

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

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

Tel. (518) 792-1312

AGENDA
August 12, 2019

1.0 Call to Order, Roll Call and Quorum Confirmation

2.0 Approval of Minutes of the July 15, 2019 IDA Board Meeting

3.0 **Current Accounts Payable**

<u>FitzGerald Morris Baker Firth, P.C.</u>	\$	1,269.80
<i>M0001 - General File -June 2019</i>		
<u>P. Hoffman Realty</u>	\$	600.00
<i>Office Rent - Aug 2018</i>		
<u>Jarrett Engineers PLLC</u>	\$	47.50
<i>professional service 6/1/19-6/30/19</i>		
<u>Staples</u>	\$	402.02
<i>Office Supplies</i>		
<u>The Archives</u>	\$	890.00
<i>Archive Storage removal fee</i>		
<u>Spectrum</u>	\$	169.98
<i>Monthly Phone and Internet Service</i>		
* <u>Alie White</u>	\$	1,682.26
<i>Net Payroll -July 2019</i>		
* <u>EFTPS</u>	\$	1,246.50
<i>Federal/FICA/MCR Payroll Taxes 2nd Qtr 2019</i>		
* <u>Promptax</u>	\$	180.60
<i>NYS Payroll Taxes 2nd Qtr 2019</i>		
<u>McCarthy & Conlon, LLP</u>		
<i>August IDA bookkeeping</i>	\$	400.00
<i>August CDC bookkeeping</i>	\$	100.00
<u>Dave O'Brien</u>		
<i>reimbursement for office key duplicates</i>	\$	25.55
<u>WDR</u>		
<i>progress billing regarding 12/31/18 audit</i>	\$	5,500.00
Subtotal	\$	<u>12,514.21</u>

3.2 **Pilot Pass-Through Payments:**

<i>North Country Property Holdings- closing legal fees</i>	\$	1,600.00
<i>Glens Falls Labels- 2nd Qtr Water O&M</i>	\$	50.00
Subtotal	\$	<u>1,650.00</u>

Grand Total of Payables: \$ 14,164.21

5.0 **Old Business**

- a. Park Business - Campbell/O'Brien/Kelley
- b. Tax Abatement Policy Updates - Bittel/Whitehead
- c. PILOT Billing Update - White
- d. Priority List Update - Bittel
- e. RFP for payroll services-O'Brien
- f. Sexual Harrassment/Violence in the workplace training
- g. FMBF training with Alie
- h. WWIDA costs and fees/application amendments follow up

6.0 **New Business**

- a. Michael Bittel as Sec/Treasurer, CEO/CFO position open
- b. Retention Policy
- c. Essex Pilot Agreements
- d. Covenant on unattractive property on Carey Rd
- e. Create debit card use policy
- f. Warren County/EDC land
- g. Transfer of funds between CDC and IDA