

**COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY (WWIDA)**

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Glens Falls, New York 12801

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TO: Dave O'Brien, Joseph LaFiura and Craig Leggett  
**Executive Committee Members**  
COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Matthew Simpson, Chairman

DATE: January 9, 2019

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The **Executive Committee** of the Counties of Warren and Washington Industrial Development Agency will hold their monthly meeting on:

Date: **Wednesday, January 16, 2019 at 11:00**  
**am**

Location: FitzGerald Morris Baker Firth PC  
68 Warren Street, Glens Falls, NY.

cc: **All WWIDA Members**  
Robert C. Morris, Esq. (with attachments)  
Kara Lais, Esq. (with attachments)  
Michael Brandi, Esq. (with attachments)  
Amanda Allen, Warren County Board Clerk (with agenda)  
Debra Prehoda, Washington County Board Clerk (with agenda)  
Bob Condon, The Post Star (with agenda)  
Michael Goot, The Post Star (with agenda)  
Supervisor Beaty (with agenda)  
Supervisor Braymer (with agenda)  
Amy Lavine, Esq., First Assistant County Attorney (with agenda)

**Counties of Warren and Washington  
Industrial Development Agency**

**JOINT AGENDA  
EXECUTIVE/NOMINATING/GOVERNANCE and PARK  
COMMITTEE MEETINGS**

**Wednesday, January 16, 2019**

- Call Meeting to Order and Confirm Quorum
- Approval of December 12, 2018 Minutes

IDA Park Committee:

1. Logging Bond Update
2. DNG Recycling Update
3. Equustock Update
4. Hartman Hill Firewood Update
5. Scott Kubricky Potential Project

IDA Executive/Nominating/Governance Committee:

1. Tax Abatement Policy Update
2. Annual Project Survey Update
3. Board Member Sexual Harassment Training – when to schedule
4. Nominations for 2019 Officers
5. Review of Application and CBA of Sandy Hill Vision LL
6. Other Matters

Adjournment

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

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

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The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on Wednesday, December 12, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<b>Present:</b>	Matt Simpson	Chairman
	Joseph LaFiura	Secretary/Treasurer
	Craig Leggett	At-Large Member
<b>Absent:</b>	Dave O'Brien	Vice Chairman/Park Chairman
<b>Also Present:</b>	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Tom Jarrett	Jarrett Engineers
	Tami Blondo	Office Administrator
	Travis Whitehead	WWIDA and WWCDC Board Member
	Michael Goot	Post Star
	William Nikas	Prospective Project

The minutes were taken by the Office Administrator.

**Call to Order:** The Chairman called the meeting to order at 9:00 a.m. Roll call was taken to establish a quorum.

**Minutes of Prior Meeting:** Upon motion by Mr. LaFiura and second by Mr. Leggett, the minutes of the November 14, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

## **Park Committee:**

**Park – Logging Contract Renewal:** Mr. Jarrett stated that he has been speaking with Mr. Allen regarding the bond and contract renewal. Mr. Allen indicated to Mr. Jarrett that the logger has concerns with the bond requirement and further discussion is on-going. Mr. Jarrett will reach out to Mr. Allen and get back to Chairman Simpson. Discussion was had regarding the contractual obligation of the logger to clean-up the area he previously was working on and the Agency's rights with regard to same.

**DNG Recycling:** Chairman Simpson reported that he has no updates at this point.

**Hartman Hill Firewood:** Chairman Simpson reported that he has no updates at this time.

**Equustock:** Chairman Simpson reported that there are no new updates at this point and that discussions are still pending.

There was no further business to discuss regarding the Park.

## **Executive Committee:**

**FINAL Budget 2019:** Mr. LaFiura presented the budget indicating that there had been minor changes after the last presentation to the insurance figures and commission on sales. There being no further discussion or questions, Mr. Leggett made a motion to move the 2019 Budget to the full Board for approval. The motion



was seconded by Mr. LaFiura. Motion was carried.

**RFP for Audit Services:** Mr. LaFiura presented the three bids and after comparing a motion was made by Mr. Leggett to move the approval of McCarthy & Conlon's proposal to the full Board. Mr. LaFiura seconded the motion and it was unanimously carried.

**2019 Meeting Dates:** Chairman Simpson reviewed the proposed 2019 meeting dates for the Executive Committee noting that there were no changes. Upon motion by Mr. LaFiura and a second by Mr. Leggett the 2019 Executive Committee meeting dates were approved.

**Officer Nominations for 2019:** Chairman Simpson indicated that he had conversations with Mr. O'Brien who indicated that he would like to see the Vice Chairman and Park Chairman be two separate roles and that Mr. O'Brien recommended that Mr. Campbell be considered for the Park Chairman role. Chairman Simpson indicated that each current member of the Executive Committee is interested in remaining in their roles. The matter will be moved to the full Board at its meeting on Monday, December 17, 2018 for nominations from the floor.

**Other Matters:**

**TRIBALS School Taxes:** The school taxes were paid on November 30, 2018 to the Agency and included two months of late fees. Mr. LaFiura asked if the project was made aware that this is not acceptable and all taxes, as required by their PILOT agreement, are to be paid on time. Mrs. Blondo indicated that she had shared that with the project.

**ABO Review Update:** Chairman Simpson indicated that the report is now in the hands of the Supervisor of the review team and that no date for the release of the report is known at this time. Chairman Simpson also indicated that one of the review team members, Ms. Koerber is no longer with the ABO leaving only one team member to work on the report.

**Kenny & Dittrich Amherst Job Count Clarification:** Chairman Simpson indicated that clarification was provided on the job numbers. For Year-End 2017 it was reported by the project that they had 35 shops when in fact they had 47 jobs and are on track to report 80 or more jobs for year-end 2018. The year-end forms that the Agency requests projects to complete truly does not ask for the data in a clear manner and revision of the documents need to be done.

**Tax Abatement Policy:** Chairman Simpson indicated that Mr. Bittel was unable to attend today's meeting and that there are no updates at this time. It is a work in progress.

**Annual Project Survey Reports:** Mrs. Blondo indicated that an initial meeting was held to discuss changes and that Mr. Whitehead would be able to provide more detail on those discussions. Mr. Whitehead stated the team is looking into revising how the job counts are calculated and there are numerous ways to calculate that. One of the better ways to calculate the numbers is by using total hours worked. Further discussion will be had on the revisions. The forms as they are now will be used for year-end 2018 in hopes that by year-end 2019 the revisions are made for better and more clear reporting by the projects.

**NEW BUSINESS – Potential Project Presentation:** Mr. William Nikas appeared before the Executive Committee to present a project that he has going in the Village of Hudson Falls in the former Masonic Temple Building which 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, 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. The Executive Committee felt that the project needed to be presented to the full Board for further discussion and question. Mr. Nikas was asked to appear before the full Board at its meeting on Monday, December 17,

2018.

There being no other matters to discuss, Chairman Simpson adjourned the IDA Committee Meeting at 10:00 a.m.

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DATE

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Joseph LaFiura, Secretary/Treasurer

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