

# **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, April 3, 2019 at the offices of FitzGerald Morris Baker Firth PC, 68 Warren Street, Glens Falls, NY. The following were:

<b>Present:</b>	Matt Simpson	Chair
	Joseph LaFiura	Secretary/Treasurer
	Dave O'Brien	Vice Chair
	Brian Campbell	Park Chair
<b>Absent:</b>	Craig Leggett	At-Large Member
<b>Also Present:</b>	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Alie White	Office Administrator
	Michael Bittel	CEO/CFO of WWIDA and WWCDC
	Tom Jarrett	Jarrett Engineers
	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Michael Goot	Post Star
	Travis Whitehead	WWIDA and WWCDC Board Member

The minutes were taken by the Office Administrator.

**Call to Order:** The Chair 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. LaFiura and second by Mr. Campbell, the minutes of the March 6, 2019 Executive/Park Committee Meeting were approved unanimously by the Committee.

## **Park Committee:**

***Park:*** Mr. Jarrett stated that he spoke with Mr. Allen, who was pleased that the IDA committee blessed the compromise proposal, he will be discussing this with the logger and getting back to the IDA with details and scheduling.

***Potential Projects Updates:*** Mr. O'Brien indicated that there are still three or four companies interested and will have more information after his meeting with Mr. Kelley on Monday.

No further business to discuss regarding the Park.

## **Executive Governance Committee:**

### ***Accounting and Bookkeeping Updates:***

***QuickBooks class for new Office Administrator:*** Mr. O'Brien stated he, Mr. Simpson and Mr. Bittel previously met to discuss enrolling Alie White, the new Office Administrator, in a two-day online QuickBooks class. It was discussed that the class would be paid for by Mr. Simpson's personal credit card to be

reimbursed by the IDA. A motion was made by Mr. LaFiura and seconded by Mr. O'Brien. The motion carried out unanimously.

**QuickBooks Update:** Mr. O'Brien voiced concern over the current support service for the QuickBooks program as it will be expiring at the end of May. He suggested upgrading the current version to continue the support service. Mr. LaFiura suggested contacting Rick at Express Computer Restore to handle this as he will be able to get a cheaper price for the upgrade through a non-profit discount website.

**Automated Payroll Service:** Mr. O'Brien suggested getting an automated payroll payment option in QuickBooks. Mr. LaFiura advised QuickBooks would not be the most beneficial software program to use on payroll for a novice user. Mr. Bittel agreed noting service fees, taxes associated with payroll and penalties for untimeliness. Mr. LaFiura volunteered to start an RFP for other payroll services at a later time.

**Find a third party to address ABO concerns:** Three bids for accounting and audit services were reviewed. Comparison of services between McCarthy & Conlon, Whittemore, Downen & Ricciardelli and Marvin & Company was discussed. It was noted McCarthy & Conlon was originally awarded the bid but has since withdrawn; Whittemore, Downen & Ricciardelli's experience and full service was mentioned while Marvin & Company only provided the auditing services. Mr. O'Brien made a motion to award Whittemore, Downen & Ricciardelli for accounting and audit services for reconciliation of the books and completion of the 2018 audit. A roll call vote carried the motion unanimously.

**Find a bookkeeper:** Mr. O'Brien made a motion to hire McCarthy & Conlon to handle current bookkeeping and prepare financials prior to monthly board meetings as well as work with Whittemore, Downen & Ricciardelli in successful completion of the 2018 audit. Mr. LaFiura voiced concern over McCarthy & Conlon noting their previous withdrawal of services. Mr. Bittel advised reservation on judgement until Mr. LaFiura was able to have a conversation with Mr. McCarthy. A roll call vote was taken and the motion was carried.

VOTING:	AYES	NAYS	ABSTAIN	ABSENT
Matt Simpson	X			
Dave O'Brien	X			
Joe LaFiura		X		
Craig Leggett				X
Brian Campbell	X			
<b>TOTALS</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>

**LG Plaza Spreadsheet:** Ms. Lais said there currently was not a final determination of numbers on the spreadsheet noting discrepancies between the two projects; one being Price Chopper in Warrensburg and the other Market 32 in Fort Edward with some of the numbers mixed up on the spreadsheet. Ms. Lais will follow up with Ms. White to retrieve correct amounts for each project and the rectified spreadsheet will be available by the next Board meeting.

