue to meet with area organizations to problem solve.
5. **Approvals/Resolutions:** February 2023 financials were approved, and the February BOD 2023 special meeting (held 3/3/23) minutes were approved. Motion made by Mike Pratt, seconded by Kathy Muncil and carried unanimously.
6. **Other business:** n/a

7. **Executive session:** Moved into session 8:57am motion made by Kathy Muncil, seconded by Dr. Duffy for the purposes of: *involve the medical, financial, credit, or employment history of a particular person of corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.* Exited session with no action taken at 9:40am motion made by Judy Calogero, seconded by Laura Ladu.
8. **Adjournment:** Upon no further business to come before the board, a motion was made by Laura Ladu, seconded by Dr. Duffy, and carried unanimously to adjourn the meeting at 9:43 am



ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)  
**Minutes of the April 18, 2023 Meeting of the Board of Directors**

Present:

Mitch Amado – Chair/Treasurer  
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Dr. Kristine Duffy – Representative, SUNY Adirondack  
John Strough – Representative, Town of Queensbury  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
Mike Pratt – Director  
Libby Coreno (via Zoom) – Director  
Mike McClarty (via Zoom) - Director

Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Finance & Compliance Director  
Amy Potter – Marketing/Communications Director  
Kara Barosi – Marketing/Communications  
Tricia Hartle – Economic Development Coordinator

Public:

Steve Thurston, Foothills Business Daily  
David Dammerman, Great Mountain Investment Associates

On April 18, 2023, the Board of Directors for the Economic Development Corporation met in person at SUNY Adirondack for its April 2023 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:11 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Financial Update:** Finance Director Diane Dumouchel provided a summary of the monthly financials as well as a summary of Memberships received to date.
3. **Reports of Committees:** Audit and Finance Committee met on April 4, 2023 and advanced the March 2023 Financials to the Board for approval. The April 12, 2023 Governance Committee was cancelled – nothing to report.
4. **President/Staff Report:** President Jim Siplon introduced new members of EDCWC. Patricia (Tricia) Hartle started in the role of Economic Development Coordinator and will coordinate all

Board communication and materials. Kara Barosi is in the role of Marketing/Communications and will assist in many projects to streamline activities for the Corporation.

John Wheatley, Vice President, provided an update on business activity, including YTD activity regarding business expansion, location inquiries and new development opportunities. Jim Siplon provided further information regarding projects thus far in 2023.

Jim Siplon addressed the Board requesting assistance in outreach for membership.

5. **Approvals/Resolutions:** March 2023 Financials were approved by unanimous vote; motion made by Dr. Kristine Duffy, seconded by Sue Corney. The minutes for the March 21, 2023 Board of Directors meeting were approved unanimously as well; motion made by Dr. Kristine Duffy, seconded by Sue Corney.
6. **Other Business:** N/A
7. **Executive Session:** Motion to move to executive session at 9:08 a.m. made by Laura Ladu, seconded by Sue Corney and passed unanimously for purposes of "Personnel". Exited session at 10:04 a.m., motion made by Judy Calogero, seconded by Mike Pratt and passed unanimously. No decisions were taken.
8. **Adjournment:** Upon no further business to come before the board, a motion was made by Judy Calogero, seconded by Laura Ladu and carried unanimously to adjourn the meeting at 10:12 a.m.

## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of the May 16, 2023 Meeting of the Board of Directors**

#### Present:

Mitch Amado – Chair/Treasurer  
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Dr. Kristine Duffy – Representative, SUNY Adirondack  
John Strough – Representative, Town of Queensbury  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
Mike Pratt – Director  
Mike McClarty - Director

#### Absent:

Libby Coreno – Director

#### Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Finance & Compliance Director  
Amy Potter – Marketing/Communications Director  
Kara Barosi – Marketing/Communications  
Tricia Hartle – Economic Development Coordinator

#### Public:

David Dammerman, Great Mountain Investment Associates  
Christy Alexander – WorkSmart  
Allison GiamBruno - WorkSmart

On May 16, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:00 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Financial Update:** Finance Director Diane Dumouchel provided a summary of the monthly financials as well as a summary of Memberships received to date.
3. **Reports of Committees:** Audit and Finance Committee met on May 9, 2023 and advanced the April 2023 Financials to the Board for approval. The Governance Committee met on May 10, 2023. Discussion of upcoming EDC Events and the continued efforts for business outreach to further membership.

