

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

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312
website: www.warren-washingtonida.com

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

FROM: Bud Taylor, Chairman

DATE: December 6, 2017

The **Executive Committee** of the Counties of Warren and Washington Industrial Development Agency will hold their monthly meeting on:

Date: Wednesday, December 13, 2017 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)
Amanda Allen, Warren County Board Clerk (with agenda)
Debra Prehoda, Washington County Board Clerk (with agenda)
Bob Condon, The Post Star (with agenda)
Michael Goot, 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 COMMITTEE MEETING
Wednesday, December 13, 2017

- Approval of November 15, 2017 Minutes

IDA Executive Committee:

1. Mohawk Industrial Werks
2. Greenwich Preservation
3. Final Budget for 2018
4. Officer nominations for 2018
5. 2018 Meeting Dates
6. Other Matters

Park Business:

1. Logging Update
2. North Country Property Holdings

CDC Executive Committee:

1. Approval of minutes from November 15, 2017
2. Final Budget for 2018
3. 2018 Meeting Dates

Adjournment

COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312

The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on Wednesday, **November 15, 2017** at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

Present:	Bud Taylor Bruce Ferguson Joseph LaFiura	Chairman Vice and Park Chairman/Contracting Officer Secretary/Treasurer
Absent:	Matt Simpson Tom Jarrett	At-Large Member Jarrett Engineers
Also Present:	Robert Morris, Esquire Tami Blondo Michael Goot John Dowd	FitzGerald Morris Baker Firth, PC Office Administrator Post Star Smart Terra Care, LLC

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:28 a.m.

Minutes of prior Meeting: Upon motion by Mr. LaFiura and second by Mr. Ferguson, the minutes of the October 11, 2017 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

Logging:

Mrs. Blondo indicated that per an email from Tom Jarrett, who was unable to attend today's meeting, logging is on-going. Mr. Ferguson will stop by the Park today to check on the progress of the logging.

North Country Property Holdings:

Mr. Morris indicated Kara Lais, Esq. has had communication with Dr. Keller who acknowledged that he owes the back taxes and has agreed to pay the back taxes on the vacant parcel that was not included in the PILOT. Mr. Morris indicated that we are awaiting a new lease from the company that owns the land. This new lease will be to a new tenant, a company that operates the Veterinarian practice. The new lease will replace the previous lease to the specialty practice that was part of the original project approved by the Agency. That practice is being terminated. The Agency will need to approve the lease to the new tenant and agree to keep the PILOT in place.

Other Park Matters:

Potential New Park Project:

Mr. John Dowd of Smart Terra Care, LLC present a potential project to the Board for consideration. The potential project has an approximate value of \$12 million and would bring 20 jobs to the area.

They are looking for approximately 6 to 7 acres for the business. The project is an engineered biochar plant which utilizes sustainable biomass resources. The company's vision is to create sustainable solutions for present and future generations. Mr. Dowd was invited to present the project to the full Board on Monday, November 20, 2017.

No further Park Business.

Executive Committee:

Greenwich Preservation Group:

Mr. Morris indicated that Ms. Lais has been in contact with Dave Klingebiel, Esq. regarding the project and its status. Ms. Lais sent to Mr. Klingebiel what information the IDA was still awaiting for the project. Mr. Morris indicated that one of the items the Board was waiting information on was the SEQR determination. Mr. Ferguson indicated that Mr. Klingebiel had stated it was done. Mr. Morris stated that the information needs to be forwarded on to the IDA Board and that Ms. Lais will continue to follow-up with Mr. Klingebiel.

Mohawk Industrial Werks:

Mr. Morris indicated that it is likely the project will close by the end of the year. We have a signed agent agreement but it has not yet been signed by the contractor, V & H. The contractor is concerned with the date of the sales tax documents which cannot be dated prior to the date of the contract which was August 15, 2017. Further follow-up is needed to see where the project stands on moving forward.

