

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

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

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TO: **EXECUTIVE/PARK/NOMINATING COMMITTEE MEMBERS**  
COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Bud Taylor, Chairman

DATE: January 5, 2016

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The **Executive/Park/Nominating Committee** of the Counties of Warren and Washington Industrial Development Agency will hold a meeting on:

Date: Tuesday, January 12, 2016 at 8:30 am

Location: FitzGerald Morris Baker Firth PC  
16 Pearl Street, Glens Falls, NY.

cc: **All WWIDA Members**  
Kara I. Lais, Esquire (with attachments)  
Thomas Jarrett, Jarrett Engineers (with attachments)  
Amanda Allen, Warren County Board Clerk (with agenda)  
Debra Prehoda, Washington County Board Clerk (with agenda)  
Scott Donnelly, The Post Star (with agenda)

**Counties of Warren and Washington  
Industrial Development Agency  
And  
Counties of Warren and Washington  
Civic Development Corporation**

**JOINT AGENDA  
EXECUTIVE/PARK/NOMINATING  
COMMITTEE MEETING  
January 12, 2016**

IDA:

Park Committee:

1. Approval of December 14, 2015 Minutes
2. R/O/W Phase I to Town Update (Lais)
3. Allen Forestry – Set up for Spring

Executive/Nominating Committee:

1. Innovative Concepts Update (Lais)
2. TFC Enterprises (Tree Paad) Update (Lais)
3. Officer Nominations for 2016
4. Meeting Schedule for 2016 & change in Feb date
5. Other Matters

CDC: Executive/Nominating Committee

1. Approval of Minutes of December 14, 2015
2. Nominations
3. Meetings for 2016

Adjournment

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INDUSTRIAL DEVELOPMENT AGENCY**

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The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on **Monday, December 14, 2015** at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<b>Present:</b>	Bud Taylor	Chairman
	Bruce Ferguson	Park and Vice Chairman
	Joseph LaFiura	Secretary/Treasurer
	Matt Simpson	At Large Member

<b>Also Present:</b>	Robert C. Morris, Esq.	FitzGerald Morris Baker Firth, PC
	Tom Jarrett	Jarrett Engineers PLLC
	Deborah Mineconzo	Office Administrator

The minutes were taken by the Office Administrator.

**Call to Order:** Bud Taylor called the meeting to order at 9:00 am.

**Minutes of prior Meeting:** Upon motion by Mr. Simpson, seconded by Mr. LaFiura, the minutes of the November 9, 2015 Executive/Park Committee Meeting were unanimously approved by the Committee.

**Park Committee:**

**R/O/W Phase I near Galusha/Lewis:**

Mr. Morris emailed everyone the survey prior to today with a map of the roadway being transferred to the Town in Phase I. Mr. Morris stated the cost of the Title insurance is more than anticipated per Paul Pontiff but Mr. Pontiff doesn't expect the Agency to pay the higher amount. Mr. Morris stated the Agency will remain committed as approved by the Board for \$1200 towards the survey only. There was discussion with the engineer and Mrs. Mineconzo on information gathered on Phase I lot sales and the history of the right of ways.

Mr. LaFiura recommended the Agency consider a meeting to discuss future planning. Mr. Morris will set up a special meeting on his return in the Spring for the month of May.

**Executive Committee:**

**Innovative Concepts Consulting, LLC:**

Mr. Morris reminded everyone the Public Hearing for the Innovative Concepts project is set for tomorrow morning in White Creek at 10 am. Mr. Morris will then prepare an Inducement Resolution for consideration at Monday's full Board meeting.

Mr. Ferguson reported he attended the Cambridge House open house reception recently and the facility looked good.

### **TFC Enterprises (Tree Paad) Update:**

Mr. Morris reported he has not received a signed Preliminary Agreement or security deposit yet from the owners of TFC Enterprises. Mrs. Garrand advised him they are still awaiting financial confirmation from Key Bank. Mr. Morris added they advised him there is a delay in finalizing the loan due to the recent merger of Key Bank and First Niagara. Mr. Morris also said his firm will discontinue further work on the project until the Agreement, deposit and other documents are received.

### **Morris Products/The Patti Co.:**

Mr. Taylor brought up the one year extension request from Mr. Schwartz on sales tax and the starting PILOT due to construction delays. He wondered if the Agency should wait until March of 2016 to consider the extension when Mr. Schwartz has more accurate information on the construction timetable. It was decided the matter would be put on the agenda in March as suggested by Mr. Taylor. Mrs. Mineconzo will request another letter from Mr. Schwartz just before March as to the status of the project at that point.

### **Inquiry from a Lake George Motel:**

Mr. Taylor mentioned an inquiry from another motel in Lake George looking to enlarge their place but offering a small number of new jobs. The motel owner was asking for any available assistance from the Agency. It was decided the project would not qualify since it was too small and would not bring in a large number of new jobs. Mr. LaFiura stated the Agency accepted The Marriott Hotel project because it will bring in a large number of jobs. He added it was a unique project in that the developer was offering a conference center with restaurant and meeting rooms year round in the tourist area. Mr. Taylor stated there were a few planned hotels near Exit 18 that may be contacting our IDA for assistance. Mr. Ferguson stated it was an unwritten policy of the Agency years ago that we would not get involved in competing businesses outside of manufacturing. The members decided they would have to evaluate projects on a case by case basis for assistance consideration.