4. **President/Staff Report:** President Jim Siplon provided an update on business activity, including Business Formation Data Comparison charts regarding business formation(s) in the last 5 years. 2023 YTD EDC Business activity was provided by President Siplon and John Wheatley regarding business expansion and strategic efforts for business assistance going forward.

Membership update: Jim Siplon addressed the Board requesting assistance in outreach for membership. Comparing 2022 to 2023, membership has increased, thus far, 20%.

Amy Potter reported on the June 15, 2023 Event being held at SUNY Adirondack featuring Dr. Rachel Sederberg.

Tricia Hartle reported on EDC internal office procedures and recording keeping, as well as compliance adherence going forward.

5. **Approvals/Resolutions:** April 2023 Financials were approved by unanimous vote; motion made by Kathy Muncil, seconded by Mike Pratt. The minutes for the April 18, 2023 Board of Directors meeting were approved unanimously as well; motion made by Judy Calogero, seconded by Laura Ladu.
6. **Other Business:** N/A
7. **Executive Session:** Motion to move to executive session at 8:53 a.m. made by Dr. Kris Duffy, seconded by Mike Pratt and passed unanimously for purposes of "Personnel". Exited session at 9:07 a.m., motion made by Mike McClarty, seconded by Sue Corney and passed unanimously. No Action taken.
8. **Adjournment:** Upon no further business to come before the board, a motion was made by Mike McClarty, seconded by Kathy Muncil and carried unanimously to adjourn the meeting at 9:08 a.m.



## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of the June 20, 2023 Meeting of the Board of Directors**

#### Present:

Mitch Amado – Chair/Treasurer  
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Dr. Kristine Duffy – Representative, SUNY Adirondack  
John Strough – Representative, Town of Queensbury  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
Mike Pratt – Director  
Mike McClarty - Director

#### Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Finance & Compliance Director  
Kara Barosi – Marketing/Communications Contractor  
Tricia Hartle – Economic Development Coordinator

#### Public:

David Dammerman, Great Mountain Investment Associates

On June 20, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:02 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
Audit & Finance Committee: Chair Muncil provided a report on the Audit & Finance Committee meeting held on June 13, 2023 including analysis of potential CD investment. Continued research and analysis on this front. May 2023 Financials were approved.

Governance Committee: Chair Corney provided a report on the Governance Meeting held on June 14, 2023 including discussion of the June 15<sup>th</sup> Event; EDC Employee Handbook and membership updates.

3. **President/Staff Report:** President Jim Siplon provided a summary of the June 15<sup>th</sup> Event “Who’s going to do the work?”. While a concurrent event in Albany prevented greater attendance, attendees expressed value. Some members of the board sought more local data and context and encouraged that in future sessions. President Siplon indicated that future “events” might be more beneficial in smaller settings with focused topics.

Vice President Wheatley provided an update on business activity including three recent inquiries in the last month. Previous inquiries discussed included a potential cannabis growing venture in Queensbury Industrial Park and F.W. Webb’s proposed expansion. EDC continues to act as advocates and navigators for legitimate business inquiries as they explore our area and the opportunity to do business here.

President Siplon provided a report from the Center for Economic Growth delivering Q1 2023 highlights, including region leading micro-business growth.

Membership update: Membership has now rebounded to roughly pre-pandemic (2019) levels. Discussion centered on the remaining time for our 2023 campaign and assistance by the board was sought in outreach for membership between now and July 4<sup>th</sup>.

Tricia Hartle provided draft FOIL policy for adoption by board members. Policy reviewed and approved by Counsel to the Board. Also provided update on EDC Employee Handbook.

4. **Approvals/Resolutions:** April 2023 Financials were approved by unanimous vote; motion made by Laura Ladu, seconded by Kathy Muncil. The minutes for the May 2023 Board of Directors meeting were approved unanimously as well; motion made by Laura Ladu, seconded by Kathy Muncil.

Chair Amado deferred to Chair and Committee members of the Governance committee for resolution of the Updated FOIL Policy. Having concurred, **Resolution** to approve passed unanimously; motion made by Dr. Kris Duffy, seconded by Sue Corney.

