

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

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

Tel. (518) 792-1312
Warren-WashingtonIDA.com

The Executive Park Meeting for Warren Washington Industrial Development Agency was held on Wednesday, April 7th, 2021 via Zoom from 9:00- 9:47 p.m. The following were:

PRESENT:	Dave O'Brien	Chairman
	Craig Leggett	Vice Chair
	Brian Campbell	Park Chair/At-Large

ABSENT:	Michael Bittel	Secretary/Treasurer
	Mike Wild	Member At-Large

The following were also present:

Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
Mike Grasso	Member
Bob Holmes	Jarrett Engineers
Andrea Hebert	The Glen at Hiland Meadows
Tom Jarrett	Jarrett Engineers
Jon Lapper	Bartlett, Pontiff, Stewart & Rhodes, P.C.
Minutes were taken by: Alie Weaver	Office Administrator

Roll call was taken and a quorum was confirmed.

The Glen at Hiland Meadows – Mr. Jon Lapper summarized the project of which they recently submitted an application for bonds with the IDA. He stated that the Glen Hiland Meadow plans on creating 30 memory care units and adding 28 independent living units as well as creating a wellness center with a pool. The project has been approved by the town, all permits necessary have been granted and an M&T loan commitment for a 25.2 million tax exempt bond has been received.

Ms. Hebert explained that they are currently tax exempt but are seeking mortgage tax relief.

Mr. O'Brien stated that Mr. Scott has agreed to be bond counsel.

It was noted that review of the application will be addressed at the full board meeting on April 19th.

Park Business

Potential Project Updates – Mr. O'Brien stated that Nolan Propane will be meeting with the Planning Board and that the IDA is in the process of getting the lots appraised.

Delineation Update – Mr. Holmes reported that delineation of the back 35 acres is still in the process by NCES and comparison of the delineation from 1998 and 2020 is still in discussion.

After lengthy discussion regarding what the US Army Corps of Engineers is expecting from the IDA's covenant language, it was decided to have a meeting with NCES and discuss the possible amendment and replacement of Article 5.

IDA Executive Committee

Approval of March Minutes – Mr. Leggett made a motion to accept the March 3rd, 2021 IDA Executive Park meeting minutes and Mr. O'Brien seconded. All voted in favor by voice vote.

Regulatory Member Training & Surveys – Mrs. Weaver stated that Mr. Wild will need to update his workplace violence prevention and sexual harassment training and acknowledged that Mr. Bruno has registered for the ABO webinar.

Executive Director Discussion – Mr. Leggett stated that he prepared a proposal that included Executive Director job description, statement of need, solution and resolution. This proposal will be shared with the board members and discussed at the next board meeting when all the members would be present.

Apartment Policy – Mr. O'Brien stated that a summarized compilation of current apartment policies from other IDA's was provided to the board members for review. After some discussion, it was concluded until the next board meeting when all the members would be present.

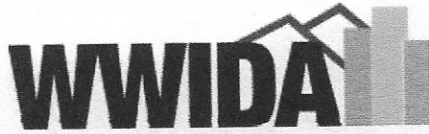
March Financials - It was decided to review the March financials at the next board meeting.

Adjournment – There being no further business to address, Mr. O'Brien adjourned the meeting at 4:47 p.m.

**2020 WWIDA/WWCDC Compliance Training in
Sexual Harassment, Workplace Violence, Haz Comm Right To Know, ABO**

Member	Sexual Harassment	Workplace Violence	ABO Webinar
Nick Caimano	10/19/2020	10/19/2020	8/24/2018
Alie Weaver	9/30/2020	9/30/2020	8/2/2019
Ginny Sullivan	9/28/2020	9/28/2020	4/11/2018
Dave O'Brien	10/6/2020	10/6/2020	10/23/2019
Craig Leggett	11/16/2020	11/16/2020	12/9/2020
Bruce Ferguson	Expired 11/5/19	Expired 11/5/19	
Mike Wild			8/15/2018
Michael Bittel	11/30/2020	2/16/2021	2/10/2021
Brian Campbell	1/20/2021	1/20/2021	2/10/2021
Mike Grasso	9/29/2020	2/4/2021	10/16/2020
Dan Bruno	2/22/2021	2/22/2021	
Lester Losaw	3/28/2021	3/28/2021	12/9/2020