Irving Tissue:

Mr. Morris indicated that Irving Tissue had contacted him as they are building a new facility in South Carolina and the bank would like to issue a second mortgage against the Fort Edward facility to assist with that financing. Consent would need to be given by the Board and at the next scheduled meeting a Resolution for this consent will be brought before the Board.

Ray Terminals:

Mr. Morris indicated that there was nothing new to report on the project. Mr. Ferguson indicated that construction had started on the project.

New Member:

Mr. LaFiura indicated that he will contact Ms. Sullivan to see if she is still interested in sitting on the Board and if she is, a recommendation will be made to Mr. Henneke to appoint her as a Washington County representative.

Renewal of Commercial/Liability Policy:

Mr. Taylor indicated that the policy has statutory increases to it, but that there are no additions or deletions to the current policy.

There being no other matters to discuss, Mr. Taylor adjourned the IDA Committee Meeting at 10:40 a.m.

DATE

Joseph LaFiura, Secretary/Treasurer

COUNTIES OF WARREN & WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY (WWIDA)

BUDGET FOR YE 2018

INCOME	BUDGET 2017	ACTUAL YTD Jan - Sept 2017	BUDGET 2018
Nonoperating Revenue:			
Investment Earnings			
Interest Income	\$ 500.00	\$ 346.40	\$ 500.00
Total Investment Earnings	\$ 500.00	\$ 346.40	\$ 500.00
Other Nonoperating Revenue:			
Funds from Phase II Logging Sales	\$ 500.00		\$ -
Funds from WWCDC per Grant Agreement	\$ -	\$ -	\$ 45,000.00
Miscellaneous Income - Nonoperating	\$ 100.00	\$ -	\$ 100.00
Lot Sales			
Legal Reimbursement 3.4 - Lot Sales	\$ 5,000.00	\$ -	\$ 5,000.00
Sale of Land	44,250.00	-	44,250.00
Total Lot Sales	\$ 49,250.00	\$ -	\$ 49,250.00
Total Nonoperating Revenue:	\$ 50,350.00	\$ 346.40	\$ 94,850.00
Operating Revenue:			
Charges for Services			
Application Fees	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Project Fees - Existing	-		-
Project Fees - New	50,000.00	227,967.00	75,000.00
Total Charges for Services	\$ 51,000.00	\$ 228,967.00	\$ 76,000.00
Project - Legal Reimbursement 3.4	\$ 25,000.00	\$ 51,911.50	\$ 25,000.00
Miscellaneous Other Oper Revenue	\$ 100.00	\$ -	\$ -
Total Operating Revenue	\$ 76,100.00	\$ 280,878.50	\$ 101,000.00
TOTAL INCOME:	\$ 126,450.00	\$ 281,224.90	\$ 195,850.00

EXPENSES

Nonoperating Expenses

Airport Industrial Park:

Real Property/Sewer/Water Taxes - Lots	15,000.00	11,896.79	15,000.00
Total Airport Industrial Park Expenses	\$ 15,000.00	\$ 11,896.79	\$ 15,000.00
Total Nonoperating Expenses:	\$ 15,000.00	\$ 11,896.79	\$ 15,000.00

Operating Expenses:

Other Operating Expenses

Miscellaneous	\$ 225.00	\$ 5,146.35	\$ 225.00
---------------	-----------	-------------	-----------

Insurance

Disability Insurance	\$ 125.00	\$ -	\$ 125.00
Liability Insurance	6,000.00	516.00	1,500.00
Public Officials Liability	1,500.00	1,486.95	1,500.00
Employee Dishonesty Bond (3 yrs)	-	-	1,100.00
Workers' Compensation Insurance	400.00	-	400.00

Total Insurance	\$ 8,025.00	\$ 2,002.95	\$ 4,625.00
------------------------	--------------------	--------------------	--------------------

Lot Sales - Legal Expenses Reimb. 3.4	\$ 5,000.00	\$ -	\$ 5,000.00
---------------------------------------	-------------	------	-------------

