

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 **December 17, 2018** at the Warren County Municipal Center, Lake George, NY, the following members were:

PRESENT:

| | |
|------------------|---------------------|
| Matt Simpson | Chairman |
| Dave O'Brien | Vice Chairman |
| Joseph LaFiura | Secretary/Treasurer |
| Craig Leggett | At Large Member |
| Bruce Ferguson | |
| Ginny Sullivan | |
| Nicholas Caimano | |
| Travis Whitehead | |
| Brian Campbell | |

ABSENT:

Mike Wild

ALSO PRESENT:

| | |
|----------------------|-----------------------------------|
| Kara Lais, Esq. | FitzGerald Morris Baker Firth, PC |
| Michael Brandi, Esq. | FitzGerald Morris Baker Firth PC |
| Tami Blondo | Office Administrator |
| Michael Bittel | CEO/CFO of WWIDA and WWCDC |
| Michael Goot | Post Star |
| Amy Lavine, Esq. | First Assistant County Attorney |
| Bill Nikas | Sandy Hill Arts Center |

The minutes of the meeting were taken by Tami Blondo, Office Administrator. The Chairman called the meeting to order at 4:00 p.m. Attendance was taken by roll call and the needed quorum was confirmed by the Chairman.

Approval of minutes:

Mr. LaFiura made a motion to approve the minutes of the November 19, 2018 Board Meeting minutes. Mr. Caimano seconded the motion and all voted in favor of the motion by voice vote.

Accounts Payable:

Chairman Simpson presented the payables indicating that three additional invoices were received after the preparation of the Agenda from Jarrett Engineering for \$142.50; NYS Economic Development Council for yearly membership of \$750.00; and FitzGerald, Morris, Baker, Firth P.C. for legal services rendered regarding ICC4 in the amount of \$850. Mr. Ferguson made a Motion to accept the Accounts Payable as presented by the agenda and a second by Mr. Caimano to approve the accounts payables as presented by the agenda. Mr. O'Brien made a Motion to approve the Accounts Payable as amended to include the invoices from Jarrett Engineering for \$142.50; NYS Economic Development Council for \$750.00; and FitzGerald, Morris, Baker, Firth P.C. for \$850.00. and Mr. LaFiura seconded the motion. Both motions were carried and approved by roll call vote.

Unfinished Business:

2019 Meeting Dates:

Chairman Simpson presented the 2019 Meeting dates for the IDA and CDC Board Meetings. On a Motion by Mr. Caimano and a second by Mr. LaFiura the 2019 Meeting dates were approved by voice vote.

RFP Audit Services: Mr. LaFiura presented the bids that were received and stated that upon recommendation of the Executive Committee that McCarthy & Conlon, LLP should be award the bid. McCarthy & Conlon, LLP had the lowest bid. Mr. O'Brien made a Motion that the bid be accepted and awarded to McCarthy & Conlon, LLP for audit services for the Warren-Washington IDA. Mr. Whitehead seconded the Motion. A roll call vote was taken and the Motion was carried.

| 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 | | | |
| Brian Campbell | X | | | |
| TOTALS | 8 | 0 | 1 | 1 |

Tax Abatement Policy: Mr. Bittel indicated that he is working with the committee on the updates and will be able to provide further details and updates at the January 2019 meeting.

Annual Project Survey Report: Mr. Bittel shared that this is a work in progress and that the Committee is looking to revise the year end paperwork next year to better clarify how to calculate FTE's. This is still a work in progress and further details and updates will be provided at the January 2019 meeting. A question was raised regarding the recapture policy and what steps the Board would need to take if job counts were not being met. Mr. O'Brien will review the current recapture policy and provide further details and/or information at the next Board meeting. Chairman Simpson asked that all members be provided with a copy of the recapture policy by the Office Administrator prior to the next meeting.

Park Business:

Logging Contract Renewal: Chairman Simpson stated that Mr. Jarrett is continuing to have conversations with the Forester and the Logger as they had addressed concerns relating to the Bond requirements. No further updates are available at this time.

