

# **COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY**

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The **Executive/Nominating/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on **Tuesday, January 13, 2015** at FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<b>Present:</b>	Bud Taylor	Chairman
	Bruce Ferguson	Vice Chairman, Park Chairman
	Joseph LaFiura	Secretary/Treasurer
<b>Also Present:</b>	Kara I. Lais, Esquire	FitzGerald Morris Baker Firth, PC
	Tom Jarrett	Jarrett Engineers PLLC
	Deborah Mineconzo	Office Administrator
<b>Absent:</b>	Matt Montesi	Member at Large

The minutes were taken by Deborah Mineconzo, Office Administrator.

**Call to Order:** Bud Taylor called the meeting to order at 8:40 am.

**Minutes of Prior Meeting:** Upon motion by Mr. LaFiura, seconded by Mr. Ferguson, the minutes of the December 9, 2014 Executive/Park Committee Meeting were unanimously approved.

## **PARK COMMITTEE:**

### **Foresters for Timber Maintenance:**

Mr. Jarrett reported he sent Jim Allen an email advising him the Board accepted his proposal. Mr. Allen plans to walk the Park site sometime next week after Mr. Jarrett receives the requested insurance certificate. Mr. Allen plans to meet with the IDA on his findings after his walk and then a written agreement can be discussed on future timber maintenance.

### **ROW in Phase I to Galusha and Lewis Crane parcels:**

Ms. Lais reported the last communication she received regarding the ROW in Phase I was from Paul Pontiff some time ago. She said Mr. Pontiff, at that time, was checking on the status of the ROW being transferred to the Town. The Committee requested Ms. Lais follow up on the matter at this time.

Mr. Ferguson stated Park matters seem to be quiet at this time.

## **EXECUTIVE COMMITTEE:**

### **Meeting Schedules for 2015:**

A draft of the proposed meeting dates for the Board and Executive Park Committee meetings for 2015 was presented. Mrs. Mineconzo advised everyone the proposed August 17<sup>th</sup> Board meeting does not fall on the week of the Washington County Fair which was a

concern last year. The Committee agreed to move the schedules to the full Board for final approval next meeting.

**Officer Nominations for 2015:**

Mr. Taylor reported no members have contacted him or the administrator about interest in running for office for our Agency in February. Mr. Taylor offered to run and serve as Chairman another year if re-elected. Mr. Taylor asked the same of Mr. Ferguson and Mr. LaFiura. Accordingly, as Nominating Committee, the group decided to offer for nomination the same officers. Specifically, the nominees offered would be Bud Taylor as Chairman, Bruce Ferguson as Vice Chairman and Joseph LaFiura as Secretary/Treasurer.

Given the lack of business matters to discuss this month, the Committee decided to cancel the upcoming January 20th Board Meeting. Mrs. Mineconzo was asked to prepare a memorandum notifying all Board Members of the meeting cancellation and to also advise them of the slate of officer nominations to be considered at the February Annual Meeting. Mr. Taylor asked that the memo also advise the members that anyone wishing to nominate someone else or run for office themselves should advise him in the next couple weeks.

**ICC 4 West Main Street Project Update:**

Ms. Lais reported she has not heard further from the developers for the Cambridge Hotel project (ICC 4 West Main LLC). She added the requested information regarding their SEQR and PILOT approval from the Town of White Creek has not been received. The Preliminary Agreement also has not been signed at this point. Mrs. Mineconzo informed the Committee she left a message yesterday for one of the developers of the project to call her with an update but no return call had been received yet.

**Insurance Liability Coverage:**

Mrs. Mineconzo advised the Committee the Agency received information from Ms. DiBella of Associates of Glens Falls on a recommended added feature to the Agency's Commercial Insurance policy. There is no coverage currently on her work related driving should she have an accident which is her fault. Consideration of a possible legal suit involving the IDA prompted the recommendation of this coverage by our insurance agents. To add this coverage would be an additional \$165.00 to the Agency's current Commercial Policy. Mr. LaFiura moved to have the Board consider the additional coverage at their next Board Meeting. Mr. Ferguson seconded and all voted in favor of the motion.

**Other Noteworthy Matters:**

PILOT Billing:

The January detailed invoiced PILOT projects list for real property taxes was distributed to the Committee for their information by Mrs. Mineconzo. There were no comments.

Security Deposits from new projects:

Mr. LaFiura brought up his concerns over the Agency's current procedure of not obtaining a deposit/retainer from new projects before the attorney's begin accumulating their time. Ms. Lais was asked by Mr. Taylor to research other IDAs and their procedures on this matter and report on this at a future meeting.

Accounts Payables for January Payment:

As a result of the Board Meeting cancellation, the Committee reviewed the list of current accounts payables. Mrs. Mineconzo informed the Committee two additional invoices for payment were received yesterday. One from FitzGerald Morris Baker Firth PC (\$1,199.50) and one from the Center for Governmental Research for annual support on our Cost Benefit Analysis software (\$500.00). Mr. LaFiura moved to approve payment this month (January) of the presented list of payables with the addition of the two aforementioned invoices received. Mr. Ferguson seconded and all approved the motion.

Article regarding PILOT projects:

At Mr. Taylor's suggestion, Mrs. Mineconzo mentioned an article in the Albany Business Review about the Schenectady County IDA. The article, among other points, stated how the IDA increased tax revenue with several PILOT projects that involved renovating previously empty buildings. Our Agency has added a couple projects which added to the tax base by renovating unoccupied or distressed buildings over the last couple of years. Mentioned were H.F. Park Properties, TRIBALS and the North Country Veterinarian Referral Center in the vacant SPCA building. The Cambridge Hotel project, if it came to fruition, would be another renovation PILOT project of our Agency. Mr. Taylor said we needed to promote our Agency. Mrs. Mineconzo was asked to prepare a draft article for consideration at a future meeting.

There being no more IDA business to discuss, the Chairman adjourned the IDA meeting at 9:05 am.

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**DATE**

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**Joseph LaFiura, Sec/Treasurer**