

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, August 7, 2019 at the offices of FitzGerald Morris Baker Firth PC, 68 Warren Street, Glens Falls, NY. The following were:

Present:	Matt Simpson	Chair
	Dave O'Brien	Vice Chair
	Craig Leggett	At-Large Member
	Travis Whitehead	WWIDA/WWCDC Board Member
	Brian Campbell	Park Chair/Contracting Officer
Also Present:	Alie White	Office Administrator
	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Tom Jarrett	Jarrett Engineers
	Michael Bittel	WWIDA/WWCDC CEO/CFO
	Claudia Braymer	Warren County Supervisor

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.

Park Committee

Park – Mr. Jarrett stated he spoke with Mr. Allen and was told due to the wet spring, clean up was delayed and Mr. Allen is trying to expedite the IDA's site clean-up.

Potential Project Updates – Mr. O'Brien and Mr. Campbell both agreed they have not heard from Mr. Kelley and Mr. Simpson suggested Mr. Kelley attend the next Board Meeting to report project updates.

Mr. Caimano's concern over unattractive business in the Park - It was agreed the business in question needed some upkeep. Ms. Lais stated she will look into the covenants and restrictions and report back at the full board meeting. Mr. Jarrett suggested setting aside a meeting in the future to tour the Industrial Park.

Executive Committee

Minutes of Prior Meeting - Upon motion by Mr. O'Brien and second by Mr. Campbell, the minutes of the June 5th, 2019 Executive/Park Committee Meeting were approved unanimously by the Committee.

Priority List Updates – Mr. Bittel suggested revising the list to show not only what items are left to complete but also list all the items that have been completed as well for the full board meeting.

Mr. Whitehead suggested adding an item to the list to reflect the IDA's intention of filing the PARIS report.

Mr. Simpson inquired about the IDA's financing rates/penalties. It was determined that Ms. Lais should draft an amendment reflecting a 4% penalty on late PILOT payments to the IDA in addition to the 1% that go to the counties.

Mr. Simpson also stated a previous transfer of funds from the CDC to the IDA had been incorrectly documented, according to the ABO. Ms. Lais suggested retroactively correcting documentation.

Tax Abatement Policy updates – Mr. O’Brien stated that currently manufacturing PILOTS are 100% for 5 years then 50% for 5 years and non-manufacturing PILOTS are 50% for 5 years then 25% for 5 years where Mr. Whitehead’s research showed most local IDA’s start at a 485B level. Mr. O’Brien felt it wouldn’t be in the IDA’s best interest to start at a 485B level as negotiating from the start would be time consuming.

Five samples of area IDA PILOTS were reviewed and compared.

Mr. Campbell expressed concern over the board member’s knowledge of the IDA’s policies, himself included.

Mr. Bittel suggested a meeting dedicated to review policy options.

Mr. O’Brien suggested bringing back the educational topics as an agenda item for every board meeting focusing one subject at a time.

Mr. Simpson suggested looking into how many projects utilized Essex County’s policy and what their outcomes were.

Mr. Whitehead agreed and also noted a 485B would be for projects not bringing in any jobs but the IDA has the capacity to increase abatements depending on new job count.

Mr. Campbell stated workforce is also an issue as young people are moving out of the counties.

RFP For Payroll Services – Upon receiving clarification of pricing from GTM’s proposal it was agreed the cost was high. Mr. O’Brien suggested purchasing payroll services for QuickBooks for Ms. White to utilize for payroll and Mr. Simpson agreed.

Sexual Harassment/Violence in the workplace training – a reminder was included in the packets showing where each board member stood with their training.

WWIDA Cost and Fees Follow up – Mr. Simpson decided to look at the application as a whole, including the cost and fees portion, as there are other possible application changes to be determined.

Revised McCarthy Quote – The board reviewed the added line Mr. McCarthy revised on his quote specifying he will also be assisting with the annual reporting in PARIS for 2018. Mr. Campbell made a motion to accept this revision, Mr. O’Brien seconded and roll call was unanimous.

Michael Bittel as Sec/Treasurer – Mr. Bittel verbally resigned his position as CEO/CFO and will follow up with a written resignation at the full Board meeting. Mr. Campbell made a motion to accept, Mr. O’Brien seconded and the motion carried out unanimously.

Mr. O’Brien moved that Mr. Bittel be nominated at the full Board meeting for Sec/Treasurer and Mr. Campbell seconded and approved unanimously by the committee.

Ms. Braymer asked what the plan was for the open position of CEO/CFO.

Mr. O’Brien stated an advertisement will be sent after the next Board meeting to counties and towns in search of a qualified volunteer, specifying their main responsibilities to be certifying PARIS agreements, financial records and review monthly records.

Ms. Lais noted a CFO can also be the Executive Director.

IDA Land – Mr. Simpson recused himself from this agenda item.

Mr. O’Brien stated it was his understanding there is a contract in place between Warren County and the EDC regarding lots 303.12-1-9.3, 4, 6, 7 where a contract option is currently under review. It was Mr. O’Brien’s recommendation that this not be discussed by the IDA until that matter gets resolved.

Mr. Whitehead agreed nothing should be voted on as of yet but felt the information should be discussed to get the education out there.

Mr. Campbell didn’t understand the connection between this contract and the IDA where Mr. O’Brien stated there is a possible interest in bidding for the property.

Mr. Whitehead continued to explain the history of the land and also provided informative documents that

were included in the meeting packets for members to review. He stated he would like to see the county hold on to that land until a more suitable/lucrative offer is given and also would like to see the county stop paying taxes on that land.

Mr. O'Brien stated he would rather wait until the legal issues be resolved before taking any action.

Ms. Braymer stated the county has been paying taxes on the land due to it being considered held as a private landowner. She also stated the county is resolving the issues and suggested the IDA speak up before the county works out a new deal with the EDC.

Adjournment – There being no other matters to discuss, Mr. O'Brien motioned to adjourn the IDA Executive Meeting and open the CDC Executive Meeting. Mr. Campbell seconded and the motion was carried.

DATE

Michael Bittel, Secretary/Treasurer