



STATE OF NEW YORK  
**Authorities Budget Office**

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November 16, 2023

James Siplon  
Chief Executive Officer  
Warren County Local Development Corporation  
11 South Street, Suite 201  
Glens Falls, New York 12801

Dear James Siplon:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared website. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 22-01: "Posting and Maintaining Reports on Public Authority Websites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 and other provisions of law.

Between April 3, 2023 and April 19, 2023, we reviewed the Warren County Local Development Corporation's (Authority) website. Our review was limited to verifying that the required information is posted on the Authority's website and did not address the substance of these documents. Our review focused on current information and required data for the fiscal year ending December 31, 2022. We have concluded that the Authority is posting most of the required information on its website. Please review the attached findings and take the appropriate action so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public.

Please provide us with a written confirmation that you have fully addressed these concerns by December 28, 2023. You may view Policy Guidance No. 22-01 at [www.abo.ny.gov](http://www.abo.ny.gov). Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Pearlman", written over a circular stamp or seal.

Jeffrey Pearlman  
Acting Director

Enclosure

cc: Peter McDevitt, Chair  
Warren County Local Development Corporation

## Review of Warren County Local Development Corporation's Website

Information To Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	Yes
Certificate of Incorporation	Yes
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	Yes
Whistleblower Policy	Yes
Organization Chart – including, at a minimum, the LDC's executive structure and major organizational units	No
Report on Operations and Accomplishments – including a description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	Yes, but not for 2021
List of LDC Board Members - including appointing entity, appointment dates, and term	Yes, but appointment dates are not included
Each LDC board member's current employment and professional background	No
List of Committees and Committee Members	Yes
Executive Management Team - including professional background and qualifications	No
Authority Performance Measures	Yes
Annual Performance Evaluation indicating status of Performance Measures	Yes
Authority Schedule of Debt (including conduit debt)	N/A, no debt outstanding
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks and any policies to mitigate risk	Yes, but not for 2021
Board meeting schedule	Yes
Board meeting notice	Yes
Board agendas	Yes, but the 4/20/23 meeting agenda was not posted within one week of the meeting
Board packets	Yes
Board meeting minutes	Yes
Board meeting webcasting and video recordings	Yes, but the video recordings do not clearly indicate the date of the meeting
Board resolutions	No
Committee meeting schedule	No
Committee meeting notice	No
Committee meeting agendas	Yes
Committee meeting packets	Yes
Committee meeting minutes	Yes
Committee meeting webcasting and video recordings	Yes, but the video recordings do not clearly indicate the date of the meeting
Annual Budget Report and details of 4-year financial plan	Yes
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	Yes

List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	N/A
List of loans provided - including borrower's name and address, loan purpose, date awarded, amount issued, term of the loan, repayment status, principal repaid and amount outstanding as of the end of the fiscal year	Yes, included in PARIS Annual Report
List of bonds issued - including bond recipient's name, amount of bonds issued, purpose of bonds, and current amount outstanding as of the end of the fiscal year	N/A
Property Acquisition Policies	No
Property Disposition Policies	Yes
List of Real Property owned by the Authority	No
Personal Property Transactions	Yes, included in PARIS Annual Report
Real Property Transactions	Yes, included in PARIS Annual Report
Policies for the procurement of all goods and services	Yes
Annual Procurement Report	Yes, but not for 2021
Authority's Procurement Officer	No
Investment Policies	Yes
Annual Investment Report - including the investment audit results and management letter, record of investment income, list of fees paid for investment services, and explanation of any amendments to the Investment Policy	No, the document posted does not meet the requirements of Section 2925 (6) of Public Authorities Law
Fee Schedules (if applicable) of any service or administrative fees charged	Yes
Current Year Official Statements or similar bond documents	N/A

\*Review conducted by the Authorities Budget Office between April 3, 2023 and April 19, 2023