Contractual Services

Advertising	\$ 1,000.00	\$ 495.50	\$ 1,000.00
AIP - Misc Contractual Services (brushcutting)	2,000.00	-	2,000.00
Computer & Website Related	1,500.00	1,015.12	1,500.00
Dues	1,200.00	750.00	1,200.00
Rent	4,800.00	3,330.00	4,800.00
Subscriptions	200.00	-	200.00
Telephone and Internet (Spectrum)	1,500.00	1,125.72	1,500.00

Total Contractual Services	\$ 12,200.00	\$ 6,716.34	\$ 12,200.00
-----------------------------------	---------------------	--------------------	---------------------

Total Other Operating Expenses:	\$ 25,450.00	\$ 13,865.64	\$ 22,050.00
--	---------------------	---------------------	---------------------

Professional Service Contracts:

Accounting	\$ 13,000.00	\$ 12,803.00	\$ 13,000.00
Engineering - Phase II & Wetlands	2,000.00	649.38	1,500.00
Engineering - Phase I & General	100.00	570.00	300.00
Legal			
Dev. Projects Reimb. 3.4	25,000.00	51,911.50	25,000.00
General	17,000.00	6,212.19	15,000.00

Total Legal:	\$ 42,000.00	\$ 58,123.69	\$ 40,000.00
---------------------	---------------------	---------------------	---------------------

Total Professional Service Contracts	\$ 57,100.00	\$ 72,146.07	\$ 54,800.00
---	---------------------	---------------------	---------------------

Staff Payroll for WWIDA	\$	21,000.00	\$	15,627.80	\$	20,000.00
Supplies & Materials:						
File Storage	\$	400.00	\$	270.00	\$	400.00
Misc Office Expenses		120.00		46.60		120.00
Office Supplies		600.00		772.58		750.00
Postage		500.00		149.83		300.00
Total Supplies and Materials	\$	<u>1,620.00</u>	\$	<u>1,239.01</u>	\$	<u>1,570.00</u>
Employee Benefits						
Medicare - Company Expense	\$	304.50	\$	204.96	\$	290.00
FICA - Company Expense		1,302.00		875.90		1,240.00
Unemployment Insurance		250.70		134.59		250.00
Total Employee Benefits	\$	<u>1,857.20</u>	\$	<u>1,215.45</u>	\$	<u>1,780.00</u>
Contingency Expenses	\$	1,500.00	\$	-	\$	1,500.00
Total Operating Expenses	\$	<u>108,527.20</u>	\$	<u>104,093.97</u>	\$	<u>101,700.00</u>
TOTAL EXPENSES:	\$	<u>123,527.20</u>	\$	<u>115,990.76</u>	\$	<u>116,700.00</u>
NET INCOME:	\$	<u>2,922.80</u>	\$	<u>165,234.14</u>	\$	<u>79,150.00</u>

COUNTIES OF WARREN & WASHINGTON
Industrial Development Agency

**EXECUTIVE and PARK COMMITTEE MEETING SCHEDULE
2018**

Unless otherwise specified, all IDA Executive/Park Committee Meetings will take place on Wednesday preceding the Board of Directors' Meetings at 9:00 a.m. at FitzGerald Morris Baker Firth, PC (FMBF) at 16 Pearl Street, Glens Falls, New York.

*Executive Committee Meetings of the **Civic Development Corporation** will be held on an as needed basis. When held they will be on the same date and will immediately follow the IDA's Committee meeting.*

Date	Location	Held or Not Held
January 10, 2018	FMBF	
February 14, 2018	FMBF	
March 14, 2018	FMBF	
April 18, 2018	FMBF	
May 16, 2018	FMBF	
June 20, 2018	FMBF	
July 18, 2018	FMBF	
August 8, 2018	FMBF	
September 19, 2018	FMBF	
October 17, 2018	FMBF	
November 14, 2018	FMBF	
December 12, 2018	FMBF	
January 16, 2019	FMBF	
February 13, 2019	FMBF	

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION (WWCDC)**

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312
website: www.warren-washingtonida.com

TO: Bruce Ferguson, Joseph LaFiura and Matt Simpson
Executive Committee Members
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

FROM: Bud Taylor, Chairman

DATE: December 6, 2017

The **Executive Committee** of the Counties of Warren and Washington Civic Development Corporation will hold a meeting on:

Date: Wednesday, December 13, 2017 immediately following the
IDA's meeting at 9 am.