5. **Other Business:** Vacant seat on the Board was presented. The Governance Committee has reached out to Arrow Financial for consideration of bank representation.
6. **Adjournment:** Upon no further business to come before the board, a motion was made by Kathy Muncil, seconded by Sue Corney and carried unanimously to adjourn the meeting at 9:00 a.m.



## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of the July 18, 2023 Meeting of the Board of Directors**

#### Present:

Mitch Amado – Chair/Treasurer  
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
Mike Pratt – Director  
Mike McClarty - Director

#### Absent:

Dr. Kristine Duffy – Representative, SUNY Adirondack  
John Strough – Representative, Town of Queensbury

#### Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Finance & Compliance Director  
Tricia Hartle – Economic Development Coordinator  
John Wheatley Jr. – EDC Intern

#### Public:

John Taflan – Warren County Administrator  
Bennet Driscoll – Warren County Board of Supervisors – 5<sup>th</sup> Ward Glens Falls  
David Dammerman, The Grove Venture Lab  
Christy Alexander – WorkSmart Coworking & Meeting Space

On July 18, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:01 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
**Audit & Finance Committee:** Chair Muncil provided a report on the Audit & Finance Committee meeting held on June 13, 2023 including analysis of CD investments. Chair Muncil stated that the

August 2023 A&F Committee meeting will consist of discussion and forecasting for the upcoming budget.

Finance Director Diane Dumouchel presented a brief summary of the CD analysis presented to the A&F Committee, followed by details on the recommended path for investment. . A representative of NBT bank was conferenced into the meeting to explain the program NBT bank provides for their T-Bills – indicating minimal risk and liquidity. The Board asked some questions of NBT representative and further resolution is indicated below.

Governance Committee: Chair Corney provided a report on the Governance Meeting held on June 14, 2023 including discussion of the June 15<sup>th</sup> Event; EDC Employee Handbook and their review will ensue and resolution for advancement will occur at their August Committee Meeting.

3. **President/Staff Report**: President Jim Siplon and Vice President John Wheatley provided a summary of the EDC Membership Campaign. We currently are at 91.7% of the goal due in part to EDCs direct engagement with businesses.

Presented were charts indicating the Business Activity by category, including new development opportunities, new business location inquiries and business expansion and assistance. Further reporting provided business activity by subcategories including industrial, retail, wholesale distribution, healthcare, service, alternative energy, recreation, and housing. Information was provided regarding EDCs media engagement indicating following has increased substantially in the last 30 days.

President Siplon addressed the Board regarding our proposed Fall Luncheon, currently scheduled for October 24, 2023. EDC is still securing guest speakers for the event.

President Siplon spoke about EDCs participation with NYS Homes & Community Renewal CDBG staff and representatives of City and County as a collaborative effort to pursue opportunities.

4. **Approvals/Resolutions**: June 2023 Financials were approved by unanimous vote; motion made by Judy Calogero, seconded by Mike McLarty. The minutes for the June 2023 Board of Directors meeting were approved unanimously as well; motion made by Sue Corney, seconded by Judy Calogero.

Chair Amado referenced the prior discussion regarding investing EDC funds. A motion was made by Kathy Muncil; seconded by Laura Ladu to approve the investment strategy as proposed by NBT Bank, a strategy consistent with EDC's investment policy and account formation signatories. **Resolution** to approve passed unanimously.

5. **Other Business**: The Governance Committee is actively pursuing vacant board seat.
6. **Executive Session**: Motion was made by Sue Corney, seconded by Kathy Muncil to go into Executive Session at 8:48 a.m. regarding Contract with President of EDC. The agreement as presented in draft form was approved to be presented to President Siplon for his review and if no changes, to be signed by Chair Amado and President Siplon. If changes are necessary, they shall come back to the board for review and approval. Motion to adjourn Executive Session at 9:14 a.m. made by Kathy Muncil, seconded by Sue Corney, passed unanimously.



7. **Adjournment:** Upon no further business to come before the board, a motion was made by Kathy Muncil, seconded by Mitch Amado and carried unanimously to adjourn the meeting at 9:15 a.m.



## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of September 19, 2023 Meeting of the Board of Directors**

#### Present:

Mitch Amado – Chair/Treasurer  
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
Mike Pratt – Director  
Dr. Kristine Duffy – Representative, SUNY Adirondack  
John Strough – Representative, Town of Queensbury

#### Absent:

Mike McClarty – Director

#### Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Finance & Compliance Director  
Tricia Hartle – Economic Development Coordinator

#### Public:

Ashley Walden, ORDA  
Emily Stanton, ORDA  
David Dammerman, The Grove Venture Lab

On September 19, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:01 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
**Audit & Finance Committee:** Chair Muncil provided a report on the Audit & Finance Committee meeting held on September 12, 2023 including the re-approval of the June 2023 financials with minor revisions and the review of the PARIS multi-year pro-Forma required for October 1, 2023.

Governance Committee: Chair Corney provided a report on the Governance Meeting held on September 13, 2023. The Committee approved the EDC Employee Handbook to be advanced to the Board for approval. The Board composition was discussed regarding the vacant seats. President Siplon will connect recommends to Chair Corney. An Executive Session took place for discussion of the Employment Agreement.

3. **President/Staff Report**: President Jim Siplon and Vice President John Wheatley delivered a presentation of the business activity by subcategory focusing on business expansion/assistance; new business inquiries and new development opportunities. President Siplon provided a summary of key strategic economic development activity, including energy section; large manufacturer outreach; natural resources as an economic development driver; town housing forums; entrepreneurial eco-system to include Start Up ADK, SBDC, and the LDC; and telecom, including broadband expansion, cell coverage and digital equity.

President Siplon provided an update on the October 24, 2023 luncheon indicating the engagement with Behan Communications to assist in marketing the event.

4. **Approvals/Resolutions**: The July and August 2023 Financials; the minutes for the July Board of Directors meeting and the PARIS multi-year pro-forma were approved by unanimous vote; motion made by Kathy Muncil, seconded by Sue Corney. The EDC Employee Handbook was advanced to the EDC Board to approve; motion to approve made by Dr. Kris Duffy; seconded by Sue Corney.

**Resolution No. 20230919-1 – Adopt the EDC PARIS 2024-2027 Pro-Forma Budget**

**Resolution No. 20230191-2 – Adopt Revised EDC Employee Handbook**

5. **Other Business**: none
6. **Executive Session**: Motion was made by Kathy Muncil, seconded by Dr. Kris Duffy to go into Executive Session at 8:28 a.m. regarding Employment Contract with President of EDC. The Board approved the agreement; now pending final signature by President. Motion to adjourn Executive Session at 8:40 a.m. made by Dr. Kris Duffy, seconded by Kathy Muncil, passed unanimously.
7. **Adjournment**: Upon no further business to come before the board, a motion was made by Judy Calogero, seconded by Laura Ladu and carried unanimously to adjourn the meeting at 8:42 a.m.



## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of October 17, 2023 Meeting of the Board of Directors**

#### Present:

Mitch Amado – Chair/Treasurer  
Laura Ladu – Secretary  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
John Strough – Representative, Town of Queensbury  
Mike McLarty – Finch Paper

#### Absent:

Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Dr. Kristine Duffy – Representative, SUNY Adirondack

#### Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Diane Dumouchel – Finance & Compliance Director  
Tricia Hartle – Economic Development Coordinator

#### Public:

David Dammerman, The Grove Venture Lab

On October 17, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:05 a.m. Chairman Amado welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
**Audit & Finance Committee:** Chair Amado of the EDC provided a report on the Audit & Finance Committee meeting held on October 10, 2023 including small revisions to the financial reporting that were presented for approval today. Chair Amado noted that the EDC's 2024 operating budget that was approved last month as part of the multi-year pro-forma may be subject to revisions later in the year, once the county's allocation is finalized.

**Governance Committee:** Chair Corney provided a report on the Governance Meeting held on October 11, 2023. The Committee reached out to Michael McLarty to become member of Governance Committee, he agreed; resolution to go before Board at this meeting. The vacant seats on the Board were discussed and advancing for at least one replacement from the business community. Chair Corney has reach out to another replacement and will advise as things progress.

3. **President/Staff Report:** President Jim Siplon and Vice President John Wheatley provided a short presentation on business activity, a kickoff of the 2024 Membership Campaign, the status and importance of the Hydro Initiative.

President Siplon provided an update on the October 24, 2023 luncheon indicating current attendees are over 200 and the engagement with Behan Communications to provide marketing materials at the event that will also be used beyond the event.

