

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

5 Warren Street, Suite 210
792-1312
Glens Falls, New York 12801

Telephone: (518)

At the Board Meeting of the Counties of Warren and Washington Industrial Development Agency held on **April 15, 2019** at the Warren County Municipal Center, Lake George, NY, the following members were:

PRESENT:	Matt Simpson	Chair
	Dave O'Brien	Vice Chair
	Craig Leggett	At Large Member
	Bruce Ferguson	
	Ginny Sullivan	
	Mike Wild	
	Travis Whitehead	
	Brian Campbell	Park Chair/Contracting Officer
	Nicholas Caimano	

ABSENT:	Joe LaFiura	Secretary/Treasurer
----------------	-------------	---------------------

ALSO PRESENT:	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Alie White	Office Administrator
	Michael Bittel	WWIDA/CDC CEO/CFO

The minutes of the meeting were taken by Alie White, Office Administrator. The Chair called the meeting to order at 4:07 p.m. Attendance was taken by roll call and the needed quorum was confirmed by the Chair.

Approval of minutes:

Mr. Whitehead made a motion to approve the minutes of the March 18, 2019 Board Meeting minutes. Mr. O'Brien seconded the motion and all voted in favor of the motion by voice vote.

Accounts Payable:

Chair Simpson presented the payables, pointing out a payable in his name and explained the IDA's reimbursement of his personal credit card used to register Ms. White for the Online QuickBooks class. In light of that process, Mr. O'Brien suggested setting up a separate account to be used for debit card purchases only to pay for miscellaneous expenses. Mr. Caimono agreed it would be a good idea and noted the convenience while Mr. Simpson also agreed it was a good idea as long as a policy was created on how the debit card usage would be authorized.

Mr. O'Brien made a Motion and Mr. Caimono seconded the motion to amend the Accounts Payables to

note the most recent April payable had not been added to the agenda in the amount of \$11,500.00 payable to FitzGerald Morris Baker Firth PC for legal services rendered on Sandy Hill Vision LLC. Motion was carried and unanimously approved by roll call vote.

Further discussion continued on the FMBF payable where Ms. Lais explained the law firm received a \$10,000.00 deposit from Sandy Hill Vision LLC that they retained in escrow until closing. At the time of closing, Sandy Hill Vision LLC also paid another \$9,000.00 to cover all legal fees, costs, and the IDA's admin fees. After the closing the two checks were given to the IDA along with the FMBF invoice, which was the \$11,500.00.

The motion to approve the Accounts Payable was carried and unanimously approved by roll call vote.

Old Business:

Local Labor: Chair Simpson indicated that this topic will be discussed at a future meeting due to higher priorities needing more of his attention at this time.

Park Business:

Mr. Campbell and Mr. O'Brien met with Jack Kelley last week and found the meeting to be very informative and exchanged contact information with him. It's believed they all are on the same page and will work well together.

Mr. O'Brien questioned a particular piece of property was up for bid, one that B&G was inquiring about. Mr. Wild confirmed the bids are due to close this week. Mr. Simpson questioned whether or not an approval would be needed to subdivide and Mr. Wild also confirmed RFP's were out and they would need to convince the Town of Queensbury to subdivide.

Tax Abatement Policy Updates:

Mr. Whitehead compared other area IDA's and found their base PILOT is the same as the 485B with no job requirements. He also stated a 485B starts at 50% then goes down 5% every year until nothing in the 11th year and doesn't need to be done through an IDA but if a developer was hoping for better, they would need to present to the IDA and show job requirements. The ABO and the law are clear that the IDA can approve anything they want as long it is discussed. Mr. Whitehead found the Warren-Washington IDA to have a higher base than all the other IDA's, mentioning PARIS compares PILOTs to the 485B. It is Mr. Whitehead's recommendation to have the 485B be the base and look at all of the paperwork and application to make sure they are accurate.

Mr. Campbell expressed concern of repeating work with a 485B. He also mentioned a future special meeting with his Treasurer that will explain a PILOT's impact on all 3 areas and suggested this might help get a better understanding of what the IDA wants to offer.

Mr. Whitehead had concerns over Mr. Nikas's application and resolution that he wishes to discuss at a future time but asked Ms. Lais to send him the complete copy with the resolution included.

PILOT Billing Update:

Ms. White stated TRIBALS LLC have made their tax payments. There is still an outstanding tax bill belonging to ICC4 West Main LLC, the owner did send in a check for the tax amount but shorted the payment of an \$80.30 late fee. Ms. White contacted the owner by email and phone but have not yet heard back.

Mr. Bittel suggested she try calling him again later on in the week.

Banking RFP:

Ms. Sullivan recused herself from this portion of the meeting.

Mr. O’Brien stated his preference in keeping the banking local and remaining at Glens Falls National Bank and would like to request a proposal from them on how to receive maximum benefit by investing.

Mr. Campbell noted interest rates were on the rise and thought it might be best to let it sit.

Mr. Wild suggested trying to get a better interest rate.

Mr. Whitehead noted TD Bank had a better interest rate and considered them being a local company and Mr. Caimono agreed.

Mr. Wild didn’t feel TD Bank had the local leadership structure as their corporate headquarters are located elsewhere.

Mr. Leggett also mentioned the money at TD Bank would be invested in other things outside of the counties.

Mr. Bittel mentioned Glens Falls National Bank has 50% of the deposits in Warren and Washington Counties.

Mr. Campbell recalled a few year ago having every town in Washington County using TD Bank until they started charging fees where Glens Falls National Bank was the only bank that didn’t charge municipalities the fees.

Mr. Wild made a motion to approve Glens Falls National Bank and Mr. Whitehead seconded. A roll call vote was taken and the motion carried.

