

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

5 Warren Street, Suite 210
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TO: **EXECUTIVE/PARK COMMITTEE MEMBERS**
(Bruce Ferguson, Joseph LaFiura and Matt Simpson)
COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Bud Taylor, Chairman

DATE: August 3, 2016

The **Executive/Park Committee** of the Counties of Warren and Washington Industrial Development Agency will hold a meeting on:

Date: **Wednesday, August 10, 2016 at 9:00 am**

Location: FitzGerald Morris Baker Firth PC
16 Pearl Street, Glens Falls, NY.

cc: **All WWIDA Members**
Robert C. Morris, Esquire (with attachments)
Thomas Jarrett, Jarrett Engineers (with attachments)
Amanda Allen, Warren County Board Clerk (with agenda)
Debra Prehoda, Washington County Board Clerk (with agenda)
Scott Donnelly, The Post Star (with agenda)

**Counties of Warren and Washington
Industrial Development Agency
& Counties of Warren and Washington
Civic Development Corporation**

**JOINT AGENDA
EXECUTIVE and PARK
COMMITTEE MEETINGS
Wednesday, August 10, 2016**

IDA:

- Approval of July 13, 2016 Minutes

Park Committee:

1. Allen Forestry status (Jarrett)
2. Culvert near RWS Mfg. (Ferguson)

Executive/Governance Committee:

1. Tree Paad – Cancellation of Project
2. TRSB Enterprises (RockSport) – Update
3. 87 Stays, Inc. - Update (Morris)
4. Big Bay Lodging - Update (Morris)
5. ICC4 West Main – Update on closing & Notice (Morris)
6. Board Member
7. Application Fee Information

Adjournment IDA

CDC Executive/Governance Committee:

1. Approval of Minutes of last meeting, February 9, 2016
2. By-Laws Policy Revisions same as IDA

Adjournment of CDC

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The **Executive/Park/Governance Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on **Wednesday, July 13, 2016** at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<i>Present:</i>	Bud Taylor	Chairman
	Bruce Ferguson	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
	Matt Simpson	At Large Member
<i>Also Present:</i>	Robert C. Morris, Esquire	FitzGerald Morris Baker Firth, PC
	Tom Rosecrans	TRSB Enterprises, LLC Member
	Susan Beadle	TRSB Enterprises, LLC Member
	Deborah Mineconzo	Office Administrator

The minutes were taken by the Office Administrator.

Call to Order: Bud Taylor called the meeting to order at 8:43 am.

Minutes of prior Meeting: Upon motion by Mr. Simpson, seconded by Mr. LaFiura, the minutes of the June 14, 2016 Executive/Park/Governance Committee Meeting were unanimously approved by the Committee.

Park Committee:

Allen Forestry:

Mr. Taylor advised the Committee that since Tom Jarrett was unable to attend today's meeting we'd skip over the Allen Forestry subject this month.

Executive Committee:

New Project - RockSport:

Mr. Taylor brought in Tom Rosecrans and Sue Beadle for their presentation on the new project application for RockSport (TRSB Enterprises, LLC – RE Holding Company). The developers gave an overview of their business history, having purchased RockSport in 1992. Due to their business growth and current limited (1,100 Sq. Ft.) space on Quaker Road, they have purchased land on Carey Road with plans to build on the 2.44 acres. They presented their site plan showing construction of a State of the Art 8,400 square foot building there. Their new location will offer wall climbing, yoga and other types of fitness following current trends. They reviewed the expected job numbers and their current affiliation with engagements with the Town, Military, SUNY Adirondack, summer camps and other venues and corporate groups. Their project is and will be a unique retail/service for the regional area. The closest competitor is in Clifton Park which doesn't offer the full experience of RockSport. Full time equivalent job numbers will be 17. In addition to these numbers, they also add help from teacher assistants and other guide instructors. Being retired teachers, they have a close association with area schools. Mr. Rosecrans has extensive experience

with their type of business and the coming expansion of services. Mr. Morris stated the uniqueness of their business for the Warren County area would be the criteria qualifying them for IDA assistance consideration under the recent new guidelines by the State. Ten percent (10%) of their business will be retail sales of climbing equipment since the closest store for equipment is EMS in Saratoga.

They are requesting IDA assistance in the form of sales tax and mortgage tax exemption and if possible, a PILOT of 50% for five years and 25% for an additional five years. Mr. Ferguson mentioned it will be an entire new building on a vacant lot with a new assessment (new taxes) for the area. Mr. Morris said since they are asking for the standard PILOT, the Town doesn't have to approve it. They hope to be "up and running" by the end of the year. Mr. Morris advised them the Agency wouldn't be able to consider approval of the project until the August 15th meeting.