4. **Approvals/Resolutions:** The following were approved by unanimous vote; motion made by Judy Calogero, seconded by Laura Ladu:
- September 2023 Financials
  - September 19, 2023 EDC BOD Meeting Minutes
  - September 13, 2023 Governance Committee Meeting Minutes
  - Resolution to adopt EDC Membership Policy

Motion made by Sue Corney, seconded by Judy Calogero to approve Resolution to appoint Michael McLarty to EDC Governance Committee. Michael McLarty abstained.

**Resolution No. 20231017 -1 Adopt the Membership Policy**

**Resolution No. 20231017-2 – Approval to Appoint Michael McLarty to the Governance Committee**

5. **Other Business:** none
6. **Executive Session:** Motion was made by Laura Ladu, seconded by Sue Corney to go into Executive Session at 8:50 a.m. regarding employee status. No action taken. Motion to adjourn Executive Session at 8:59 a.m. made by Laura Ladu, seconded by Michael McLarty, all in favor.
7. **Adjournment:** Upon no further business to come before the board, a motion was made by Judy Calogero, seconded Michael McLarty and carried unanimously to adjourn the meeting at 9:01 a.m.



## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of November 21, 2023 Meeting of the Board of Directors**

#### Present:

Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee

Laura Ladu – Secretary

Dr. Kristine Duffy – Representative, SUNY Adirondack

Mike Wild – Representative, Warren County

Judy Calogero – Representative, City of Glens Falls

Sue Corney – Director/Chair of Governance Committee

John Strough – Representative, Town of Queensbury

Mike McLarty – Finch Paper

#### Absent:

Mitch Amado – Chair/Treasurer

#### Staff:

Jim Siplon – President

John Wheatley – Vice President

Diane Dumouchel – Finance & Compliance Director

Tricia Hartle – Economic Development Coordinator

#### Public:

David Dammerman, The Grove Venture Lab

Melanie Weber, (g)row

On November 21, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:03a.m. Vice Chair Muncil welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
**Audit & Finance Committee:** Vice Chair Muncil provided a report on the Audit & Finance Committee meeting held on November 14, 2023, including the Committee's discussion regarding the higher cost of the EDC Annual Luncheon and the appropriateness of categorizing this as an investment. The event set the stage going forward for the future. Vice Chair Muncil also reported on the committee's discussion regarding the County's budget process and depending on the approved allocation, the EDC may need to revisit the budget that was approved for the PARIS report for October 1<sup>st</sup>.

Governance Committee: Chair Corney provided a report on the Governance Committee Meeting held on November 15, 2023. The 2024 EDC BOD Calendar was brought up and recommended by the Committee to change the date from the third Tuesday of the month to the third Wednesday of the month avoiding conflicts with other local Chambers and organizations. Board moved to approve the revised schedule (see resolution below). The Governance committee also advanced the recommendation to appoint Melanie Fronhofer Weber to the EDC Board of Directors, filling the unexpired term of Libby Correno to May 1, 2026. See Resolution below. Chair Corney summarized the discussion regarding the 2024 Membership Campaign to include additional information on areas of economic impact and next steps on the freshwater center concept in the packets. Going out the week after Thanksgiving.

3. **President/Staff Report**: President Jim Siplon and Vice President John Wheatley provided a short presentation on active business activity as well as new areas of focus to include Freshwater Economic Impact; Housing Advancement; Microbusiness & Entrepreneurial; North Country Hydro Collaborative; Broadband & Celler Gap strategy and regional Biomed Growth & Support.

President Siplon discussed efforts to pursue a housing collaboration with Warren County and Microbusiness engagement.

4. **Approvals/Resolutions**:  
Resolution to adopt the 2024 Board of Directors Meeting Schedule motion made by Kathy Muncil, seconded by Dr. Kris Duffy, approved by unanimous vote.

The following were approved by unanimous vote; motion made by Judy Calogero, seconded by Laura Ladu:

- October 2023 Financials
- October 17, 2023 EDC BOD Meeting Minutes
- Resolution to appoint Melanie Weber to the EDC Board

**Resolution No. 20231121 -1 Adopt 2024 BOD meeting schedule.**

**Resolution No. 20231121-2 – to Appoint Melanie Weber to the EDC Board of Directors**

5. **Other Business**: none
6. **Executive Session**: None
7. **Adjournment**: Upon no further business to come before the board, a motion was made by John Strough, seconded by Laura Ladu and carried unanimously to adjourn the meeting at 8:50 a.m.



