

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 8, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

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| Present: | Matt Simpson | Chairman |
| | Dave O'Brien | Vice and Park Chairman/Contracting Officer |
| | Joseph LaFiura | Secretary/Treasurer |

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| Absent: | Craig Leggett | At Large Member |
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| Also Present: | Kara Lais, Esq. | FitzGerald Morris Baker Firth PC |
| | Michael Brandi, Esq. | FitzGerald Morris Baker Firth PC |
| | Tom Jarrett | Jarrett Engineers |
| | Tami Blondo | Office Administrator |
| | Claudia Braymer | Supervisor, Warren County |
| | Michael Goot | Post Star |
| | Travis Whitehead | |
| | Dr. Keller | North Country Property Holdings, LLC |

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:05 a.m. Roll call was taken to establish a quorum.

Minutes of Prior Meeting: Upon motion by Mr. LaFiura and second by Mr. O'Brien, the minutes of the July 18, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

North Country Property Holdings: Dr. Keller presented to the Executive Committee an overview of the project and its history. The original plan was to open North Country Veterinary Specialty Clinic which would provide specialist care. Dr. Keller kept his private practice separate from the specialty practice. Over the next three years the Specialty Clinic was losing money and in order to keep the Center open, Dr. Keller made the decision to close the Specialty Clinic and move his private practice into the new facility. Essentially, North Country Property Holdings who the PILOT was given to, still exists and the general practice and specialty clinic are tenants. Mr. O'Brien asked what the change was to the Financial Business Plan and Dr. Keller explained that if he had not made the move to close the specialty practice and move his general practice into the facility, the building would have closed. He has essentially taken a loss and turned it to a profit. There is growth in the general practice and also in the specialty clinic. Dr. Keller projects a growth in staff of approximately six more employees and specialists. Ms. Lais indicated that the existing lease requires approval of any new tenants and would need Board approval. A Motion was made by Mr. LaFiura and a second by Mr. O'Brien to move the matter before the full Board at its next meeting for approval of the new tenant. Motion was carried.

Park – General: Mr. Jarrett indicated that there is nothing new to report. Mr. Jarrett did indicate that the forester knows that ground clean-up is still needed. The work is scheduled to be done in the Fall so as to not cause any damage to the ground.

Mr. Jarrett indicated that he will be scheduling a meeting the Core of Engineers together with Mr. Simpson, Mr. O'Brien and Mr. Kelly to discuss wetland mitigation.

Equustock: Mr. O'Brien indicated that Mr. Kelly had a meeting last week with Mr. Student and would provide further follow-up at another time. Mr. O'Brien indicated that he will be setting up a meeting to discuss the infrastructure of the park with Mr. Simpson and Mr. Fuller.

Brush-Cutting: Mrs. Blondo indicated that Mr. Kelly from Kelly's Emerald Feeds, LLC stopped in to drop off his voucher for brush cutting and informed her that Kelly's Emerald Feeds would be closing at the end of the year and that he would be transitioning the brush cutting services under his name. Mr. Kelly wanted to know what impact, if any, this would have on the contract. Ms. LaS explained that an assignment could be done when the name change occurs.

No further Park Business.

Executive Committee:

ABO Review: Mrs. Blondo indicated that the review team has been working at the offices of the Agency and they continue to do so.

Greenwich Preservation Group: Ms. LaS indicated that all permits and approval issues have been resolved and that 54 Main Street was issued a building permit and that there was no need for SEQR as there was no environmental impact. Ms. LaS also indicated that 73 Main Street would not need any approvals as there are no structural changes being made. The Agency will be provided with a Resolution for consideration at its Monday Board Meeting.

Firetek Sprinkler Systems LLC: Ms. LaS indicated that the Sales Tax documents have been signed and that we are waiting on the timing of the closing with the lender. No further approvals are needed at this point.

NEW BUSINESS:

CEO/CFO Position: Mrs. Blondo indicated that the second applicant was contacted and no further information has been received as to his interest. Mr. Simpson asked if an advertisement should be placed for the position and Mr. O'Brien indicated that the Agency should place an ad for the position.

Resignation: Mr. Simpson indicated that he had received a resignation from Richie Moore from the IDA and CDC effective immediately. Mr. Simpson indicated that he had spoken with Mr. Moore and he stated that it was for personal reasons and nothing to do with the Agency.

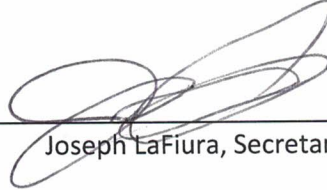
Office Administrator Contract Renewal: Mr. Simpson indicated that it was time to review the contract for the Office Administrator position for Mrs. Blondo. Upon Motion by Mr. LaFiura and seconded by Mr. O'Brien, the Committee went in to Executive Session to discuss a personnel matter at 9:25 a.m. Committee returned from Executive Session at 9:30 a.m. A Motion was made by Mr. LaFiura and seconded by Mr. O'Brien to approve a pay increase of \$2.00 per hour for Mrs. Blondo. The matter will be moved to the full Board.

Fort Hudson Residences: Ms. Lais indicated that Fort Hudson Residences had sent a request regarding their bank financing for the renovations they are doing. This is part of the bank's requirements. Ms. Lais is preparing a Resolution for the Monday Board Meeting. There will be no benefit from the IDA as there is no mortgage tax.

There being no other matters to discuss, Mr. Simpson adjourned the IDA Committee Meeting on Motion by Mr. LaFiura and second by Mr. O'Brien at 9:35 a.m.

9/19/18

DATE



Joseph LaFiura, Secretary/Treasurer