

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

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

Tel. (518) 792-1312

The January Board Meeting for Warren Washington Industrial Development Agency was held on Tuesday, January 18, 2022 via Zoom. The following were:

|                        |                |                 |
|------------------------|----------------|-----------------|
| <b><i>PRESENT:</i></b> | Dave O'Brien   | Chair           |
|                        | Ginny Sullivan | Member          |
|                        | Nick Caimano   | Member          |
|                        | Mike Wild      | At-Large Member |
|                        | Brian Campbell | Park Chair      |
|                        | Craig Leggett  | Vice Chair      |
|                        | Michael Bittel | Sec/Treasurer   |
|                        | Dan Bruno      | Member          |
|                        | Mary King      | Member          |
|                        | Mike Grasso    | Member          |

***ABSENT:***

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

|                        |                                   |
|------------------------|-----------------------------------|
| Kara Lais, Esq.        | FitzGerald Morris Baker Firth, PC |
| Michael Ostrander      | Executive Director                |
| Chuck Barton           | Barton Mines                      |
| Michelle Stockwell     | WSWHE BOCES                       |
| Minutes were taken by: | Alie Weaver, Office Administrator |

**December Minutes:** Mr. Caimano made a motion to approve the December board meeting minutes and Mr. Grasso seconded. All voted in favor by voice vote.

**Accounts Payable:** Mr. Bittel made a motion to approve the payables and Mr. Leggett seconded. All voted in favor by roll call vote.

**Executive Director Report:** Mr. Ostrander stated the following:

- The Economic Development Council Conference has been postponed to February 28<sup>th</sup> - March 1<sup>st</sup>.
- Several meetings with larger local companies have been attended to share information on IDA benefits.
- Public hearings are scheduled for early February for Brookfield and Fort William Henry.
- Posting the substation on eBay is in the final stages.
- Post-delineation maps and mylars will be available soon.
- Meetings have been held with Behan Communications and BlackDog to discuss marketing strategies.
- Assemblywoman Carrie Woerner and the ARCC have submitted letters of recommendation for the Champlain Hudson Power Express project to the Public Service Commission.
- Interviews have been scheduled with two engineering firms to discuss the wastewater infrastructure for the Canalside Energy Park.

## **ONGOING BUSINESS**

**Delineation Update** – Ms. Lais stated that the deed restrictions have been filed and she will be sending the receipt to Mr. Holmes for Mr. Connell.

**TDI Update** – Mr. O'Brien stated that the tentative close date for the TDI project is January 27.

**Canalside Energy Park** – Mr. O'Brien stated that the deed transfer is scheduled for Thursday and the insurance cost is \$18,200 annually. He noted that Central Insurance Company listed the property as vacant versus the occupied status as previously listed for FELPDC.

Mr. O'Brien stated that the property will be tax-exempt when it's transferred to the IDA although it will still carry the million-dollar back tax.

## **NEW BUSINESS**

**Presentation by WSWHE BOCES** – Michelle Stockwell stated that WSWHE BOCES is in need of an empty and safe space large enough to train CDL drivers to park, back up and alley dock and is requesting the use of the Canalside Energy Park for this training. Ms. Stockwell stated that there would be no need to store equipment there and she is able to submit a contract and certificate of insurance for use of the property.

Mr. Caimano made a motion to approve the use of Canalside Energy Park for WSWHE BOCES CDL training and Mr. Bruno. All voted in favor by voice vote.

**Member Training/Board Evaluations** – Mrs. Weaver stated that there are some members that haven't submitted their board evaluation survey and noted that there are members who need to recertify their membership requirements. A member status sheet has been sent to all the board members.

**Juneteenth** – Mr. O'Brien stated that the federal government added a new federal holiday called Juneteenth and suggested adding this day to the IDA holiday schedule.

Mr. Bittel made a motion to accept this holiday and Mr. Leggett seconded. All voted in favor by voice vote.

**Officer Nomination** – Mr. O'Brien stated that there are three positions available on the IDA board for nomination for 2022. These positions are Chair, Vice Chair, and Secretary/Treasurer.

It was noted that the By-Laws state when the Chair and/or Vice Chair steps down from their position, their replacement needs to be a representative of the opposite county.

