

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

5 Warren Street, Suite 210

Glens Falls, New York 12801

Tel. (518) 792-1312

The July Board Meeting for Warren Washington Industrial Development Agency was held on Monday, July 17, 2023 at the Warren County Municipal Building, 1340 State Route 9 at 4:00 pm. The following were:

<i>PRESENT:</i>	Dave O'Brien	Chair
	Mark Smith	Member
	Juan Gonzales	Member
	Ginny Sullivan	Member
	Tim Robinson	Sec/Treasurer
	Brian Campbell	Member
	Nick Caimano	Member
	Dan Bruno	Park Chair
	Craig Leggett	Vice Chair
	Chuck Barton	CEO

<i>ABSENT:</i>	Mary King	Member
-----------------------	-----------	--------

The following were also present:

	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
	Steve Springer	Managing Partner, Native Development
	Tim Barber	President, JAG Group
	Frank Thomas	Supervisor, Town of Stony Creek
	Ben Driscoll	Supervisor, City of Glens Falls
	Brad Brech	Vice President, Specialty Sales, LLC.
<i>Minutes were taken by:</i>	Alie Weaver	Office Administrator

Attendance was taken by roll call and quorum was confirmed.

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

Accounts Payables and Financial Analysis: Mr. Robinson reviewed the July payables, balance sheet and annual comparison income statement.

Mr. Gonzales made a motion to approve the June payables and Mr. Caimano seconded. All voted in favor by roll call vote.

Mr. Gonzales made a motion to approve the financial reports and Ms. Sullivan seconded. All voted in favor by voice vote.

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

Native Development Application – Mr. Springer, partner of Native Development, stated that they are looking to construct a 25,000 square foot building in the Carey Road Industrial Park for Specialty Services, LLC. He noted that a PILOT would reduce the lease costs and attract Special Services, LLC. to this area.

Brad Brech, Vice President of Specialty Services, LLC., stated that their company was founded in 1999 in California and specializes in designing and fabricating equipment and proprietary chemical solutions for dairy cow hoof health. He noted that Specialty Services, LLC. provides the equipment, services, maintenance, and monitoring for foot baths that dairy cows walk through to sanitize their hooves. He noted that they have a 98% customer retention rate.

Mr. O’Brien clarified that Native Development is constructing the building and leasing the property for Special Services, LLC.

Mr. Barton stated that the total estimated development cost is \$3.6 million dollars and 80% of the construction costs would be sourced within New York State. He also noted that Native Development has their financing established with local banking institutions.

Mr. Bruno made a motion to approve the resolution accepting the Native Development application for assistance and authorizing a public hearing. Mr. Caimano seconded, and voting was as follows:

Member	Yes	No	Abstain	Absent
Craig Leggett	x			
Brian Campbell	x			
Tim Robinson	x			
Ginny Sullivan			x	
Mark Smith	x			
Dan Bruno	x			
Juan Gonzales	x			
Mary King				x
Nick Caimano	x			
Dave O'Brien			x	
Total	7	0	2	1

Master Plan Update – Mr. Bruno stated that their last meeting with LaBella was July 12th and their timeline of completing tasks are progressively improving. He reviewed the status of these tasks listed on the schedule and noted that the project should be completed by the NBRC deadline in September.

Mr. Bruno noted that there was also a meeting with a potential client interested in purchasing the Canalside Energy Park as well as property owned by WCC.

East Street Fence Relocation – Mr. Barton stated that this alternative entrance into Canalside will be needed as temporary access when the bridgework begins in two to three years. He noted that, as per their agreement with Canal Corp, the fence would secure unwanted trespassing to the wharf area.

Mr. O’Brien recommended the gate relocation and installing a sliding gate.

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

Canalside Projects, Tennant Activity – Mr. Barton noted that SMS rail has been slow due to the grain shortage.

Mr. Barton stated that the vegetation growth has become prominent in Canalside Park and needs to be maintained. He noted that Mr. O'Brien suggested hiring a part-time employee for ongoing landscaping as needed.

A full-time employee of SMS Rail has expressed interest in this position and the proposed compensation to the board includes \$25 per hour along with equipment leasing of a small brush hog and trailer. Mr. Barton noted that this position would be seasonal.

Mr. Gonzales made a motion to approve this part time position and Mr. Caimano seconded with all voting in favor.

Staff Report – Mr. Barton listed his recent activities, which included:

- Cybersecurity review meeting with OrbitalFire
- Attended biweekly meetings with LaBella
- Presented at the ARCC Board meeting
- Attended the Double H Ranch Event with Mr. Gonzales
- Met with a potential client
- Met with representatives from Community Bank
- Conference call with National Grid concerning the Airport Industrial Park for a potential client
- Met with BlackDog regarding the IDA website development
- Met with a cannabis business for a potential project in Queensbury
- Toured Canalside with an interested party
- Discussed possible boat storage with an interested party

New Leaf Lease Update – Mr. O'Brien stated that there are no new updates.

MOU Bridge – Mr. O'Brien reminded the Board Members that Washington County will be responsible for the administration and cash-flow of the bridge replacement and the IDA's responsibility is to turn the bridge over to them as well as \$100,000 to be held at Washington County. He noted that the MOU states this information and was included in the meeting packet for review.

Mr. Bruno made a motion to approve the Chair to sign the MOU and Mr. Smith seconded with all voting in favor.

Educational Moment – Ms. Lais chose the topic of Conflict of Interest. Ms. Lais stated that the IDA's Conflict of Interest has not been updated since 2011 and suggested that it be reviewed by the board.

She noted that an actual conflict of interest is where a member may have a financial interest in a particular project or company that may come before the Board. A perceived conflict of interest is where there is an appearance that there may potentially be one or that a member could be influenced by a relationship that they may or may not have with that entity.

She also noted that the purpose of the policy and General Municipal Laws governing conflicts of interest is that a Board Member's position should be acting in such a way that the public has trust in them and the decisions that they are making on behalf of the IDA Board.

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

Ms. Lais stated some potential conflicts of interest could be if the member's position provides confidential information that could be used outside of their role as an IDA member or if they are soliciting and/or accepting gifts. She noted that state-recommended best practices include disclosing any actual or perceived conflicts of interest prior to the action item and recusing themselves from voting and/or any discussions on the topic as well as possibly leaving the room when that topic is being discussed during the Board meeting.

Public Comments – There were no public comments.

Adjournment – There being no further business to discuss, Mr. O'Brien adjourned the July IDA Board meeting at 4:57 pm.