**Projects Spreadsheet Proposal:** Mr. Whitehead proposed a project spreadsheet service that would maintain all of the current and historical data for existing and future projects as well as training service for the Office Administrator, who would oversee the data entry. Cost of this service is initially \$2.00 with \$150 per hour should training time exceed six hours. Mr. LaFiura motioned to accept this proposal, Mr. Campbell seconded and a roll call carried the motion unanimously.

**2019 Priorities List (Draft):**

1. **Finding Additional outside help in addressing ABO concerns** - It was noted by Mr. O'Brien that since the ABO report came out, much more time needs to be allotted for resolving issues and transitioning from past common practices. Mr. O'Brien, Mr. Simpson and Mr. Bittel had previously discussed hiring someone to help straighten things out, support the new Office Administrator and monitor things on an on-going basis. They have a couple of people in mind and plan to meet with them within the next week. The pay rate and weekly hours are undetermined at this time but will have more information by the next board meeting.
- 2/3. **Find a bookkeeper/Find a new Auditor** - Currently in the process, as discussed previously in this meeting.
4. **IDA Board needs to take action on recapturing more sales tax exemptions taken by customer than allowed** – Ms. Lais and Mr. Brandi expressed concern over the accuracy of the current information they have and also suggested any letters sent out should be looked at on a case by case basis regarding verbiage. Mr. Bittel suggested an initial correspondence encouraging a discussion with each project's current situation.
5. **Evaluate WWIDA staffing and structure** – Currently in the process, as discussed previously in the Meeting.
6. **WWIDA Needs Engagement Letter with Law Firm** – Mr. Bittel suggested going to bid for a law firm and Mr. O'Brien suggested doing so in October, giving time to straighten out the current situation. Mr. Bittel agreed but noted an engagement letter stating fees still needed to be in place.
7. **Evaluate office space and date/file storage** – Mr. O'Brien stated there are currently three locations storing data which charge a fee to retrieve and return anything requested. He noted the IDA may need an expanded office space to be able to have everything in one place. He also mentioned Mr. Morris made it known there was plenty of storage space at his office.
8. **Adopt adequate procedures to evaluate proposed projects seeking financial assistance** - Mr. Bittel noted assistance for this will be needed from the law firm.
9. **Adequately monitor sales tax exemptions reported by projects** – currently in the process, as discussed previously in this meeting, referring to the projects spreadsheet proposal.
10. **WWIDA needs to make sure that all projects receive 7% tax rate** – Ms. Lais wasn't sure where the 8% sale tax came from in some of the projects, she will follow up with Mr. Morris. Mr. Bittel reiterated that the law firm will be working with the IDA to be sure each project is scrutinized.
11. **Ensure ALL projects submit an annual job survey to the WWIDA** – Mr. Bittel noted every member in 2018 submitted their annual job survey, as hadn't been done in previous years.
12. **All WWIDA Board members attend board member training** – Mr. Bittel noted training needed to be provided by an outside party by law, so employees would have the opportunity to ask questions. Mr. O'Brien suggested county safety officers may be able to extend this service, Ms. Lais suggested insurance companies may also extend this service. Mr. O'Brien will look further into this.
13. **All PILOTS school year taxed reported properly** – Mr. Bittel advised the last year of the school year should be the year used on projects but noted counties prefer using a dual year format. Mr. Bittel noted he wished to remain consistent with the school districts and agreed with Ms. Lais that the counties need to be made aware of the format the IDA will be using, should it differ from the current format in the future. Mr. Bittel noted he will get clarity on how the school tax year should be reported.

There being no other matters to discuss, Chair Matt Simpson adjourned the IDA Executive Meeting at 10:00 a.m.

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DATE

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Joseph LaFiura, Secretary/Treasurer