Mr. Bittel nominated Mr. O'Brien for the Chair position and Mr. Grasso seconded. There being no other nominations, with Mr. O'Brien abstaining, all others voted in favor by roll call vote.

Mr. Bittel nominated Mr. Leggett for the Vice Chair position and Mr. Grasso seconded. There being no other nominations, with Mr. Leggett abstaining, all others voted in favor by roll call vote.

Mr. Bruno nominated Mr. Bittel for the Secretary/Treasurer position and Mr. Grasso seconded. There being no other nominations, with Mr. Bittel abstaining, all others voted in favor by roll call vote.

**Substation on eBay** – Mr. Bruno made a motion to list the Canalside Energy Park's substation with a minimum bid of \$300,000 on eBay and Mr. Bittel seconded. All voted in favor by roll call vote.

**Adjournment** – There be no other business to discuss, Mr. O'Brien adjourned the January IDA Board Meeting.

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# WWIDA

## Balance Sheet

As of December 31, 2021

|                                       | Dec 31, 21          | Dec 31, 20          |
|---------------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                         |                     |                     |
| Current Assets                        |                     |                     |
| Checking/Savings                      |                     |                     |
| GFNB 8473                             | 441.04              | 54.11               |
| 200 · Cash                            | 513,232.24          | 202,166.80          |
| 250 · Certificates of Deposit         | 353,462.00          | 479,713.00          |
| Total Checking/Savings                | 867,135.28          | 681,933.91          |
| Accounts Receivable                   |                     |                     |
| 380A · Accounts Receivable            | 7,315.44            | 0.00                |
| 380B · Accounts Receivable - PILOTS   | 0.01                | 0.01                |
| Total Accounts Receivable             | 7,315.45            | 0.01                |
| Other Current Assets                  |                     |                     |
| 210 · Petty Cash                      | 143.10              | 143.10              |
| 381 · Insurance Receivable            | 6,304.41            | 16.29               |
| 480 · Prepaid Insurance               | 2,335.03            | 2,335.03            |
| Total Other Current Assets            | 8,782.54            | 2,494.42            |
| Total Current Assets                  | 883,233.27          | 684,428.34          |
| Fixed Assets                          |                     |                     |
| 101 · Land                            | 1,023,969.09        | 554,087.09          |
| 104 · Machinery and Equipment         | 10,806.74           | 10,806.74           |
| 114 · Accumulated Depreciation        | -9,197.99           | -9,197.99           |
| Total Fixed Assets                    | 1,025,577.84        | 555,695.84          |
| <b>TOTAL ASSETS</b>                   | <b>1,908,811.11</b> | <b>1,240,124.18</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |                     |
| Liabilities                           |                     |                     |
| Current Liabilities                   |                     |                     |
| Accounts Payable                      |                     |                     |
| 600 · Accounts Payable                | 9,280.21            | 425.47              |
| Total Accounts Payable                | 9,280.21            | 425.47              |
| Other Current Liabilities             |                     |                     |
| 602 · Payroll Liabilities             | 1,550.34            | 767.65              |
| 615 · Customers' Deposit              | 17,404.89           | 7,516.29            |
| 631 · Due to other governments        | -412.44             | 0.02                |
| Total Other Current Liabilities       | 18,542.79           | 8,283.96            |
| Total Current Liabilities             | 27,823.00           | 8,709.43            |
| Total Liabilities                     | 27,823.00           | 8,709.43            |
| Equity                                |                     |                     |
| 924 · Net Assets - Unrestricted       | 1,231,414.75        | 1,215,925.02        |
| Net Income                            | 649,573.36          | 15,489.73           |
| Total Equity                          | 1,880,988.11        | 1,231,414.75        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,908,811.11</b> | <b>1,240,124.18</b> |



