

COUNTIES OF WARREN AND WASHINGTON 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 Wednesday, November 14, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

Present:	Matt Simpson	Chairman
	Dave O'Brien	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
	Craig Leggett	At-Large Member

Absent: None

Also Present:	Robert Morris, 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 Bittel	CEO/CFO of the WWIDA/WWCDC
	Claudia Braymer	

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:07 a.m. Roll call was taken to establish a quorum.

Minutes of Prior Meeting: Upon motion by Mr. Leggett and second by Mr. O'Brien, the minutes of the October 17, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

Park – General: Mr. Jarrett indicated that there was nothing to report on the Park, General Matters.

Park – Logging Contract Renewal: Mr. Jarrett stated that it his understanding that the Agency is working on the Amendment to the Logging Agreement with Mr. Allen, the Forester and KB Logging. Mr. Jarrett will follow-up with Mr. Allen regarding the security that the Agency is asking for and report back at the next Committee meeting.

Park – Potential Projects:

DNG Recycling: Mr. O'Brien report that Mr. Kelley had met with the owner of DNG Recycling and at this point the matter is on hold while he works out a possible arrangement where he is currently located.

Hartman Hill Firewood: Mr. O'Brien reported that Mr. Kelley has a meeting scheduled on November 15, 2018 with the owners of Hartman Hill Firewood, a potential new project within the Park and will report his findings to the Committee at their next meeting.

Equustock: Mr. O'Brien indicated that discussions with Equustock and Mr. Kelley indicate that they may be interested in purchasing the back lots from the Agency. The owners of the company will be here towards the end of the month and further discussion will be held at that time. The company is waiting for

clarification/decision from DEC on the wetlands and how many acres would be available.

Mr. Whitehead shared that he had discussions with Seaton/A-1 Tree Service and their attorney Jon Lapper regarding the wood processing business that they are looking to have approved in the Town of Queensbury. The area they are looking at would require variances and the project may not be suitable for that area. The company has not approached the Agency at this point. Mr. Bittel indicated that if something like this was approved perhaps the Agency would want to consider viewing similar projects to see the impact to the area.

There was no further business to discuss regarding the Park.

Executive Committee:

ABO Review: Mrs. Blondo indicated that the review team has been working at the offices of the Agency and they continue to do so. Mrs. Blondo indicated that the last time the ABO review team were at the offices some questions were raised regarding tax rates and how they were calculated. Further follow-up was needed by the ABO with the Counties. Chairman Simpson stated that he had followed up, per the Board's request, on a meeting with the ABO Review Team prior to their writing of the draft and stated that that would not be happening because that is the purpose of the draft for the Board to review and make the comments/changes and present it back to the ABO Team.

School Tax Pilots: Mrs. Blondo indicated that all but one project has paid their 2018/2019 school taxes. Mrs. Blondo stated that she had been in contact with TRIBALS Managing Partner, Mr. Allen and he is aware that the taxes are past due and that penalties are accruing on them. Mr. Allen stated that they are waiting on the parent company at this point.

RFP for YE Accounting & Audit Services: Mr. LaFiura provided the follow-up that had been requested and the Committee decided that the matter should be moved for further discussion at the Board meeting on Monday, November 19, 2018.

Procurement Policy: Mr. O'Brien presented the revised Procurement Policy. Upon Motion by Mr. O'Brien and a second by Mr. LaFiura, the policy was moved to be discussed and approved at the Board Meeting on Monday, November 19, 2018.

Sexual Harassment Policy: Chairman Simpson presented the proposed policy and had indicated that he requested a change to the language be made on Page 3 under the Subtitle Examples of Sexual Harassment, that it should state Unwanted physical touching and not just physical touching. The Committee agreed. Mr. Leggett stated that the document said there was a form, however it was not attached. Michael Brandi, Esq., stated he would provide that form for inclusion in the policy. Mrs. Blondo indicated that she has taken the course and would be able to provide the course to the Board at a future meeting. It was recommended by Mr. Leggett that a sign-off sheet be provided for the Board members indicating that they had taken the required course.

Job Count Clarification:

SUNY ADK: Mrs. Blondo indicated that she had followed up with the project as requested by the Board and that it is confusing at best. Throughout the year the project does meet the job count requirements but the form asks for the data on December 31st and at that time of year the numbers are much lower than throughout the year.

Kenny & Dittrich Amherst: Mrs. Blondo indicated that she is waiting for the details from the Kenny & Dittrich project and will provide that data when it becomes available.

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. Mr. Bittel will be assisting with the revisions to these documents with Mr. Blondo.

TRIBALS Property Valuation: Mrs. Blondo stated that a property valuation company had reached out to the Agency requesting information on the PILOT for Tribals as they are performing a property valuation. Mr. Morris indicated that the PILOT and any benefit of that should not be included in the valuation of the property and it is not guaranteed that if the property were sold that the PILOT would automatically transfer to the new owner. The matter would need to be brought before the Board and criteria would need to be met and satisfied in order for that to occur.

2019 Meeting Dates: Chairman Simpson reviewed the proposed 2019 meeting dates with the Committee and all agreed that the matter should be moved before the full Board for approval. Upon Motion by Mr. LaFiura and a second by Chairman Simpson to submit the proposed 2019 meeting dates to the full Board at its meeting on Monday, November 19, 2018, the Motion was carried.

Tax Abatement Policy: Mr. Bittel stated that the committee of Board Members have had discussions on the policy and asked for guideline information from Counsel. Mr. Brandi will provide that research and detail to Mr. Bittel for further discussion. No further information to share at this point.

There being no other matters to discuss, Chairman Simpson adjourned the IDA Committee Meeting on Motion by Mr. LaFiura and second by Mr. O'Brien at 10:20 a.m.

12/12/18

DATE



Joseph LaFiura, Secretary/Treasurer