

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

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

Telephone: (518) 792-1312

At the Board Meeting of the Counties of Warren and Washington Industrial Development Agency held on **June 17, 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	

ABSENT:

Joe LaFiura	Secretary/Treasurer
Michael Bittel	WWIDA/CDC CEO/CFO

ALSO PRESENT:

Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
Alie White	Office Administrator

The minutes of the meeting were taken by Alie White, Office Administrator. The Chair called the meeting to order at 4:00 p.m. Attendance was taken by roll call and the needed quorum was confirmed by the Chair.

Approval of minutes:

Mr. O'Brien made a motion to approve the minutes of the May 20, 2019 Board Meeting minutes. Mr. Wild seconded the motion and all voted in favor of the motion by voice vote.

Accounts Payable:

Chair Simpson presented the payables. Mr. Ferguson made a motion to approve the June Accounts Payable and Mr. Leggett seconded the motion. Motion was carried and approved by roll call vote.

Old Business:

Park Business - Mr. O'Brien stated he had nothing new to discuss, Mr. Simpson confirmed at the June Executive Park Committee meeting there also had been nothing new to discuss.

Tax Abatement Policy Updates:

Mr. Bittel nor Mr. Whitehead were present at that time, this agenda item was tabled and the next agenda item was discussed.

PILOT Billing Update:

Ms. White stated there is still an outstanding late fee belonging to ICC4 West Main LLC's Town and County taxes, of which FMBF sent a letter in regards to, a copy of which was included in the meeting packets for review.

ICC4 West Main LLC and Irving Consumer Products have not paid their Villages Taxes yet although at this time they are not late. HF Park Properties did make their Village Tax payment.

Priority List Update:

Mr. O'Brien went through the priority list in effort to update the status of each item.

- 1.) Find additional outside help in addressing ABO concerns – Mr. Simpson confirmed this task is complete.
- 2.) Find a bookkeeper – Mr. Simpson confirmed this task is complete.
- 3.) Find a new auditor – Mr. Simpson confirmed this task is complete.
- 4.) IDA Board needs to take action on recapturing more sales tax exemption taken by customer than allowed – Mr. O'Brien stated after meeting with FMBF it was determined there had only been one project in question and decided moving forward to be sure the correct amount is being used.
- 5.) Evaluate WWIDA staffing and structure – Mr. O'Brien stated this task is still in the process.
- 6.) WWIDA needs engagement letter with law firm – Mr. O'Brien confirmed this task is complete.
- 7.) Evaluate office space and data/file storage – Mr. O'Brien stated this task is still in the process as a temporary office has been established until the intended office space is ready for use.
- 8.) Adopt adequate procedures to evaluate proposed projects seeking finance assistance – Mr. Brandi stated the cost after analysis modification created a more user friendly and informative end result. He also stated the application is sufficient and agreed to add the fee table to both places. Mr. Simpson added that details of PILOTS can also be a sub task added to this item.
- 9.) Adequately monitor sales tax exceptions reported by projects – Ms. White stated that she and Mr. Whitehead will be meeting soon to start the project spreadsheet.
- 10.) WWIDA needs to make sure that all projects receive 7% tax rate – Mr. O'Brien stated this will be enforced going forward, even if projects buy something outside of the county.
- 11.) Ensure ALL projects submit an annual job survey to the WWIDA – Mr. O'Brien stated details on what should be reported and how to report it have not been completed yet. The process of how to calculate full time equivalency has yet to be finalized. Further discussion continued as to various ways to calculate full time equivalency and it was concluded a formula needed to be created to generate consistent FTE data.
- 12.) All WWIDA Board member attend board member training – Mr. O'Brien stated Ms. White will be sending out an email to all the board members containing a link to an approved sexual harassment video along with a PowerPoint on workplace violence prevention. There will also be a quiz to take and sent back to Ms. White once completed. Mr. O'Brien also stated that if a board member has already taken these courses to provide Ms. White with a copy of their certificate of completion and their training requirement will be valid for a year with the IDA.

13.) All PILOTS school year taxes reported properly – Ms. White stated she will discuss this with FMBF.

Bookkeeping RFP Status Update:

Mr. Simpson stated the bookkeeping review by Mr. McCarthy has been completed. Mr. McCarthy provided a binder of reports and information explaining what had been done to get to the point where WDR can begin their audit, once step closer to filing with PARIS.

Mr. Simpson continued to report that Mr. McCarthy will be providing an a la carte cost for training Ms. White on QuickBooks, reviewing the bookkeeping prior to every Board meeting, and helping with PARIS filing; these services would fall under professional services.

New Business:

Letter of Engagement with WDR:

Mr. O'Brien expressed concern over the term for WDR's auditing services as noted in the engagement letter, stating it was a one-year term vs. a three-year term.

Mr. Brandi stated it was possible to negotiate the term as it is within the IDA's abilities to ask WDR to extend the term with a written document stating justifications.

Mr. O'Brien suggested, after reviewing WDR's performance this year, to pass a resolution to extend the term and review their renewal price.

When comparing the original RFP from WDR to the letter of engagement from WDR, it was noted the pricing had changed from \$8,600 to \$10,550 for auditing the IDA's books and from \$975 to \$1,200 for auditing the CDC's books.

Mr. Brandi suggested approving at the RFP price contingent on WDR's acceptance, make the change on the signed Engagement Letter and send it back to WDR to await response. Mr. Simpson will follow up with WDR in regard to the price difference.

Mr. O'Brien made a motion to approve the letter with the prices based off WDR's RFP. Mr. Ferguson seconded. Motion was carried and unanimously approved by roll call vote.

Investigations & Government Operations request:

Mr. Simpson stated the IDA received a senate inquiry requesting information.

Mr. Brandi further explained this was a blanket request sent to every IDA and the information was fairly easy to gather, just time-consuming.

Mr. O'Brien noted the June 28th deadline and asked for a status update. Mr. Brandi stated he will check with Ms. Lais.

RFP for Payroll Services:

Upon reviewing the RFP draft, there were inquiries as to the term and deadline for the proposals. It was decided a two-week turnaround would get the proposals in office before the next board meeting to review. Services would start August 1st and term would be for 3 years.

Sexual Harassment/Violence in the workplace training:

As discussed earlier in the meeting:

Mr. O'Brien stated Ms. White will be sending out an email to all the board members containing a link to an approved sexual harassment video along with a PowerPoint on workplace violence prevention. There will also be a quiz to take and sent back to Ms. White once completed. Mr. O'Brien also stated that if a

board member has already taken these courses to provide Ms. White with a copy of their certificate of completion and their training requirement will be valid for a year with the IDA.

GF Labels closing fee payment:

Ms. White stated GF Labels paid FMBF directly for their closing costs. She requested a resolution to turn that payment over to FMBF vs. asking GF Labels to issue a new check to the IDA to in turn pay FMBF. Mr. O'Brien made a motion to approve the resolution, Mr. Wild seconded and motion was carried and unanimously approved by roll call vote.

Investment of Funds follow-up:

Mr. O'Brien noted to the Board that the 30-Day CD has matured for the first time since investing and generated over \$200 in interest.

Adjournment: There being no further business, a motion was made by Ms. Sullivan and seconded by Mr. Leggett to adjourn the IDA Board Meeting and move into the CDC Board Meeting. All voted in favor of the motion by voice vote.

Chair Simpson adjourned the meeting at 4:50 p.m.

Date _____

Joseph LaFiura, Secretary/Treasurer