

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

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The March Board Meeting for Warren Washington Industrial Development Agency was held on Monday, March 20, 2023 at the Washington County Municipal Building at 4:00 pm. The following were:

PRESENT:	Dave O'Brien	Chair
	Craig Leggett	Vice Chair
	Juan Gonzales	Member
	Ginny Sullivan	Member
	Tim Robinson	Member
	Dan Bruno	Park Chair
	Brian Campbell	Secretary

ABSENT:	Mary King	Member
	Nick Caimano	Member
	Mike Wild	Member

The following were also present:

Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
Chuck Barton	CEO
Robert Terwilliger	Warren County Assistant Attorney
Minutes were taken by: Alie Weaver	Office Administrator

Attendance was taken by roll call and quorum was confirmed.

February 2023 Minutes: Mr. Gonzales made a motion to approve the February 2023 board meeting minutes and Mr. Robinson seconded. All voted in favor by voice vote.

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

Mr. Robinson made a motion to approve the March payables and Mr. Leggett seconded. All voted in favor by roll call vote.

Mr. Robinson made a motion to approve the financial statements and Ms. Sullivan seconded with all voting in favor by voice vote.

Canalside Master Plan Update – Mr. Bruno reported the most recent meeting with LaBella regarded the meter installation for monitoring the sewer system flow to begin on March 27th, the separation project for mitigation report is due April 15th, the wastewater design report is due April 17th and some field investigations have begun.

Mr. Barton stated that revised fencing RFQ's were sent out with the modification of a 15' slide gate vs. 23' swing gate at Canalside's request. The due date of these RFQ's was extended to Wednesday, March 29th.

Canalside Projects, Tenant Activity – Mr. Barton stated that Kiewit started their lease on March 1st, their crane was delivered earlier today and the activity level will be increasing on site.

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Staff Report – Mr. Barton stated that two new applications and one amended application are expected to be received in the second quarter. He noted discussions with several other potential applicants are continuous. Mr. Barton attended the New York State Economic Development Corporation’s conference and was present for the Marketing and Public Affairs, Clean Energy and Economic Development, and IDA Best Practices seminars. Mr. Barton stated that he also attended the ARCC Juckett Award dinner.

Mr. Gonzales stated that he attended the New York State Economic Development Corporation’s conference but was present at other seminars and noted that the time spent messaging has to equal the time spent on the businesses.

UTEP – Mr. O’Brien proposed a Special Meeting for March 30th at 4:00 in Washington County to discuss the taxing jurisdiction’s UTEP responses and to review and approve the 2022 final audit reports.

New Leaf Lease Update – Ms. Lais stated that New Leaf’s attorney will be speaking with their development team to discuss the IDA’s proposed language modifications.

Website Update Logo and Messaging – Mr. Barton stated that the meeting packets included the proposed messaging for the IDA website and welcomed member feedback.

CVE Application – Mr. O’Brien stated that the CVE application has been tabled.

Solar Guidelines – Mr. O’Brien stated that proposed solar guidelines were sent to the board members for review. He highlighted some of guidelines including the IDA not participating with solar projects unless working with the local municipalities and the IDA not allowing sales and mortgage tax exemptions unless under special conditions.

Mr. Robinson made a motion to adopt the solar guidelines and Mr. Leggett seconded. All voted in favor by voice vote.

Morcon Status – Mr. O’Brien stated that Morcon is looking to move forward with their project. He noted that they are planning to expand their original project and are expected to start the infrastructure when financing is complete.

Mr. Barton stated that the original project cost was approximately \$14.6 million and the revised project cost is expected to be approximately \$17 million.

Warren Washington Strategic Economic Alliance – Mr. Barton stated that this alliance comprises of the Warren and Washington County EDCs, ARCC and Warren and Washington County LDCs. He noted that the meeting packet included a housing statement that the Alliance drafted for review.

Discussion ensued regarding the purposes of these local economic corporations as well as the popularity of short-term rentals, the local real estate economy, residential inventory and the IDA’s role in work force housing.

Audit Update – Mr. Robinson stated that, after reviewing the preliminary audit findings with Mr. Barton and Mr. O’Brien, a few questions needed to be addressed by EFPR for further clarification. He noted that a disaster recovery plan is required to have in place and that is currently being researched.

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Year End Reporting – Mrs. Weaver stated that five projects have not provided their ST340's and/or their FTE reporting. Once these items have been received and the audit report has been approved, the PARIS report will be ready for submitted and the ST62 can be filed.

Executive Committee Change – Mr. O'Brien stated that there are currently six members, instead of five members, of the Executive Committee and Mr. Campbell agreed to step down as Secretary.

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 5:01 pm.