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

cc: **All WWCDC Members**
Robert C. Morris, Esquire (with attachments)
Amanda Allen, Warren County Board Clerk (with agenda)
Debra Prehoda, Washington County Board Clerk (with agenda)
Bob Condon, The Post Star (with agenda)
Michael Goot, The Post Star (with agenda)

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312

The **Executive Committee** meeting of the Counties of Warren and Washington Civic Development Corporation was held on Wednesday, **November 15, 2017** 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

Absent: Matt Simpson At-Large Member

Also Present: Robert Morris, Esquire FitzGerald Morris Baker Firth, PC
Tami Blondo Office Administrator
Michael Goot Post Star Newspaper

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:40 am.

Minutes of prior Meeting: Upon motion by Mr. LaFiura, seconded by Mr. Ferguson, the minutes of the October 11, 2017 Executive Committee Meeting were approved unanimously by the Committee.

Silver Bay Association Update:

Mr. Morris reported that the closing did take place as scheduled. The fees were received and given to the Office Administrator, Tami Blondo for deposit.

No other matters having to come before the Board, the meeting was adjourned at 9:43 am.

DATE

Joseph LaFiura, Secretary/Treasurer

COUNTIES OF WARREN & WASHINGTON CIVIC DEVELOPMENT CORPORATION

BUDGET FOR 2018

	Budget for 2017	Actual YTD through 18-Sep-17	Budget for 2018
INCOME			
Operating Revenue			
Charges for Services			
Project Fees - New	\$ 22,500.00	\$ -	\$ 23,000.00
Application Fees	500.00	500.00	500.00
Total Charges for Services	\$ 23,000.00	\$ 500.00	\$ 23,500.00
Other Operating Revenue			
Reimbursable Legal from Projects 3.4	\$ 15,000.00		\$ 15,000.00
Total Operating Revenue	\$ 38,000.00	\$ 500.00	\$ 38,500.00
TOTAL INCOME	\$ 38,000.00	\$ 500.00	\$ 38,500.00
EXPENSES			
Operating Expenses			
Insurance - Liability Public Officials	\$ 250.00	\$ 172.34	\$ 200.00
Miscellaneous	\$ 100.00	\$ -	\$ 100.00
Supplies & Materials	\$ -	\$ -	\$ 100.00
Contractual Services			
Accounting	\$ 1,975.00	\$ 1,975.00	\$ 2,500.00
Legal			
Reimbursable from projects 3.4	15,000.00	-	15,000.00
General Legal	1,500.00	-	1,500.00
Total Contractual Services	\$ 18,475.00	\$ 1,975.00	\$ 19,000.00
Nonoperating Expenses			
Funds to IDA per Grant Agreement	\$ -	\$ -	\$ 45,000.00
TOTAL EXPENSES	\$ 18,825.00	\$ 2,147.34	\$ 64,400.00
Net Income (Loss)	\$ 19,175.00	\$ (1,647.34)	\$ (25,900.00)

COUNTIES OF WARREN & WASHINGTON
CIVIC DEVELOPMENT CORPORATION

**EXECUTIVE COMMITTEE MEETING SCHEDULE
2018**

Executive Committee Meetings of the Civic Development Corporation will be held on an as needed basis. When held they will be on the same date and will immediately follow the IDA's 9:00 a.m. Committee meeting per the below schedule:

Date	Location	Held or Not Held
January 10, 2018	FMBF	
February 14, 2018	FMBF	
March 14, 2018	FMBF	
April 18, 2018	FMBF	
May 16, 2018	FMBF	
June 20, 2018	FMBF	
July 18, 2018	FMBF	
August 8, 2018	FMBF	
September 19, 2018	FMBF	
October 17, 2018	FMBF	
November 14, 2018	FMBF	
December 12, 2018	FMBF	
January 16, 2019	FMBF	
February 13, 2019	FMBF	