VOTING:	AYES	NAYS	ABSTAIN	ABSENT
Matt Simpson	X			
Dave O'Brien	X			
Joe LaFiura				X
Craig Leggett	X			
Bruce Ferguson	X			
Ginny Sullivan				RECUSED
Nick Caimano	X			
Mike Wild	X			
Travis Whitehead			X	
Brian Campbell	X			
TOTALS	7	0	1	2

Job Counts/Project Report/Projects Spreadsheet Proposal:

Mr. Whitehead presented a spreadsheet that he created based on what the PARIS reporting structure looks like and shows how the PILOT payments change each year due to any tax rate and assessed value changes. This spreadsheet would be used on an on-going basis as all data, past and present, would be listed for referencing convenience. Mr. Caimono motioned to approve and Mr. O’Brien seconded. 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			
Bruce Ferguson	X			
Ginny Sullivan	X			
Nick Caimano	X			
Mike Wild	X			
Travis Whitehead				RECUSED
Brian Campbell	X			
TOTALS	8	0	0	1

New Business:

LG Plaza – Sales Tax: Ms. Lais noted they were still reviewing the original information given to them by Mrs. Blondo prior to her departure. They plan on meeting with Mr. Simpson and Mr. Bittel and will report back.

Bookkeeping RFP Status Update: Mr. O'Brien suggested accepting McCarthy and Conlon's quote of \$5,400.00 annually to review past financials to determine what the issue was with the bookkeeping discrepancies and also review the future monthly financials to keep the books accurately maintained. On a motion by Mr. O'Brien and a second by Mr. Caimono, the motion was approved by roll call vote. It was agreed to add the independent auditor information to May's Board Meeting Agenda.

QuickBooks course for new Administrator: Ms. White stated the QuickBooks class she attended was a two-day online course where the instructor was well versed in the software and reviewed all the options for procedures QuickBooks has to offer. A user manual and keyboard shortcut reference sheet were provided with the course.

Letter of Engagement from FMBF: Mr. Simpson stated the draft prepared by FMBF came earlier in the day but there wasn't enough time for review. It will be discussed at the next Executive Park meeting and brought to the full Board.

Priority List: Mr. Bittel provided a spreadsheet to the Board with much of the info taken from the 2018 ABO report to complete and add tasks as they come along. He encouraged the board members to note anything that may have been missed and should be added to the priority list. Mr. O'Brien noted the tasks listed on the spreadsheet has been a demand on his, Mr. Bittel and Mr. Simpson's time.

Bookkeeping Assistance: Mr. O'Brien stated that he and Mr. Bittel met with Susan Pruiksma, who had the role of Office Administrator for the IDA in the past. He proposed hiring Ms. Pruiksma for two half-days per week to assist Ms. White with QuickBooks, evaluate the ABO report and help with items listed on the Priority List.

Mr. Caimono asked how long this position would last and Mr. O'Brien stated the length of time is undetermined at this point.

Mr. Caimono also asked if there was room in the budget for the additional staff and Mr. Simpson noted a budget adjustment would have to be made.

Mr. Campbell asked if Ms. Pruiksma would ultimately be taking over as bookkeeper and Mr. Bittel noted it would take time to define what's necessary and to train Ms. White.

Mr. Wild requested an update to the Board from Ms. White each month on what's being learned, where the gaps are and how much longer it will take or if there are any issues in the arrangement.

Mr. O'Brien stated he, Mr. Simpson and Mr. Bittel will be in constant contact with Ms. Pruiksma to get her feedback as well. A roll call vote was taken, unanimously approved and the motion was carried.

Expansion of agenda items:

Mr. O'Brien noted the excessive amount of time Mr. Bittel, Mr. Simpson and he have put into overseeing the day to day operations. He suggested a paid Executive Director would be beneficial to improve operations and stay current on new laws and regulations. It was determined that most IDA's have paid Executive Directors. Mr. Simpson believes this will be a position that will need to evolve and noted there isn't room in the budget this year.

Mr. Leggett noted it had been discussed to update the budget on a quarterly basis and will need to be adjusted after the second quarter to absorb some of the changes made from today's meeting to reflect on what those costs are.

Mr. Campbell suggested having a formula already in place for any future rehab projects to streamline the process and Mr. Simpson agreed that's another part of the policy that needs to be worked on.

Mr. Wild was concerned over the open tasks on the Priorities List and suggested meeting separately with working groups to address the items listed and completing the tasks faster. Mr. Simpson agreed and noted the PARIS filing and the bookkeeping were the priorities.

Mr. O'Brien agreed with Mr. Simpson on those priorities and mentioned the data and file storage should also be a priority. It was determined there were 11 file cabinets currently in storage with an \$80 retrieval fee each way.

Mr. Ferguson suggested it may be time to audit the files that can be destroyed noting Warren county was recently able to destroy 40 file cabinets.

Mr. O'Brien stated he will be checking with Peter Hoffman's office to see what's available for storage and temporarily rent a unit. He also mentioned it had been suggested to go to the counties to see if they have any storage space available. Mr. O'Brien stated it would be best to keep the IDA separate from the counties and show independence from them, attorneys and accountants to avoid potential conflict.

Mr. Wild suggested possibly getting a grant and having the files digitalized, noting this would be beneficial should there ever be a fire where the files are physically stored.

Mr. Campbell suggested asking Washington County to see if the IDA can be added to their grant to digitalize their paper files. Mr. Simpson agreed and asked Mr. Campbell to update the Board at the next meeting.

Adjournment: There being no further business, a motion was made by Mr. Caimono and seconded by Mr. Campbell to adjourn the meeting. Chair Simpson adjourned the meeting at 5:38 p.m.