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# WWIDA

## Profit & Loss Budget vs. Actual

### Year to Date

|  | Jan - Dec 21 | Budget     | \$ Over Budget |
|--|--------------|------------|----------------|
| <b>Ordinary Income/Expense</b>             |              |            |                |
| <b>Income</b>                              |              |            |                |
| <b>Nonoperating revenue</b>                |              |            |                |
| <b>Investment Earnings</b>                 |              |            |                |
| 2401 · Interest Income                     | 985.73       |            |                |
| Investment Earnings - Other                | 0.00         | 5,000.00   | (5,000.00)     |
| <b>Total Investment Earnings</b>           | 985.73       | 5,000.00   | (4,014.27)     |
| <b>Other nonoperating revenue</b>          |              |            |                |
| Grant Funds from CDC                       | 118,000.00   |            |                |
| <b>Total Other nonoperating revenue</b>    | 118,000.00   |            |                |
| 2675 · Lot Sales                           |              |            |                |
| Legal Reimbursement-Lot Sales              | 0.00         | 1,000.00   | (1,000.00)     |
| Sale of Land                               | 50,858.73    | 51,000.00  | (141.27)       |
| <b>Total 2675 · Lot Sales</b>              | 50,858.73    | 52,000.00  | (1,141.27)     |
| <b>Total Nonoperating revenue</b>          | 169,844.46   | 57,000.00  | 112,844.46     |
| <b>Operating Revenue</b>                   |              |            |                |
| <b>Charges for Services</b>                |              |            |                |
| 2116 · Application Fees                    | 7,500.00     | 4,500.00   | 3,000.00       |
| 2116.1 · Project Fees - Existing           | 5,250.00     |            |                |
| 2116.2 · Project Fees - New                | 298,119.86   | 125,000.00 | 173,119.86     |
| <b>Total Charges for Services</b>          | 310,869.86   | 129,500.00 | 181,369.86     |
| <b>Other Operating Revenue</b>             |              |            |                |
| 2770 · Project - Legal Reimb 3.4           | 10,484.84    | 25,687.50  | (15,202.66)    |
| <b>Total Other Operating Revenue</b>       | 10,484.84    | 25,687.50  | (15,202.66)    |
| <b>Total Operating Revenue</b>             | 321,354.70   | 155,187.50 | 166,167.20     |
| <b>Total Income</b>                        | 491,199.16   | 212,187.50 | 279,011.66     |
| <b>Gross Profit</b>                        | 491,199.16   | 212,187.50 | 279,011.66     |
| <b>Expense</b>                             |              |            |                |
| <b>Nonoperating Expenses</b>               |              |            |                |
| Other Nonoperating expenses                | 5.00         | 80.00      | (75.00)        |
| 107 · Airport Industrial Park              |              |            |                |
| Property/Sewer/Water Taxes AIP             | 17,660.52    | 13,766.00  | 3,894.52       |
| 107 · Airport Industrial Park - Other      | 4,874.00     | 1,200.00   | 3,674.00       |
| <b>Total 107 · Airport Industrial Park</b> | 22,534.52    | 14,966.00  | 7,568.52       |
| <b>Total Nonoperating Expenses</b>         | 22,539.52    | 15,046.00  | 7,493.52       |
| <b>Operating Expenses</b>                  |              |            |                |
| Other operating expenses                   |              |            |                |
| 1910.4 · Insurance                         |              |            |                |
| Disability Insurance                       | 638.24       | 170.00     | 468.24         |
| Liability/Commercial Insurance             | 3,625.26     | 2,530.00   | 1,095.26       |
| Public Officials Liability                 | 1,719.29     | 1,700.00   | 19.29          |
| Workers' Comp Insurance                    | 734.07       | 386.03     | 348.04         |
| <b>Total 1910.4 · Insurance</b>            | 6,716.86     | 4,786.03   | 1,930.83       |
| 2675.1 · Sale of Lots                      |              |            |                |
| Land and subdivision costs                 | 0.00         | 300.00     | (300.00)       |
| <b>Total 2675.1 · Sale of Lots</b>         | 0.00         | 300.00     | (300.00)       |
| 6460.4 · Contractual Services              |              |            |                |

