

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

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At the Board Meeting of the Counties of Warren and Washington Industrial Development Agency held on **August 12, 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	
	Nick Caimano	
ABSENT:	Brian Campbell	Park Chair/Contracting Officer
	Travis Whitehead	
	Michael Bittel	WWIDA/CDC CEO/CFO
ALSO PRESENT:	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Alie White	Office Administrator
	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC

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. Caimano made a motion to approve the minutes of the July 15, 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. Caimano made a motion to approve the July Accounts Payable and Mr. Leggett seconded the motion. Motion was carried and approved by roll call vote with Mr. O'Brien abstaining.

Old Business:

Park Business - Mr. O'Brien stated there were no further updates and Mr. Kelley had been asked to attend this Board Meeting. Mr. O'Brien suggested speaking about that at the next Executive Park meeting.

Mr. Caimano asked for an update on the unattractive property in Phase I he had previously voiced concern about and Mr. O'Brien stated Mr. Campbell will be looking into it and a letter will be sent to the property owner.

Tax Abatement Policy Updates:

Mr. O'Brien stated this item has been on the agenda for months without any action and suggested creating a deadline.

Mr. Simpson stated the Chairman in Essex County found the 485B as a base has been beneficial to them and spoke favorably of it.

Mr. Caimano made a resolution to keep the current policy in place but give Mr. Bittel and Mr. Whitehead one month to take action as neither of them are present. Ms. Sullivan seconded and all voted in favor by voice vote.

PILOT Billing Update:

Ms. White stated ICC4 West Main LLC are still late on making their Village Tax payment and another letter was sent to them reflecting the additional August late fee.

Priority List Update:

Mr. O'Brien stated two things on the priority list should be added as payroll services for QuickBooks has been purchased and installed and the personnel policy needs to be included in the Policy Manual.

Ms. White stated the training with Mr. Whitehead on the spreadsheet has gone well and will be working on it when time avails.

RFP for Payroll Services:

Mr. O'Brien stated payroll services for QuickBooks has been purchased and installed. Ms. White is currently working the Mr. McCarthy to set it up.

Sexual Harassment/Violence in the workplace training:

Ms. White stated there is a list in the meeting packets showing where each member is at with their training.

FMBF Training with Alie:

Ms. White stated a meeting is in place on Aug 15th with Mr. Brandi.

WWIDA Costs and Fees Amendments Follow-up:

Ms. Lais believes the application can be modified to reflect current concerns without having to reproduce a whole new application.

Mr. Caimano suggested having FMBF present the application at the next Board meeting with the modifications for review. There was further discussion about increasing and/or adding fees to the policy.

Mr. Wild asked if the IDA should require escrows to be established for all future projects.

Mr. O'Brien and Mr. Simpson agreed.

Ms. Lais stated that would be difficult to do as a blanket policy as all projects differ and would need to be set up as a case-by-case basis. Ms. Lais also stated some IDA's have created an annual compliance fee to help offset some the administrative costs for each project every year.

Mr. Brandi suggested adding a late fee to each project that is late on making their payments or providing required information.

Ms. Lais suggested recirculating the Cost and Fees documents to review again at the next meeting.

New Business

Michael Bittel as Sec/Treasurer CEO/CFO Position Open:

Mr. O'Brien confirmed with Ms. Lais that the Board does not need to take further action as the Warren and Washington Board have already accepted Mr. Bittel as the representative. Ms. Lais agreed.

Mr. Leggett made a motion to approve Mr. Bittel as Sec/Treasurer and Mr. Caimano seconded. The motion was unanimously approved by voice vote.

CEO/CFO Position Open:

It was confirmed that most IDA's have a combination CEO/Executive Director as a paid position.

Mr. Caimano noted his interest in the position.

Mr. O'Brien stated he, Mr. Simpson and Mr. Bittel will need to discuss financials for budget planning a paid position and also create a job description.

Retention Policy:

Ms. Lais stated there had been discussion regarding using the MI-1 as the IDA's record retention policy. She

also noted in June the ABO sent out a policy guidance item recommending once the IDA adopts the retention schedule that they should establish a records management program. That program would include the development of a records retention program and disposition policy to ensure compliance also to identify, protect and preserve the records, and maintain/dispose of records in compliance and to establish a process of annual reviewing and management plan.

Mr. O'Brien suggested adopting this schedule as part of the policy as most of it is six years after completion. Mr. Simpson and Mr. O'Brien stated they will look further into speaking with an IT person in regards to setting up an outside location to store electronic back up of records.

Essex Pilot Agreements:

Mr. Simpson stated he did receive them but found they didn't help further the discussion.

Covenant on unattractive property on Casey Road:

Ms. Lais stated she sent the covenant of Phase I to Ms. White via email for forwarding to the members for review.

Create debit card us policy:

Mr. O'Brien stated he will look for samples of debit card policies.

Transfer of Funds:

Mr. Simpson stated there were draft resolutions in the meeting packet to formalize an authorization of acceptance of funds from the WWCDC to the WWIDA. One resolution consisted of the IDA to accept funds and the other consisted of the CDC to transfer funds. These are retroactive from a 2018 transfer but something the ABO requested.

Mr. O'Brien made a motion to accept, Mr. Caimano seconded and roll call vote approved unanimously.

Land Proposal:

Mr. O'Brien stated there was information in the meeting packet in regards to Mr. Whitehead's research of land off Stone Quarry Road that is currently in contractual agreement that's still in discussion between the EDC and Warren County. He stated the land had water and rocks and a sale hasn't been made in 19 years.

Mr. Caimano agreed, stating the cost of developing the land has left no one wanted to purchase it.

Mr. Leggett stated that although the IDA is about bringing in business, it's not necessary to own the land and noted the IDA already has land for sale.

Mr. Caimano made a motion to pass on having any interest in purchasing the land and Mr. Wild seconded.

Motion was carried and approved by roll call vote with Mr. Simpson abstaining as he also sits on the EDC Board.

Mr. O'Brien stated traffic congestion is a concern for the Industrial Park and suggested looking for land closer to the Northway and developing that piece of property shovel-ready to help with potential business' truck traffic.

Adjournment: There being no further business, a motion was made by Mr. Wild and seconded by Mr. O'Brien 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 5:06 p.m.

Date _____

Secretary/Treasurer