After addressing several member questions, Mr. Ferguson moved to have the Board consider a resolution scheduling a Public Hearing for the project in August before the August Board Meeting. Mr. LaFiura seconded and all voted in favor of the motion. Mr. Morris will prepare a draft resolution for the Board accordingly.

87 Stays, LLC – Update:

Mr. Morris reported the Public Hearing for 87 Stays, LLC is Monday at 10 am. They will want assistance under a 485b, with the school included, like the Big Bay Lodging received approval for.

Big Bay Lodging, LLC Update:

Mrs. Mineconzo reported Mr. Jariwala of Big Bay Lodging advised her they received their appraisal that the bank requested and they should hopefully be hearing on their financing shortly. She added the Preliminary Agreement was revised because the projected project costs have increased by about \$350,000 thereby increasing the IDA's fee. Upon receipt of their financing, the developer plans to sign the Agreement.

ICC4 West Main Update:

Mr. Morris said there is no news to report with the ICC4 West Main project. Ms. Lais periodically checks with their attorney but no communication has been received back.

Tree Paad Update:

Mrs. Mineconzo read an email from Patti Garrand of the Tree Paad project. Ms. Garrand emailed they had settled with the insurance company on their pending suit and received the funds due them. They also talked to their investor and they hope to have a written commitment within the next two weeks. She'll attend next month's Executive meeting to report further including the bank commitment status.

Bylaws Wording Revisions on Quorum & Majority Vote:

Mr. Morris will have a resolution for consideration on Monday specifying the need for six people for a quorum and six people to pass a resolution per the current laws. The resolution will update the IDA's Bylaws.

Mr. Taylor mentioned Craig Leggett is being nominated by Kevin Geraghty in Warren County (as our Warren County member replacement). Mr. Leggett is the Fred Monroe replacement supervisor for Town of Chester. Mr. Ferguson has been asked to advise Washington County about member attendance.

IDA Foil Fee for Electronic Documents:

Mr. O'Brien had mentioned fee consideration at the last Board meeting, for electronic foil requests. Mrs. Mineconzo advised the Committee that per the FOIL laws, if the administrator's time is less than two hours, a fee cannot be collected for the electronic emails. Given she is not working overtime to meet the requests, no fee was recommended by the Committee.

IDA Application Forms, Recapture Policy and Project Evaluation Guidelines:

Mr. Morris advised everyone we are already using the new application with the RockSport project. Mr. Morris has prepared a project evaluation guideline list for the members to consider with any new project including material terms. Mr. Morris stated our Agency already looks at the job counts with new projects and follows up on them annually. Mr. Morris also revised the recapture policy to tie in with the new mandates by the State. He will prepare a resolution to approve the new policy and guidelines next week at the Board Meeting.

Other Matters:

Mr. LaFiura offered, and the Committee concurred, that Mrs. Mineconzo could take her remaining week's vacation for her current employment year post September 15th if desired.

Mr. Morris asked if the Executive Park monthly meetings could be held, like today, on Wednesday mornings rather than Tuesdays. He is usually in the office already on Monday and Wednesdays. Mr. LaFiura added that he'd like the meetings to be at 9:00 am instead of 8:30 am on the Wednesdays since he has a 7:30 meeting on Wednesdays. All approved the meeting change to Wednesdays at 9:00 am effective with the August meeting.

Mrs. Mineconzo stated that between April and November, now that the burn plant is gone and the website and state regulation work is streamlined, the amount of work at the office has slowed down considerably. It's busiest in January and during PILOT billing. She offered the suggestion of cutting back her hours either one hour on the four current days a week (closing at 1 pm) or having office hours on Monday, Wednesdays and Fridays only from 9 am to 2 pm. After some discussion it was decided she would work the three days (M,W,F) for a total of 15 hours per week except when there's meetings or higher loads of work, particularly at year end or PILOT billing periods, where more hours may be needed for completion.

Mrs. Mineconzo advised the Committee NYS had called yesterday regarding our Shovel Ready Status. They were interested in whether we had seen an increase in Park lot sales as a result of the certification. She had advised them we had no further sales since but hoped to have better news next time they called.

There being no further business, the Chairman adjourned the meeting at 9:35 am.

DATE

Joseph LaFiura, Secretary/Treasurer