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# WWIDA

## Profit & Loss Budget vs. Actual

### Year to Date

|   | Jan - Dec 21 | Budget     | \$ Over Budget |
|---|--------------|------------|----------------|
| Advertising                             | 712.57       |            |                |
| Computer & Website Related              | 2,748.67     | 350.00     | 2,398.67       |
| Dues                                    | 369.00       | 1,042.00   | (673.00)       |
| Misc Services                           | 409.47       | 6,060.00   | (5,650.53)     |
| Rent                                    | 9,600.00     | 7,800.00   | 1,800.00       |
| Subscriptions                           | 1,818.96     | 100.00     | 1,718.96       |
| Telephone and Internet                  | 1,890.85     | 2,086.00   | (195.15)       |
| 6460.4 - Contractual Services - Other   | 6,873.33     | 3,000.00   | 3,873.33       |
| Total 6460.4 - Contractual Services     | 24,422.85    | 20,438.00  | 3,984.85       |
| Other operating expenses - Other        | 1,251.62     | 0.00       | 1,251.62       |
| Total Other operating expenses          | 32,391.33    | 25,524.03  | 6,867.30       |
| Professional service contracts          |              |            |                |
| Accounting                              | 13,900.00    | 15,000.00  | (1,100.00)     |
| Engineering-Phase II & Wetlids          | 4,800.00     | 1,500.00   | 3,300.00       |
| Engineering - Phase I & General         | 162,668.54   | 1,500.00   | 161,168.54     |
| Legal                                   |              |            |                |
| Fees for Project 3.4 billing            | 53,698.59    | 50,000.00  | 3,698.59       |
| Total Legal                             | 53,698.59    | 50,000.00  | 3,698.59       |
| Total Professional service contracts    | 235,067.13   | 68,000.00  | 167,067.13     |
| 6460.45 - Staff Payroll - WWIDA         | 56,427.35    | 26,000.00  | 30,427.35      |
| 6460.5 - Supplies and Materials         |              |            |                |
| File Storage                            | 0.00         | 500.00     | (500.00)       |
| Misc Office Expenses                    |              |            |                |
| Bank Fees                               | 38.50        |            |                |
| Total Misc Office Expenses              | 38.50        |            |                |
| Office Supplies                         | 7,144.03     | 1,000.00   | 6,144.03       |
| Postage                                 | 252.35       | 540.00     | (287.65)       |
| 6460.5 - Supplies and Materials - Other | 0.00         | 1,200.00   | (1,200.00)     |
| Total 6460.5 - Supplies and Materials   | 7,434.88     | 3,240.00   | 4,194.88       |
| 9000 - Employee Benefits                |              |            |                |
| Medicare - Company                      | 842.97       | 600.00     | 242.97         |
| Social Security - Company               | 3,944.45     | 2,500.00   | 1,444.45       |
| Unemployment Insurance                  | 740.19       | 320.00     | 420.19         |
| 9000 - Employee Benefits - Other        | 0.00         | 4,941.10   | (4,941.10)     |
| Total 9000 - Employee Benefits          | 5,527.61     | 8,361.10   | (2,833.49)     |
| Total Operating Expenses                | 336,848.30   | 131,125.13 | 205,723.17     |
| Total Expense                           | 359,387.82   | 146,171.13 | 213,216.69     |
| Net Ordinary Income                     | 131,811.34   | 66,016.37  | 65,794.97      |
| Net Income                              | 131,811.34   | 66,016.37  | 65,794.97      |

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

| <b>Member</b>            | <b>Sexual Harassment</b> | <b>Workplace Violence</b> | <b>ABO Webinar</b> |
|--------------------------|--------------------------|---------------------------|--------------------|
| <b>Nick Caimano</b>      | 10/19/2020               | 10/19/2020                | 8/24/2018          |
| <b>Alie Weaver</b>       | 10/12/2021               | 10/12/2021                | 8/2/2019           |
| <b>Ginny Sullivan</b>    | 9/28/2020                | 9/28/2020                 | 4/11/2018          |
| <b>Dave O'Brien</b>      | 10/14/2021               | 10/14/2021                | 10/23/2019         |
| <b>Craig Leggett</b>     | 11/16/2020               | 11/16/2020                | 12/9/2020          |
| <b>Mary King</b>         |                          |                           |                    |
| <b>Mike Wild</b>         | 4/19/2021                | 4/19/2021                 | 8/15/2018          |
| <b>Michael Bittel</b>    | 11/30/2020               | 2/16/2021                 | 2/10/2021          |
| <b>Brian Campbell</b>    | 1/20/2021                | 1/20/2021                 | 2/10/2021          |
| <b>Mike Grasso</b>       | 9/29/2020                | 2/4/2021                  | 10/16/2020         |
| <b>Dan Bruno</b>         | 2/22/2021                | 2/22/2021                 | 4/21/2021          |
| <b>Michael Ostrander</b> | 7/2/2021                 | 7/2/2021                  | 7/23/2021          |

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