

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 **July 15, 2019** at the Washington County Municipal Center, Fort Edward, 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	
	Joe LaFiura	Secretary/Treasurer
	Michael Bittel	WWIDA/CDC CEO/CFO
	Nick Caimano	
ABSENT:	Brian Campbell	Park Chair/Contracting Officer
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. O'Brien made a motion to approve the minutes of the June 17, 2019 Board Meeting minutes. Mr. Caimano seconded the motion and all voted in favor of the motion by voice vote.

Accounts Payable:

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

Old Business:

Park Business - Mr. O'Brien stated one project has some interest in moving forward, one project might cut a deal with Warren County, one project where the company split up, and one is still ongoing.

Mr. Caimano expressed concern over an unattractive business within the Park and wanted to know what could be done about it. Mr. Simpson suggested contacting the Park Chairman.

Tax Abatement Policy Updates:

Mr. Whitehead suggested changing the base to have the same terms as the 485B as many other IDA's have done.

Mr. O'Brien noted the 485B can be done with going through the IDA and knows of other IDA's as having more flexible

terms such as length of time. He suggested looking at the data to discuss further at the August Executive Park meeting.

PILOT Billing Update:

Ms. White stated Irving Consumer Products paid their Village Taxes and ICC4 West Main LLC paid their Town and County Taxes but are late on making their Village Tax payment.

Investigations & Government Operations Request:

Ms. Lais confirmed this was completed with no pending items.

Mr. Bittel thanked FMBF for their efforts in completing this task.

Priority List Update:

Mr. Bittel asked on the status of the current audit. Ms. White stated there were some bond amounts that needed to be updated before WDR could start their year end reports. Mr. Combs and Mrs. Blondo were going to be contacting each other to discuss the bonds.

Mr. Simpson stated the evaluation of staff and structure still needs to be done.

Mr. Simpson stated once the files are moved in the new office space, this item will be completed.

Mr. Caimano and Mr. O'Brien agreed on meeting at the office to move the file boxes on Monday, July 22nd.

Mr. Whitehead stated he and Ms. White have met to discuss the spreadsheet and will be meeting again once Ms. White has been able to work on the spreadsheet.

Mr. Bittel suggested ABO training to the members who have not recently taken the classes. Ms. White will email the board members more information.

RFP for Payroll Services:

Ms. White stated only one response was received out of the five mailed out. It was from GTM Payroll Services and it was agreed the pricing was unclear. Ms. White will follow up with GTM for clarification.

Mr. O'Brien mentioned the Washington County LDC uses GTM Payroll and their cost is close to \$2,000 a year for one employee. He suggested having Ms. White continue doing payroll but also have Mr. McCarthy review. Mr. LaFiura expressed concern over that suggestion due to Ms. White's lack of experience in payroll reporting. Mr. O'Brien suggested purchasing the payroll service through QuickBooks. Mr. Caimano suggested waiting to see what Mr. McCarthy's thoughts are on reviewing Ms. White's processing and reporting.

Sexual Harassment/Violence in the workplace training:

As discussed earlier in the meeting.

New Business

Project Hannaford Application and Info: Applicants were not in attendance.

FMBF Training with Alie: Mr. Brandi stated he and Alie will be meeting on August 1st to go over PILOT info and procedures and continue from there.

WWIDA Costs and Fees:

Mr. Brandi discussed various fees that the IDA could implement such as a compliance fee, action fee, penalty for delinquency in tax payments and/or reporting. He also suggested reviewing the current IDA fees such as the application fee, administrative fee, bond issuance charge, agency cost and security deposit timing.

Ms. Lais explained these fees would help offset costs with all the new review requirements with more time spent in analysis prior to a project being approved.

Mr. Whitehead expressed concern with the IDA's application overall vs. just the fee structure and would like the board to review the application as a whole instead of just certain segments.

Mr. Caimano agreed it would be beneficial to simplify the application.

Mr. Whitehead stated he would try to get a copy of another IDA's application that provided more information and had

more specifics for the board to review.

Proposal from McCarthy & Conlon:

The board reviewed the proposal from McCarthy & Conlon regarding assistance for accounting, bookkeeping and reporting at the cost of \$400/month for the IDA and \$100/month for the CDC up to 4 hours with \$150/hour beyond the 4 hours per month.

Mr. Bittel noted help with the PARIS reporting for 2018 was needed although the letter specifically stated assistance in matters within the current year. Mr. Bittel requested the proposal be changed to add that verbiage.

Mr. LaFiura stated this was a big expense that wasn't necessary as he was under the impression some of the board members were going to be helping out with the PARIS reporting.

Mr. Bittel agreed but isn't comfortable signing off on the current year without assistance from a CPA noting mistakes in the past.

Mr. Whitehead also expressed concern over the cost yet agreed the PARIS reporting should get a second look from a professional. He noted once the spreadsheet is completed and in force this process should be stream-lined to the point of little outside assistance.

Mr. O'Brien noted the IDA is currently in transition and outside resources are needed at this point but can be re-evaluated at a later date to review progress and/or necessity.

Mr. Leggett also agreed during transition it's important for the correct resources to be in place during that time and this assistance could be re-evaluated after December 31st.

Mr. Caimano motioned to approve and Mr. O'Brien seconded. A roll call vote was taken and the motion carried with an 8 to 1 vote in favor as follows:

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	X until Dec 31st			
Brian Campbell				X
TOTALS	8	1	0	1

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 5:09 p.m.

Date _____

Secretary/Treasurer

