

# **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 Thursday, February 15, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<b><i>Present:</i></b>	Bud Taylor	Chairman
	Bruce Ferguson	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
	Matt Simpson	At Large Member
<b><i>Also Present:</i></b>	Kara Lais, Esquire	FitzGerald Morris Baker Firth, PC
	Tom Jarrett	Jarrett Engineers
	Dave O'Brien	
	Tami Blondo	Office Administrator
	Michael Goot	Post Star
	Michael O'Connor	Alltek Energy

The minutes were taken by the Office Administrator.

**Call to Order:** The Chairman called the meeting to order at 9:00 a.m.

**Minutes of Prior Meeting:** Upon motion by Mr. Simpson and second by Mr. LaFiura, the minutes of the January 10, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

**Park Committee:**

**Equustock:**

The request is on hold due to issues with the set back regulations. They are re-evaluating the project and will bring the information forward for the next meeting.

**Logging:**

Mr. Jarrett indicated that he thought the project was now complete. Mrs. Blondo indicated that Mr. Allen said that the Agency should expect one more check. To date the agency has been paid \$20,172.86 and paid the forester \$2,219.01.

**Land Crossing Agreement:**

Attorney Lais reviewed the agreement and made amendments to same. The agreement is ready for signature. Chairman Taylor signed the agreement today and it will be forwarded on to KB Logging.

**Beaver Dam Issue:**

Warren County had reached out the Agency requesting permission to remove a beaver dam issue that is impacting part of the lands that North Country Property Holdings sits on. The County forwarded an agreement and Attorney Lais made changes to the document for signature. A Resolution by Mr. Simpson and second by Mr. LaFiura was made authorizing the Chairman to sign the agreement.

**North Country Property Holdings:**

Attorney Lais indicated that we do not have a signed, amended lease for the Veterinary practice. She will follow up on that. An amended 412-A was filed with the assessor's office to include both parcels in the PILOT rectifying the previous problem where they had been separated. Dr. Keller indicated that he felt he should not have to pay for the legal fees associated with this. Attorney Lais will review the bill that was sent to the project. The issue was brought up as correspondence was sent to Dr. Keller regarding his outstanding PILOT (\$11,831.26) payment and outstanding invoices (\$1,284.00) for legal services provided.

No further Park Business.

**Executive Committee:**

**RAN Entertainment/Skyzone:**

Attorney Lais indicated that there is no change since the last meeting. We are still waiting for Mr. Saunders to provide the necessary documentation before the Board can move forward with a policy regarding the reimbursement for overpayment. Mr. LaFiura and Mr. O'Brien indicated that they felt a policy should be in place for future projects.

**TRSB Tax Update:**

Attorney Lais indicated that there is no further update at this point but that she will have an update for the full Board meeting at the end of the month.

**TRIBALS, LLC:**

Attorney Lais to follow-up with the project's counsel and report back to the Board if a new lease would be required since Davidson Brothers sold their interest to TRIBALS, LLC.

**Transfer of Title:**

**BBL:** Attorney Lais will have a Resolution for the February 26, 2018 Board Meeting.

**Kenny & Dittrich:** Attorney Lais to follow-up with the project to see if they will have the project completed by the 3/31/18 date or if they will be seeking an extension to their PILOT.

**412-A Filings:**

Mohawk Industrial Werks, Aviation Hospitality were completed this week prior to the March 1, 2018 deadline. RAN Entertainment was done May 2017 and Ray Terminals will be looking to close by the end of February to get their filing in by the March 1, 2018 deadline. A Resolution will be prepared for the Board's approval to close on the lease and PILOT portion of the project by the end of February.

**Annual Internal Controls, Investment and Procurement Policy Review:**

No change to the policy was made.

**Annual Compliance Report to NYS Taxation & Finance:**

No change to the policy was made other than dates.

**Other Matters:**

**Audit Committee Charter Changes:** Attorney Lais indicated that a ten-day notice is required to make an amendment to the By-laws. She recommended that the information be provided to the Board in their meeting packets for February and that the amendments be made to the By-Laws and

Committee Charter at the March meeting.

**DOT Signed Agreement:** The fully executed agreement was received by the NYSDOT for the Easement of HF Park Property and they have returned the fee of \$300. A check will be processed for HF Park Property for same.

**Stamps.com:**

Mrs. Blondo asked if the Agency could start using this option for stamps as it is more cost effective. Upon recommendation by the Board this was approved. Mrs. Blondo will also check with Mailings Made Easy to see which is the more cost effective option before proceeding.

**Paid Family Medical Leave:**

Mrs. Blondo indicated that under new mandates by New York State that she now has to pay for PFML from her weekly payroll. The Agency pays this as part of their disability insurance at a yearly cost of \$25.00 and then it is to be deducted from the employee. A motion was made by Mr. Ferguson and seconded by Mr. Simpson that the Agency absorb that fee.

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**Year-End Reporting:**

Mrs. Blondo indicated that she still needed to receive two Board Year End Evaluation forms. There is no way to know which Board Members have not submitted them yet as they are anonymous. Mrs. Blondo also indicated that she has not received the Annual Reports from several of the projects even after follow-up via e-mail. She will provide that list to Attorney Lais for follow-up with the various projects' counsel as it is a requirement of their agreement with the Agency. Mrs. Blondo indicated that there is one outstanding PILOT, North Country Property Holdings.

**Aviation Hospitality:**

Mrs. Blondo indicated that she had received their insurance policy but that the Agency is not listed as additional insured because it is a Builders Risk policy. Attorney Lais to follow-up on this. Attorney Lais indicated that the project has requested an increase in their sales tax exemption and that a Resolution would be made to the full Board. There is a significant increase from the original request of \$263,000 to \$400,000. Mr. O'Brien indicated that documentation needs to be provided as to why such a significant increase.

The meeting went into Executive Session upon motion by Mr. Simpson and seconded by Mr. Ferguson. No action was taken and the Executive Session ended upon motion by Mr. Ferguson and seconded by Mr. Simpson.

**Potential Project:**

Mr. Mike O'Connor from Alltek presented his proposed project at 9 Carey Road in the Town of Queensbury. He is looking to put his FireTek LLC business, which is a fabrication and installation company of fire control systems, design and installation of sprinkler systems in commercial buildings. He is looking to add between 12 and 20 jobs. He is looking to have his company occupy 25% of the space and lease out the remaining space and looking to grow his business into 50 to 100% of space in the future. He is looking to get the building started by April/May and open by Christmas. He is looking for 10 year PILOT. He will submit the application as soon as possible.

There being no other matters to discuss, Mr. Taylor adjourned the IDA Committee Meeting at 10:00 a.m.

3/14/18  
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DATE

  
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Joseph LaFiura, Secretary/Treasurer