**Sexual Harassment and Workplace Violence Prevention is required annually
ABO Webinar completion is required every three years.**



IDA Executive Director Statement of Need, Solution, and Resolve
Draft, April 6, 2021

Statement of Need

Warren Washington Counties IDA has the need to ensure consistent, effective progress towards the Agency's mission: "to promote, develop, encourage and assist... in economically sound industrial and commercial facilities... in order to advance the job opportunities, general prosperity, and economic welfare of the citizens of Warren County and Washington County".

Historically, the WW IDA has functioned with the Chairman, Attorney for the IDA, and part time Office Administrator doing the majority of the work. IDA members periodically assist in specific projects and duties. While this has maintained the IDA's presence and activity, there is a growing need to be proactive in generating more inquiries and processing applications if the IDA is to fulfill its mission to the best of its abilities.

The current structure is not consistent nor resilient. This fact highlights the need to create an organizational structure that will be durable and produce consistent progress for the benefit of the citizens of Warren and Washington Counties.

Statement of Solution

Whereas the operational structure of the IDA has need to reorganize, the solution to meet the need should reflect the ability to fulfill the mission of the IDA.

Central to the mission are the functions of promoting, developing, encouraging and assisting business to locate, establish, and expand within the Counties. The management and execution of those functions, based on a survey of neighboring IDAs, are commonly carried out by a paid Executive Director or Chief Executive Officer. In some cases, there is also the position of Chief Financial Officer and Planning Director. Creating and filling an Executive Director position would address the need of the IDA at this time.

A well-supported Board is more effective in its role of setting policy, strategy, and taking action. The necessary support of IDA Board members for general duties and specific projects can be assisted by additional staff, such as an Executive Director

Statement of Resolve

WHEREAS, the WWIDA is formed to provide specific and general benefit to the community, and

Attachment "A"

Executive Director of the Warren Washington County Industrial Development Agency

The Board of Directors of the Warren-Washington County Industrial Development Agency is conducting a search for the position of Executive Director. This management position holds the responsibility for promoting the growth and development of Warren-Washington County's economic base, assists in the retention and expansion of existing businesses, and vigorously seeks out new business for the County. The desired candidate will be responsible for developing and administering the overall vision and mission of the agency and will report to and work in cooperation with the Warren-Washington County IDA Board under the day to day supervision of the Chair.

WWIDA Mission

Warren-Washington County Industrial Development Agency (WWIDA) is a public benefit corporation created by Warren and Washington County Boards of Supervisors under the New York State Industrial Development Agency Act. Its mission is to help create and retain job opportunities within the county by marketing the area to prospective new business and industry and by providing assistance to existing companies in the region looking to expand. The WWIDA serves as an agency for a variety of tax abatement programs as well as identifying potential lending and financing programs offered by local, regional, state and federal agencies for the purpose of job creation and retention.

Nature of Work

The successful IDA Executive Director is a self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community, work closely with business and developmental interests while maintaining excellent relations with the municipalities. This Director has managerial competence, maturity of judgement and strong personal leadership abilities.

Essential Functions

- Plan and implement the economic development activities for Warren-Washington County by proposing strategies to achieve goals and objectives set forth by the Board of Directors
- Monitor state, local and federal legislation and regulations, especially relating to economic development to ensure compliance with regulatory requirements and be well versed in financing and grant programs
- Prepare and maintain electronic database on utilities, taxes, zoning, transportation, community services, financing tools, etc. and respond to requests for information about economic development activities or opportunities
- Assist in the creation and analysis of tax incentive financing districts, business incentive programs and cooperative economic development agreements