### **YE Accounting & Auditors Information:**

Mrs. Mineconzo had emailed the Committee information received as requested from the YE accountant and auditors regarding a breakdown of their time and fees the prior year along with procedure checklists (from SEFCO). Mr. LaFiura requested Mrs. Mineconzo request additional information on the fee breakdown by the three primary areas of YE work by SEFCO before next Monday's Board Meeting. The full Board will again consider the proposals for YE 2015 work on Monday given the new information.

### **Budget 2016:**

The Committee had received updated year to date information on expenses this year prior to today's meeting. Mrs. Mineconzo advised the Committee no changes were made by her on the budget for 2016 from the preliminary budget approved in October. There were no requested changes by the Committee. The full Board will consider final approval on Monday at their meeting.

### **Officer Nominations:**

Mr. Taylor said the time had come to start discussing the officer nominations for the February Annual Meeting. The nominations are usually confirmed at the January meeting. Mr. Taylor and Mr. LaFiura mentioned they would be willing to run for re-election in their current positions. Mr. Ferguson said he is unsure about his plans for next year with the Agency having been a member for 23 years. He will reconsider but has asked for approval to contact a couple members on the matter of the Vice Chairman

nomination. The Committee gave approval for him to contact two mentioned members. The matter will be discussed again at the January meeting.

**Other Matters:**

Upstate Revitalization Initiative:

Disappointment was voiced over our region not receiving one of the monetary awards from the Upstate Revitalization Initiative competition from NYS. Mr. LaFiura wanted to see the actual plan submitted to the state and Mrs. Mineconzo will forward the plan to him from the internet.

Malware Problem:

Mrs. Mineconzo advised the Committee on the recent malware problem with the office computer. Wade Sherman of PC Technical Services spent about an hour at the office diagnosing and removing the malware. He ended up using AVG antivirus software (30 day free trial) to find the problem that our current Windows Defender could not find. Mrs. Mineconzo at the request of the Committee is going to contact Kyle at FMBF to see what antivirus software they are using. Mr. LaFiura said it's a small purchase so Mr. Taylor could approve the purchase of another virus program if it is decided it is needed. Mrs. Mineconzo advised the Committee Mr. Sherman's \$95.00 invoice will be on the payables.

ARCC Dues:

Mrs. Mineconzo asked the Committee if they wished to pay the additional \$25.00 voluntary fee again this year in addition to their annual ARCC dues now increased to \$283.00. The Committee decided to include the voluntary fee again for a total of \$308.00 which will be on the payables for Board approval next week.

There being no further business, the Chairman adjourned the meeting at 10:00 am.

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DATE

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Joseph LaFiura, Sec/Treasurer

**COUNTIES OF WARREN & WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY  
And  
COUNTIES OF WARREN & WASHINGTON  
CIVIC DEVELOPMENT CORPORATION**

**BOARD MEETING SCHEDULE  
2016**

*Unless otherwise specified, all IDA Board Meetings will take place on the **third Monday\*** of each month at **4:00 p.m.** in either:*

*Warren County - Committee Room 2<sup>nd</sup> Floor*

*Washington County- Board of Supervisors' Chambers*

**CDC Board Meetings will be held on an “as needed” basis. When scheduled, they will immediately follow the IDA meeting.**

January 19, 2016 (Tuesday)	Washington County
February 17, 2016 (Wednesday) **	Warren County
March 21, 2016	Washington County
April 18, 2016	Warren County
May 16, 2016	Washington County
June 20, 2016	Warren County
July 18, 2016	Washington County
August 15, 2016	Warren County
September 19, 2016	Washington County
October 17, 2016	Warren County
November 21, 2016	Washington County
December 19, 2016	Warren County
January 17, 2017 (Tuesday)	Washington County
February 21, 2017 (Tuesday)	Warren County

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**\*\* February Meeting –Includes Annual Meeting**

- Note Exceptions in **January & February** Meetings due to federal Monday holidays (Martin Luther King Day & Presidents' Day) .

COUNTIES OF WARREN & WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY  
And  
COUNTIES OF WARREN & WASHINGTON  
CIVIC DEVELOPMENT CORPORATION

**EXECUTIVE AND PARK COMMITTEE MEETING  
SCHEDULE**

**2016**

*Unless otherwise specified, all IDA Executive/Park Committee Meetings will take place on the **Tuesday** preceding the Board of Directors' Meetings, at **8:30 a.m.** at FitzGerald Morris Baker Firth, PC (FMBF), 16 Pearl Street, Glens Falls, New York*

*Executive Committee Meetings of the Civic Development Corporation will be held on an as needed basis on the same date and time, immediately following the IDA's Committee meeting.*

January 12, 2016	FMBF
February 9, 2016	FMBF
March 15, 2016	FMBF
April 12, 2016	FMBF
May 10, 2016	FMBF
June 14, 2016	FMBF
July 12, 2016	FMBF
August 9, 2016	FMBF
September 13, 2016	FMBF
October 11, 2016	FMBF
November 15, 2016	FMBF
December 13, 2016	FMBF
January 10, 2017	FMBF
February 14, 2017	FMBF