

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 14, 2019 at the offices of FitzGerald Morris Baker Firth PC, 68 Warren Street, Glens Falls, NY. The following were:

Present:	Matt Simpson	Chairman
	Joseph LaFiura	Secretary/Treasurer
	Dave O'Brien	Vice Chairman/Park Chairman
	Craig Leggett	At-Large Member (arrived late)
Also Present:	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Tom Jarrett	Jarrett Engineers
	Tami Blondo	Office Administrator
	Travis Whitehead	WWIDA and WWCDC Board Member
	Mike Wild	WWIDA and WWCDC Board Member
	Nick Caimano	WWIDA and WWCDC Board Member
	Mike Bittel	CEO/CFO of WWIDA and WWCDC
	Michael Goot	Post Star

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:00 a.m. Roll call was taken to establish a quorum.

Minutes of Prior Meeting: Upon motion by Mr. Leggett and second by Mr. O'Brien, the minutes of the January 16, 2019 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

Park – Logging Contract Renewal: Mr. Jarrett stated that he spoke with Mr. Allen regarding the clean-up of the logging area. Mr. Allen agreed that this still needed to be done and stated that the logger felt that the bond requirement was too high. Mr. Jarrett indicated that after reviewing what needed to be done at the site to complete the contract, he recommended to the Board that they accept a \$3,000 cash or check escrow to clean up the landing area. A motion was made by Mr. O'Brien and seconded by Mr. LaFiura to accept the \$3,000 cash or check escrow to accomplish the work. Roll call vote carried the motion unanimously. Mr. Jarrett will follow-up with Mr. Allen on the matter.

Other Park Business: Mr. O'Brien indicated that it has been confirmed with Mr. Kelley that the price for lots within the Park will be \$25,000 per useable acre. A motion was made by Mr. O'Brien to accept that pricing and a second was made by Mr. LaFiura. Motion carried. Mr. O'Brien further indicated that the contract with Mr. Kelley has been reviewed and sent to counsel for finalization. Mr. O'Brien also indicated that the firewood company is moving towards completing an application, but there is not further information at this time. Mr. O'Brien also indicated that Equustock is still pending and Mr. Kelley is following up with them as well. The proposed Spec Building project is still being discussed with Mr. Kelley as a possibility for a project to be presented to the Board.

No further business to discuss regarding the Park.

Executive Committee:

Review of the Annual Internal Controls, Investment Policy and Procurement Policies:

Discussion was held on the annual policies and how best to count FTE's under the subsection of Job Count in the Internal Controls Policy. Mr. Bittel indicated that this is still being worked on and that he will have it ready for presentation at the Board Meeting. Other than a couple of typographical errors, no other changes were recommended. On Motion by Mr. LaFiura and a second by Mr. O'Brien to approve the policy with the noted typing corrections a move it to the full Board for consideration and adoption. Motion was carried.

The Investment policy was also reviewed and discussed. Legal counsel was going to check to see if the Agency would be able to utilize the services of NYClass for investment of monies. Motion was made by Mr. O'Brien and seconded by Mr. Leggett to approve the policy and move it to the Board for consideration and adoption. Motion was carried.

Procurement Policy: Discussion was held on the language as it pertains to RFP requirements for professional services. After a lengthy discussion a Motion was made by Mr. Leggett and a second by Mr. O'Brien to approve the policy as it is and move it to the full Board for its consideration and adoption. Motion was carried.

Other Business:

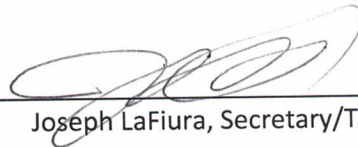
Year End Reporting: Mrs. Blondo shared that only few of the projects need to submit their annual year report and that she had followed up with those projects. Mrs. Blondo also indicated that there are only two PILOTS that have not yet paid their Town and County taxes, TRIBALS and ICC4 West Main. Mrs. Blondo indicated that she has sent out invoices with the late fee attached.

ABO Draft Review: Chairman Simpson stated that he wanted to go on record and state that he was ill-advised to go into Executive Session to discuss the DRAFT report from the ABO and that after the meeting when it was discovered that he had done so, he acknowledged that error and responded immediately to the Post Star FOIL request meeting with the reporter and providing them with a copy of the draft document. Discussion was held regarding how best that could have been handled when the Agency was ill-advised. Chairman Simpson stated that the Board will prepare their response but that additional time will be required. Mrs. Blondo will submit a request to the ABO requesting additional time to respond.

There being no other matters to discuss, a motion was made by Mr. LaFiura and seconded by Mr. Leggett to the adjourn the meeting. Chairman Simpson adjourned the IDA Committee Meeting at 10:15 a.m.

3/2/19

DATE



Joseph LaFiura, Secretary/Treasurer