Page 1

- Responsible for establishing, maintaining and coordinating working relationships with federal, state, county and regional agencies involved in economic development and workforce education and training
- Provide necessary public relations appearances to promote a positive image of Warren-Washington County and lead effective marketing efforts of the owned industrial parks and in other the prime locations of the County's business parks
- May include coordination of real estate services associated with business retention, expansion and relocation
- Prepares information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information
- Assist potential new businesses in site analysis, including demographic, tax, fee, development or related information

Key Knowledge, Skills, & Abilities

- Knowledge of the theory, principles and practices of economic and community development
- Knowledge of state, federal, and regional grant programs pertaining to economic and community development
- Ability to communicate effectively in oral and written form and speak in public
- Ability to interact, negotiate and network with officials at all organizational levels
- Ability to interpret and disseminate information gathered in meetings, seminars and training sessions to peers, supervisors and the Board of Directors

Required Training, Experience & Qualifications

A Bachelor's degree in public or business administration, economics or finance is preferred, or, a broad knowledge of business and public policy and experience in economic development, community development, public administration, marketing and the understanding of the principles of an industrial development agency would confer a comparable skills base. The ideal candidate will have a rich network of peers and colleagues and a proven record of sustaining collaborative partnerships with key stakeholders.

Attachment "B"

Chart of Executive Director Salary, Benefits and Operational Expenses

Expense	FY 2021	FY 2022	FY 2023	FY 2024
Salary	37,000	37,700	38,400	39,200
FICA/Medi	2,900	2,900	3,000	3,000
Benefits	12,000	13,000	14,000	15,000
<i>subtotal</i>	<i>51,900</i>	<i>53,600</i>	<i>55,400</i>	<i>57,200</i>
Marketing, etc	10,000	10,000	10,000	10,000
Office, equipment	3,600	3,600	3,600	3,600
Travel, Conference	2,000	2,000	2,000	2,000
Total ED Budget	67,500	69,200	71,000	72,200

WHEREAS, there is a need to strengthen the WWIDA's organizational capacity and resiliency, and

WHEREAS, the WWIDA has looked at the organizational structure of other IDAs and has found most have the position of Executive Director, or similar, and have determined it beneficial for the fulfillment of an IDA's mission, function, and general operations, and

WHEREAS, the WWIDA has earned and banked sufficient revenue to create, fill, and fund a part time position of Executive Director for a period of 3 years.

BE IT RESOLVED, the WWIDA Board of Directors hereby creates a part time Executive Directors position with duties and responsibility described in attached document "A", and

BE It FURTHER RESOLVED, the WWIDA Board of Directors authorizes the advertisement and recruitment of a person to fill the position until the position is filled or otherwise deemed unnecessary , and

BE IT FURTHER RESOLVED, shall adjust the 2021 operating budget to show appropriations for salary, benefits, equipment, and office space for an Executive Director and shall provide for adequate appropriations for FY 2022, 2023, and 2024 to fund the position of part time Executive Director based on the suggestions of attached document "B", and

BE IT FURTHER RESOLVED, the WWIDA shall establish an operational budget each fiscal year sufficient to support the fulfillment of duties of the Executive Director including items related to marketing, advertising, social media and website presence, travel, and legal assistance.

Executive Director of the Warren Washington County Industrial Development Agency

The Board of Directors of the Warren-Washington County Industrial Development Agency is conducting a search for the position of Executive Director. This management position holds the responsibility for promoting the growth and development of Warren-Washington County's economic base, assists in the retention and expansion of existing businesses, and vigorously seeks out new business for the County. The desired candidate will be responsible for developing and administering the overall vision and mission of the agency and will report to and work in cooperation with the Warren-Washington County IDA Board under the day to day supervision of the Chair.

WWIDA Mission

Warren-Washington County Industrial Development Agency (WWIDA) is a public benefit corporation created by Warren and Washington County Boards of Supervisors under the New York State Industrial Development Agency Act. Its mission is to help create and retain job opportunities within the county by marketing the area to prospective new business and industry and by providing assistance to existing companies in the region looking to expand. The WWIDA serves as an agency for a variety of tax abatement programs as well as identifying potential lending and financing programs offered by local, regional, state and federal agencies for the purpose of job creation and retention.