## **ECONOMIC DEVELOPMENT CORPORATION, Warren County (EDC)**

### **Minutes of December 19, 2023 Meeting of the Board of Directors**

#### Present:

Mitch Amado – Chair/Treasurer  
Kathy Muncil – Vice Chair/Chair of Audit & Finance Committee  
Laura Ladu – Secretary  
Dr. Kristine Duffy – Representative, SUNY Adirondack  
Mike Wild – Representative, Warren County  
Judy Calogero – Representative, City of Glens Falls  
Sue Corney – Director/Chair of Governance Committee  
John Strough – Representative, Town of Queensbury  
Mike McLarty – Finch Paper

#### Staff:

Jim Siplon – President  
John Wheatley – Vice President  
Tricia Hartle – Economic Development Coordinator

On December 19, 2023, the Board of Directors for the Economic Development Corporation met in person at 11 South Street, Suite 201 Board of Directors Meeting. The following items were discussed:

1. **Welcome & Call to Order:** at 8:00 a.m. Vice Chair Muncil welcomed everyone and called the meeting to order.
2. **Reports of Committees:**  
**Audit & Finance Committee:** Chair Muncil provided a report on the Audit & Finance Committee meeting held on December 12, 2023, indicating review of the preliminary 2024 Budget Recast that will be adopted in January 2024. Also reviewed the discussions regarding draft resolutions for salaries in 2024 and employer contributions for retirement plan and employee health benefits contributions and rates.  
  
**Governance Committee:** Chair Corney provided a report on the Governance Committee Meeting held on December 18, 2023. Discussion regarding meeting with ORDA in January for in-depth conversation about seat on the board. Resurrecting welcome luncheon by the governance Committee for new board members. 2024 membership campaign status.
3. **President/Staff Report:** President Jim Siplon discussed year end resolutions to be passed (listed below) President Siplon noted there was a discrepancy in health insurance rates that Director of finance Dumouchel found and the error was rectified. Mr. Siplon reviewed topics for upcoming year on Broadband, the efforts to form a hydro working group to address focus on hydro, where the state focusses on Wind and Solar. Mr. Siplon indicated a forum will be held in January regarding emerging new businesses to convene and invite others to attend in support of entrepreneurial activity. Mr.



Siplon indicated staff met with Glens Falls Living and they will engage their community of profiles to convene a group in a future forum as well.

Vice President Wheatley provided a monthly update on business activity by category/subcategory as well as EDC 2024 Areas of Focus to including business expansion, assistance & engagement, new business attraction, housing advancement, microbusiness & entrepreneurial, broadband and cellular gap & capacity and regional biomed growth & support. Vice President Wheatley provided an update on social media.

Tricia Hartle provided an update on the 2024 EDC Membership campaign indicating monthly updates will be provided to the Board on status of membership. Ms. Hartle informed the board of the Website migration currently taking place and the plans to update the site by staff in the first two quarters of the new year.

4. **Approvals/Resolutions:**

Resolutions to adopt the following were brought before the board. The following were approved by unanimous vote; motion made by Dr. Kris Duffy, seconded by Sue Corney.

Resolution No. 20231219-1 – to Approve the 2024 employee SEP Contributions

Resolution No. 20231219-2 – to Approve the 2024 Membership Labels for Levels

Resolution No. 20231219-3 – to Approve the 2024 EDC Holiday Schedule

Resolution No. 20231219-4 – to Approve EDC Health, Dental, Vision and Life Insurance Contributions

Resolution No. 20231219-5 – to Approve 2024 EDC Employee Salaries/Wages

The following were approved by unanimous vote; motion made by Judy Calogero, seconded by Kathy Muncil:

- November 2023 Financials
- November 15, 2023 EDC BOD Meeting Minutes

5. **Other Business:** none

6. **Executive Session:** None

7. **Adjournment:** Upon no further business to come before the board, a motion was made by Sue Corney seconded by Kathy Muncil and carried unanimously to adjourn the meeting at 8:38 a.m.