

COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

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

Tel. (518) 792-1312

The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on Wednesday, June 5, 2019 at the offices of FitzGerald Morris Baker Firth PC, 68 Warren Street, Glens Falls, NY. The following were:

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

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. Leggett, the minutes of the May 8, 2019 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

Logging Area Clean Up: Mr. Jarrett stated he is working with Jim Allen, who is trying to coordinate with the logger to get back to the clean up on the IDA property. This issue is still pending.

Potential Projects Updates: Mr. Campbell stated he checked with Jack Kelley, who had nothing new to report since the last Board meeting.

No further business to discuss regarding the Park.

IDA Executive/Governance Committee:

Old Business:

Accounting and Bookkeeping Updates: Mr. Simpson stated Mr. McCarthy anticipates the bookkeeping being complete by the end of this week which will allow the IDA to move forward with the audit and filing in PARIS once the audit is completed. The IDA has also reached out to McCarthy and Conlon to quote reviewing WWIDA and CDC books on a monthly basis.

Priority List Updates: Mr. Simpson stated a letter regarding the bookkeeping status, drawn up by Mr.

Brandi, was sent to the ABO.

Mr. O'Brien gave an update on the new office; a temporary office has been established until the previous tenant of the IDA's new office has moved out. Mr. O'Brien also confirmed the boxes of files currently being stored elsewhere will be transferred to the new office once that office move is complete.

Mr. O'Brien made a motion to go out to bid for payroll services, Mr. Campbell seconded and it was unanimously carried. Mr. LaFiura and Mr. Simpson both stated they had a few agencies in mind that might be good candidates and would discuss at a later time.

Mr. Bittel stated that he, Mr. Simpson and Mr. O'Brien will be meeting with Mr. Morris, Mr. Brandi and Ms. Lais following the Executive Park meeting to finalize the contract and clarify expectations in moving forward with FMBF.

New Business:

Letter of Engagement with Whittemore, Down & Ricciardelli: Mr. O'Brien asked Ms. White to contact Whittemore, Downen & Ricciardelli to prepare an Engagement Letter for audit services to be available for review at the June Board Meeting.

Investigations & Government Operations request: Mr. Simpson stated he received a letter from the Senate Investigations & Government Operation Committee of New York State. He spoke with Ms. Lais and confirmed it will take some time for Ms. White and FMBF to put together the information the Committee is requiring by June 28, 2019.

Ms. Lais agreed this letter has been circulating among all the IDA's and has worked with some of them, confirming it's straight forward but time-consuming project. Ms. Lais stated this Senate request is to provide just the information available with no need to recreate information if it is not available to report. Information collected will be available for the Board Members to review prior to sending to the Senate.

Points of Information: Mr. Simpson stated the IDA has been contacted several times by various solar industries requesting the IDA to consider their projects even though a previous resolution was passed to not entertain any solar projects as they were not going to provide any jobs. He stated they have been creative in trying to figure out how to satisfy the job creation provision.

Mr. Simpson also noted transmission lines from Canada might need to be addressed with IDA's in the future. Mr. Campbell stated they had already addressed Washington County with a profit-based prospective and agreed if there will be no job creation, there is no point in being involved.

Mr. Simpson stated as long as the members are all in agreement, a draft in response will state the IDA will not entertain these projects.

There being no other matters to discuss, a motion was made by Mr. O'Brien and seconded by Mr. LaFiura to adjourn the meeting. Chair Simpson adjourned the IDA Committee Meeting at 9:35 a.m.

DATE

Joseph LaFiura, Secretary/Treasurer