Nature of Work

The successful IDA Executive Director is a self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community, work closely with business and developmental interests while maintaining excellent relations with the municipalities. This Director has managerial competence, maturity of judgement and strong personal leadership abilities.

Essential Functions

- Plan and implement the economic development activities for Warren-Washington County by proposing strategies to achieve goals and objectives set forth by the Board of Directors
- Monitor state, local and federal legislation and regulations, especially relating to economic development to ensure compliance with regulatory requirements and be well versed in financing and grant programs
- Prepare and maintain electronic database on utilities, taxes, zoning, transportation, community services, financing tools, etc. and respond to requests for information about economic development activities or opportunities

- Assist in the creation and analysis of tax incentive financing districts, business incentive programs and cooperative economic development agreements
- Responsible for establishing, maintaining and coordinating working relationships with federal, state, county and regional agencies involved in economic development and workforce education and training
- Provide necessary public relations appearances to promote a positive image of Warren-Washington County and lead effective marketing efforts of the owned industrial parks and in other the prime locations of the County's business parks
- May include coordination of real estate services associated with business retention, expansion and relocation
- Prepares information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information
- Assist potential new businesses in site analysis, including demographic, tax, fee, development or related information

Key Knowledge, Skills, & Abilities

- Knowledge of the theory, principles and practices of economic and community development
- Knowledge of state, federal, and regional grant programs pertaining to economic and community development
- Ability to communicate effectively in oral and written form and speak in public
- Ability to interact, negotiate and network with officials at all organizational levels
- Ability to interpret and disseminate information gathered in meetings, seminars and training sessions to peers, supervisors and the Board of Directors

Required Training, Experience & Qualifications

A Bachelor's degree in public or business administration, economics or finance is preferred, or, a broad knowledge of business and public policy and experience in economic development, community development, public administration, marketing and the understanding of the principles of an industrial development agency would confer a comparable skills base. The ideal candidate will have a rich network of peers and colleagues and a proven record of sustaining collaborative partnerships with key stakeholders.

To apply send resume and letter of interest no later than 4:00 PM, April 30, 2021 to:

**Warren-Washington County Industrial Development Agency Board of Directors
5 Warren Street
Suite 210
Glens Falls, NY 12801**

03/30/21

WWIDA

Profit & Loss Budget vs. Actual

Year to Date

	Jan 1 - Mar 30, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Nonoperating revenue			
Investment Earnings			
2401 · Interest Income	17.93	0.00	17.93
Total Investment Earnings	17.93	0.00	17.93
Total Nonoperating revenue	17.93	0.00	17.93
Operating Revenue			
Charges for Services			
2116 · Application Fees	1,500.00	0.00	1,500.00
2116.1 · Project Fees - Existing	5,250.00	0.00	5,250.00
2116.2 · Project Fees - New	218,464.67	0.00	218,464.67
Total Charges for Services	225,214.67	0.00	225,214.67
Other Operating Revenue			
2770 · Project - Legal Reimb 3.4	2,085.75	0.00	2,085.75
Total Other Operating Revenue	2,085.75	0.00	2,085.75
Total Operating Revenue	227,300.42	0.00	227,300.42
Total Income	227,318.35	0.00	227,318.35
Gross Profit	227,318.35	0.00	227,318.35
Expense			
Nonoperating Expenses			
107 · Airport Industrial Park			
Property/Sewer/Water Taxes AIP	10,737.50	450.00	10,287.50
Total 107 · Airport Industrial Park	10,737.50	450.00	10,287.50
Total Nonoperating Expenses	10,737.50	450.00	10,287.50
Operating Expenses			
Other operating expenses			
Miscellaneous	14.00	0.00	14.00
1910.4 · Insurance			
Public Officials Liability	1,719.29	1,645.16	74.13
Workers' Comp Insurance	234.92	50.00	184.92
Total 1910.4 · Insurance	1,954.21	1,695.16	259.05
6460.4 · Contractual Services			
Computer & Website Related	366.21	50.00	316.21
Misc Services	29.54	0.00	29.54
Rent	1,200.00	1,780.65	(580.65)
Subscriptions	110.00	100.00	10.00
Telephone and Internet	515.70	504.46	11.24
6460.4 · Contractual Services - Other	262.50	0.00	262.50
Total 6460.4 · Contractual Services	2,483.95	2,435.11	48.84
Total Other operating expenses	4,452.16	4,130.27	321.89
Professional service contracts			
Accounting	6,700.00	11,222.58	(4,522.58)
Engineering - Phase I & General	14,474.70	0.00	14,474.70
Legal			
Fees for Project 3.4 billing	13,933.25	12,365.61	1,567.64
Total Legal	13,933.25	12,365.61	1,567.64
Professional service contracts - Other	0.00	4,354.84	(4,354.84)

