

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY (WWIDA)**

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TO: Bruce Ferguson, Joseph LaFiura and Matt Simpson
Executive/Park Committee Members
COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Bud Taylor, Chairman

DATE: October 5, 2016

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

Date: **Wednesday, October 12, 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)
t Donnelly, The Post Star (with agenda)

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

**JOINT AGENDA
EXECUTIVE and PARK
COMMITTEE MEETINGS
Wednesday, October 12, 2016**

- Approval of September 14, 2016 Minutes

Park Committee:

1. Culvert in Park (Jarrett)

Executive Committee:

1. Presentation by New Developer & Application
2. TRSB Enterprises (RockSport) – Update
3. 87 Stays, Inc. - Update (Morris)
4. Big Bay Lodging - Update (Morris)
5. Orientation of Board Members – Moore, Leggett & Simpson
6. Budget for 2017
7. Report on School Tax Collection
8. Kenny & Dittrich – Extension of sales tax
9. RFP YE Audit Services

Adjournment IDA

CDC Executive:

1. Approval of minutes from August 10, 2016
2. Budget for 2017

COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

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The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on **Wednesday, September 14, 2016** at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

| | | |
|-----------------|----------------|--|
| Present: | Bud Taylor | Chairman |
| | Bruce Ferguson | Vice and Park Chairman/Contracting Officer |
| | Joseph LaFiura | Secretary/Treasurer |
| | Matt Simpson | At Large Member |

| | | |
|----------------------|---------------------------|-----------------------------------|
| Also Present: | Robert C. Morris, Esquire | FitzGerald Morris Baker Firth, PC |
| | Tom Jarrett | Jarrett Engineers PLLC |
| | Deborah Mineconzo | Office Administrator |

The minutes were taken by the Office Administrator.

Call to Order: Bud Taylor called the meeting to order at 8:58 am.

Minutes of prior Meeting: Upon motion by Mr. Simpson, seconded by Mr. LaFiura, the minutes of the August 10, 2016 Executive/Park Committee Meeting were unanimously approved by the Committee.

Park Committee:

Allen Forestry

Mr. Jarrett reported he again spoke with Jim Allen of Allen Forestry. Logging market still soft and recommends waiting until next year for the Phase II forest maintenance in our Park. The Committee agreed with the recommendation and the subject will be tabled until next Spring.

Culvert near RWS Manufacturing:

Mr. Jarrett said Bob Holmes spoke with the Highway Department of Kingsbury. Removal of the culvert near RWS Manufacturing is not a high priority at this time but they will address the subject with Plant Manager, Don Student, at a later date about the removal. Mr. Jarrett hasn't heard anything on the Lot #4 rock removal. His last contact with the Town was about six months ago. He'll follow up on the matter.

Mrs. Mineconzo informed everyone Mr. Raggi plans to cut the Park in the next two weeks. Mr. Taylor confirmed with Mrs. Mineconzo that she'll send a thank you to Jim Girard for the Park flowers near out sign. The Committee wants Mr. Girard advised that it would be okay for him to put his sign at the corner also.

Executive Committee:

Hard as a Rock Training Center (RockSport) TRSB Enterprises:

Mr. Morris said the project is moving forward. They are awaiting approval from both counties since their approval is needed for a retail project. Needed sales tax forms will be given the developer once the approvals are received and the closing is completed. Financing is in place so a closing resolution is planned for consideration by the Board hopefully by next Monday's meeting.

87 Stays, LLC – Update:

Mr. Morris informed the Committee he heard from Attorney Jon Lapper, counsel for Jerry Nudi of the Holiday Inn Express project. Mr. Nudi may be adding a partner to his project which would require changes to all the former documents. Another Public Hearing may be needed.

Big Bay Lodging, LLC Update:

Mr. Morris said there's been no further word from the developer of Big Bay Lodging other than they were awaiting formal approval from the Board of Education on 485b participation for their project.

RFP for year end Audit:

Mr. LaFiura requested an RFP be mailed to several firms for the year end audit since it's been a few years since an RFP was done. Mrs. Mineconzo reported a letter with information was being mailed out to six firms for their consideration.

Orientation of Board Members:

Mr. Moore, Mr. Leggett and Mr. Simpson need an orientation by Bob Morris on our IDA at some point. Mr. Morris suggested we wait for them to have their Board Member training first and then a date would be scheduled to advise them on IDAs.

School Tax PILOT Invoices:

Mrs. Mineconzo included the list of PILOT invoices in the Committee's meeting data. She wanted them all to be aware of the amounts billed which are due September 30 to the schools from our Agency. At this point, only three projects have paid their taxes to the Agency.

Annual Review of Administrator:

Mr. Ferguson moved to go into Executive Session, seconded by Mr. LaFiura, to review/discuss the Administrator's work over the last year as it is the month for her annual review. At 9:15 am (five minutes later), they came out of Executive Session. Mr. Taylor stated the Committee continues to be pleased with Mrs. Mineconzo's work. Mr. LaFiura said the Committee was excited about the NYS ABO letter regarding our meeting all aspects of the regulatory checklist. Mr. Taylor advised everyone Dennis Defayette had gone on the ABO's website and found that our Agency was the only Agency of the 23 reviewed that had a perfect score.

The Committee was recommending a pay raise of \$1.00 per hour for Mrs. Mineconzo. Mr. Ferguson moved to request the full Board consider the \$1.00 per hour raise with Mr. LaFiura seconding. All agreed to the motion and it will be put before the Board at Monday's meeting.

Other Matters:

Larger Banner:

Mrs. Mineconzo, at Mr. LaFiura's request, received a quote of \$224.00 from West Signs for a larger banner for our project sites. The size would be 4' X 8' with our logo added. The Committee decided to purchase only one for now since it may be too large for some sites. Mr. LaFiura will review the

proof first before approval of the order.

New Inquiry:

Mrs. Mineconzo advised everyone she had talked with a possible new project relocating to our area to be closer to their customers. It is a snow grooming assembling business. They would be interested in assistance from us should they decide to move to Queensbury. They are deciding between locations in Queensbury or the City.

There being no further business, the Chairman adjourned the meeting at 9:20 am.

DATE

Joseph LaFiura, Secretary/Treasurer

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