

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

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

Tel. (518) 792-1312
website: www.warren-washingtonida.com

TO: ALL BOARD MEMBERS
COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Matt Simpson, Chairman

DATE: November 14, 2018

The Counties of Warren and Washington Industrial Development Agency will hold its regular monthly Board meeting as follows:

Date: Monday, November 19, 2018 at 4:00 pm.

Location: Washington County Municipal Center, Fort Edward, NY

The purpose of the meeting will be to discuss new and unfinished business.

Enclosed (or attached) please find:

- Meeting Agenda with supporting data
- Monthly Financial Statements

Remember to call or email Tami at the Agency Office at least 24 hours beforehand if possible if you are unable to attend the meeting.

cc: Robert C. Morris, Esq. with agenda and all enclosures
Kara Lais, Esq. with agenda and all enclosures
Amanda Allen, Warren Co. Board Clerk with agenda
Debra Prehoda, Washington Co. Board Clerk with agenda
Bob Condon, The Post Star, with agenda
Michael Goot, The Post Star with agenda
Amy Lavine, Esq., First Asst County Attorney with agenda

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AGENDA

Monday, November 19, 2018

- 1.0 Call to Order, Roll Call and Quorum Confirmation
- 2.0 Approval of Board Minutes for the October 22, 2018 Meeting
Approval of Audit & Finance Minutes for October 22, 2018 Meeting

3.0 Current Accounts Payable

FitzGerald Morris Baker Firth, P.C.

M0001 - General File - \$ 2,624.23

M0002 - Administrative Matters \$ 648.00

P. Hoffman Realty

Office Rent - November 2018 \$ 370.00

The Archives

Monthly Archive Storage \$ 47.25

Time Warner (Spectrum)

Monthly Phone and Internet Service - October \$ 169.88

Jarrett Engineers

Professional Services September/October 2018 \$ 285.00

Seeley Office Systems

Office Supplies - Toner, Copy Paper & Tax Forms \$ 249.14

Staples

Office Supplies - Binders \$ 68.41

Petty Cash

Reimbursement \$ 70.56

Adirondack Chamber of Commerce

Annual Membership \$ 292.00

NYS Dept of Environmental Conservat

Commercial Coverage \$ 110.00

* **Nationwide Insurance**

Commercial Package & Auto Renewal \$ 1,021.04

* <u>Stamps. Com</u>	\$	117.99
Monthly Fee and Postage		
* <u>EFTPS</u>	\$	324.84
Federal/FICA/MCR Payroll Taxes October 2018		
* <u>Promptax</u>	\$	42.70
NYS Payroll Taxes October 2018		
* <u>Tami Jo Blondo</u>	\$	1,903.88
Net Payroll -October 2018		
TOTAL	\$	<u>6,073.50</u>

3.2 **PILOT Payments (Received and Made):**

Washington County

HF Park Property Sewer O & M	\$	100.00
Subtotal	\$	<u>100.00</u>

TOTAL ACCOUNTS PAYABLES:	\$	<u>6,173.50</u>
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5.0 **Unfinished Business**

- a. Greenwich Preservation Group - Update -- Morris
- b. Firetek Sprinkler Systems - Update -- Morris
- c. ABO Operations Review - Simpson
- d. Procurement Policy - Obrien
- e. Sexual Harassment Policy & Training - Simpson
- f. RFP Audit & Accounting Services - LaFiura
- g. Job Count Clarification - SUNY ADK and Kenny & Dittrich - LaFiura
- h. PILOT Billing Update

6.0 **Park Business**

- a. General Update - O'Brien
- b. Logging Contract Renewal - Simpson
- c. DNG Recycling - O'Brien
- d. Hartman Hill Firewood - O'Brien

7.0 **New Business**

- a. Insurance Clarification/Recommendation - Simpson
- b. Board Survey - Leggett
- c. 2019 Meeting Dates - Simpson
- d. Year End Data Collection for Projects - Simpson
- e. IDA Education - Brandi
- f. Other Business

Adjournment