03/30/21

WWIDA

Profit & Loss Budget vs. Actual

Year to Date

	Jan 1 - Mar 30, 21	Budget	\$ Over Budget
Total Professional service contracts	35,107.95	27,943.03	7,164.92
6460.45 · Staff Payroll - WWIDA	6,544.35	6,756.97	(212.62)
6460.5 · Supplies and Materials			
Misc Office Expenses	86.50	0.00	86.50
Office Supplies	430.19	196.77	233.42
Postage	136.35	110.00	26.35
Total 6460.5 · Supplies and Materials	653.04	306.77	346.27
9000 · Employee Benefits			
Medicare - Company	2.36	0.00	2.36
Unemployment Insurance	8.55	320.00	(311.45)
9000 · Employee Benefits - Other	988.22	478.17	510.05
Total 9000 · Employee Benefits	999.13	798.17	200.96
Operating Expenses - Other	294.96	0.00	294.96
Total Operating Expenses	48,051.59	39,935.21	8,116.38
Total Expense	58,789.09	40,385.21	18,403.88
Net Ordinary Income	168,529.26	(40,385.21)	208,914.47
Net Income	168,529.26	(40,385.21)	208,914.47

03/30/21

WWIDA

Balance Sheet

As of March 30, 2021

	Mar 30, 21	Mar 30, 20
ASSETS		
Current Assets		
Checking/Savings		
GFNB 8473	106.87	100.00
200 · Cash	380,030.43	35,306.52
250 · Certificates of Deposit	479,713.00	604,713.00
Total Checking/Savings	859,850.30	640,119.52
Accounts Receivable		
380A · Accounts Receivable	1,803.85	-34.40
380B · Accounts Receivable - PILOTS	-59,665.86	23,699.63
Total Accounts Receivable	-57,862.01	23,665.23
Other Current Assets		
200A · Undeposited Funds	0.00	68.80
210 · Petty Cash	143.10	143.10
381 · Insurance Receivable	546.28	0.00
480 · Prepaid Insurance	2,335.03	2,335.03
Total Other Current Assets	3,024.41	2,546.93
Total Current Assets	805,012.70	666,331.68
Fixed Assets		
101 · Land	1,023,969.09	519,262.59
104 · Machinery and Equipment	10,806.74	9,197.99
114 · Accumulated Depreciation	-9,197.99	-9,197.99
Total Fixed Assets	1,025,577.84	519,262.59
TOTAL ASSETS	1,830,590.54	1,185,594.27
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
600 · Accounts Payable	7,845.25	3,320.53
Total Accounts Payable	7,845.25	3,320.53
Other Current Liabilities		
602 · Payroll Liabilities	583.98	871.50
615 · Customers' Deposit	7,516.29	0.00
631 · Due to other governments	-55,255.59	13,088.91
Total Other Current Liabilities	-47,155.32	13,960.41
Total Current Liabilities	-39,310.07	17,280.94
Total Liabilities	-39,310.07	17,280.94
Equity		
924 · Net Assets - Unrestricted	1,231,489.35	1,215,925.02
Net Income	638,411.26	-47,611.69
Total Equity	1,869,900.61	1,168,313.33
TOTAL LIABILITIES & EQUITY	1,830,590.54	1,185,594.27