Equustock, Hartmann Hill Firewood, and DNG Recycling: Vice Chairman/Park Chairman O'Brien stated that at this time discussions are on-going and that there is no information to report.

New Business:

Budget 2019 – FINAL Approval: Mr. LaFiura presented the final budget 2019 for discussion and approval indicating that only two minor changes were made. The first being the Insurance line item to reflect the more accurate cost and the second being for the Commissions on Lots sold to accurately reflect that as well. Mr. O'Brien asked if the Budget should be amended on a regular basis or not. There was a great deal of discussion on whether or not this would be appropriate or not and it was decided that the budget would remain static with quarterly updates on the actual changes as needed. Mr. O'Brien was going to check on QuickBooks to see if there was a way to reflect this. On a Motion by Mr. Caimano and a second by Mr. Campbell, the Motion was approved by roll call vote.

| 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 | | | |
| Brian Campbell | X | | | |
| TOTALS | 9 | 0 | 0 | 1 |

Banking RFP: Chairman Simpson indicated that Mrs. Blondo has prepared, after legal counsel's review, the RFP for banking services. Mrs. Blondo indicated that the RFP had been sent to three banks for response. A question was raised as to what was being asked and Mrs. Blondo indicated that such items as fees for services, types of services provided and how money is collateralized.

Officer Considerations for 2019: Chairman Simpson shared that the Vice Chairman/Park Chairman position should be split per a request from Mr. O'Brien. Chairman Simpson indicated that the current slate of officers with the addition of Mr. Campbell as Park Chairman would be presented at the annual meeting for nomination. Chairman Simpson asked if there were any nominations from the floor, none were offered. There was discussion as to whether or not the Park Chairman and the At Large Member are appointed positions and if they are appointed positions then should they be voting positions. A review of the Board By-Laws and requirements is need before a final decision can be made. The matter was moved to the January 2019 Board meeting for further discussion and follow-up.

Board Survey: Chairman Simpson reminded everyone that they need to complete the survey and turn it in as soon as possible to Mrs. Blondo. Extra copies were provided and those members who had not completed the survey did so and turned them in to Mrs. Blondo at the end of the meeting.

Sandy Hill Arts Center – Potential New Project: William Nikas presented the proposed project to the Board indicating he was looking for suggestions and guidance in submitting his application to the IDA for PILOT consideration. The project is in the Village of Hudson Falls in the former Masonic Temple Building and will be known as the Sandy Hill Arts Center. Mr. Nikas presented some of the details for the use of the space, office space, event rental space, juried arts area, and possibly a restaurant. The building does fall under the restriction of the state historical regulations and he has applied for a grant for some of the modifications being done to the building. He is asking the agency for a PILOT on the project. There was a great deal of discussion around how the project fits within the UTAP guidelines and job creation. After a lengthy discussion, the Board recommended that Mr. Nikas complete the application and submit it to the Agency for review and consideration.

RAN Entertainment/Skyzone: Ms. Lais indicated that she had been contacted by Mr. Saunders with regard to an adjacent piece of property next to his existing parcel. Mr. Saunders has purchased the property and is looking to have the parcel merged with the current piece of property that Skyzone is located on. This would require an amendment to the existing PILOT agreement but would have no additional benefit to the PILOT as he would be paying 100% of the taxes on that new parcel. A motion was made by Mr. Whitehead and seconded by Mr. LaFiura to

approve the merger of the two parcels and to amend the PILOT Agreement. By roll call vote, the Motion was carried.

| 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 | | | |
| Brian Campbell | X | | | |
| TOTALS | 9 | 0 | 0 | 1 |

Educational Topic: No Educational Topic was done at this meeting.

Adjournment: There being no further business, a motion was made by Mr. LaFiura and seconded by Mr. Caimano to adjourn the meeting. Chairman Simpson adjourned the meeting at 5:20 p.m.

Date

1/24/19


Joseph LaFiura, Secretary/Treasurer