

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

5 Warren Street, Suite 210

Glens Falls, New York 12801

Tel. (518) 792-1312

The April Board Meeting for Warren Washington Industrial Development Agency was held on Monday, April 17, 2023 at the Washington County Municipal Building at 4:05 pm. The following were:

<b>PRESENT:</b>	Dave O'Brien	Chair
	Mike Wild	Member
	Juan Gonzales	Member
	Ginny Sullivan	Member
	Tim Robinson	Sec/Treasurer
	Dan Bruno	Park Chair
	Brian Campbell	Member

<b>ABSENT:</b>	Mary King	Member
	Nick Caimano	Member
	Craig Leggett	Vice Chair

***The following were also present:***

	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
	Chuck Barton	CEO
<b>Minutes were taken by:</b>	Alie Weaver	Office Administrator

Attendance was taken by roll call and quorum was confirmed.

**March 2023 Minutes:** Mr. Gonzales made a motion to approve the March 2023 Board Meeting Minutes and Mr. Robinson seconded. All voted in favor by voice vote.

Mr. Wild made a motion to approve the March 30<sup>th</sup> Special Meeting Minutes and Mr. Bruno seconded with all voting in favor by voice vote.

**Accounts Payables and Financial Analysis:** Mr. Robinson reviewed the April payables, balance sheet and annual comparison income statement. He noted that the LaBella invoices are reimbursable by the NBRC grant. Mr. Barton stated that the BlackDog proposal was quoted at \$12,800 and the invoice listed in the payables is within the scope of the quote.

Mr. Campbell made a motion to approve the April payables and financial reports and Mr. Wild seconded. All voted in favor by roll call vote.

**Permission to pay grant-related invoices** – Mr. O'Brien stated that Canalside engineering invoices need to be paid and cleared before submitting to NBRC for reimbursement. He requested the Board to allow approval of these payments out of audit to speed up the process.

Mr. Campbell made a motion to approve these specific payments to be made upon receipt and Mr. Gonzales seconded with all voting in favor by voice vote.

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**Master Plan Update** – Mr. Bruno stated that a work permit from the Canal Corp. was received to begin engineering studies on their property. Meters were installed on April 3<sup>rd</sup> to monitor storm drainage. The next meeting with LaBella is scheduled for May 4<sup>th</sup>.

**Canalside Projects, Tenant Activity** – Mr. Bruno stated that Kiewit has assembled their large gantry crane and has received their first cable reel today. He noted that, due to their trailer being low to allow for transportation clearances, their trailer abraded the Mabey Bridge deck. He shared photos and stated that it was not a grave concern as long as it was filled in prior to winter to minimize freeze thaw effects.

Mr. O'Brien stated that Ms. Lais will be reviewing the amended contract for Kiewit's additional 6-acre lease.

**Staff Report** – Mr. Barton stated that in the past month he has met with potential investors that include marinas, hotels, recreation, tourism and residential development, and a medical device manufacturer. He also met with potential support businesses that include bankers, commercial real estate brokers, accountants, and an agricultural industry expert.

Mr. Barton stated that there are currently three potential projects that are in the application process with the expectation of submittal within the next few months. There are four potential expansion projects, three potential residential developments currently in their planning stage, and twelve businesses that have expressed interest in the IDA incentive programs as they're exploring business opportunities. He noted that none of these potential projects are solar.

At Mr. Wild's request, Mr. Barton broke down these potential projects by county, stating two-thirds are in Warren County and one-third in Washington County.

Mr. Barton stated that he and Mr. Gonzales attended the IDA Spring Academy, where the nature of the conference was legislative and IDA policy updates reflecting the budget process. He noted the ABO training's key message was on the imperativeness of mission statements. Attended sessions included Public Relation and Public Affairs, Clean Energy Economic Development, and IDA Best Practices.

Mr. Gonzales quoted the New York State Comptroller's brief with some New York IDA statistics including 107 active IDA's with 4,324 projects in 2021. These projects were valued at 126 billion dollars with 221,000 jobs created and 241,000 jobs retained.

**New Leaf Lease Update** – Mr. Barton stated that New Leaf Energy will be ready to release their lease agreement once a technical issue has been resolved.

**Website Update Logo and Messaging** – Mr. Barton stated that the messaging has been completed with Behan Communications and draft logos as well as website layout designs are being reviewed with BlackDog.

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**Yankee Boats** – Mr. O’Brien stated that the IDA has not received the Yankee Boat application in time for this meeting, but it is expected soon. He noted that, instead of the Executive Park meeting on May 3<sup>rd</sup>, there will be a Special Meeting to discuss this application with the full Board.

**Resolution Accepting CDC Grant** – Mr. Robinson made a motion to approve the grant from the Warren Washington Civic Development Corporation and Mr. Campbell seconded with all voting in favor by roll call vote.

**Fort William Henry Sales Tax Exemption Extension** – Ms. Lais stated that Fort William Henry’s sales tax exemption will expire at the end of April, and they have requested an extension until the end of June. Mr. Gonzale made a motion to approve this extension and Mr. Wild seconded. With Ms. Sullivan abstaining, all others voted in favor by voice vote and the motion passed.

**Memorandum of Understanding for the bridge** – Mr. O’Brien stated that this agreement is between Washington County and the IDA’s responsibility for the 5% match and is pending Washington County’s attorney approval. He noted that this is not a fixed contract as the engineering needs to be completed to determine actual cost.

**Approval of ST-62** – Mr. O’Brien stated that there has been no recapture of benefits for 2022. Mr. Campbell made a motion to approve submitting the 2022 ST-62 to NYS Taxation and Finance and Mr. Gonzales seconded will all in favor by voice vote.

**Approval of PARIS report submittal** – Mr. O’Brien stated that the IDA PARIS report is not complete yet and will be on the next meeting’s agenda for approval.

**Public Comments** – There were no public comments.

**Adjournment** – There being no further business to discuss, Mr. O’Brien adjourned the March IDA Board meeting at 4:40 pm.