

COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

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

Tel. (518) 792-1312

The **Executive/Park Committee** meeting of the Counties of Warren and Washington Industrial Development Agency was held on Wednesday, October 17, 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	

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:05 a.m. Roll call was taken to establish a quorum.

Minutes of Prior Meeting: Upon motion by Mr. Leggett and second by Mr. LaFiura, the minutes of the September 19, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

Park – General: Nothing to report on the Park, General Matters.

Park – Logging Contract Renewal: Mr. Jarrett stated that Mr. Allen is awaiting the Board's answer on the contract renewal. Chairman Simpson indicated that the matter would be discussed at the Board Meeting on Monday, October 22, 2018.

Park – Potential Projects: Mr. O'Brien indicated that Mr. Kelley had met with Don Student from Equustock regarding the purchase of lots within the Park. Mr. Student informed Mr. Kelley that he would be getting back to the Agency by the end of October, first part of November.

Chairman Simpson stated that Mike Wild has had discussions with DNG Recycling LLC on behalf of Warren County. Chairman Simpson indicated that nothing further has come before the IDA at this time.
No further Park Business.

Executive Committee:

CEO/CFO Candidates: Chairman Simpson stated that Mr. James Griffith has withdrawn his application for the position at this time. Chairman Simpson indicated that Mr. Michael Bittel is still interested in the position and will appear before the Board on Monday, October 22, 2018 for further discussion and questions.

ABO Review: Mrs. Blondo indicated that the review team has been working at the offices of the Agency and they continue to do so. There is no indication as to when the ABO Review Team will be wrapping up but hopefully a draft report will be forthcoming soon.

Cost Benefit Analysis Program: Mr. Morris stated that when a hotel project is presented to the Agency the Occupancy Tax is not figured into the cost benefit analysis and probably should be. Mr. Morris further stated that the cost benefit analysis is a ten-year picture, however the benefit to the County and Community is on-going. Mrs. Blondo will check with the program contact to see if there is a way to accurately reflect the occupancy rate into the cost benefit analysis.

Insurance Renewals: Associates of Glens Falls has submitted invoices for renewal for the Commercial Property & General Liability Coverage and the Auto Coverage policies. Both policies are scheduled for significant increases due to rate revisions. The Executive Committee decided that based on the follow-up information provided by Associates of Glens Falls that for this contract year we would renew the policy and then seek out RFP's for next year.

School Tax Pilots: Mrs. Blondo indicated that all projects have been billed for the 2018-2019 School Taxes. Payments have been coming in and being processed in a timely manner. Two projects were re-billed with late fees in October (North Country Property Holdings and TRIBALS). North Country Property Holdings paid their taxes and are current as of October 10, 2018.

Dewatering Facility: Mr. O'Brien shared with the Committee that potentially the project may be coming to the Agency for a PILOT. Discussion was held around the fact that the Agency may not be able to do anything as there would be no jobs created until a business came into the proposed Industrial Park at the former dewatering facility.

Budget: Mr. LaFiura presented the Proposed 2019 Budget for review by the Executive Committee. No changes on the Revenue side as it is all an estimate. The line item for liability insurance needs to be changed as does the addition of the Real Estate Commissions. Mr. Morris indicated that the Committee should recommend the Budget be moved to the full Board for further review and approval of the Preliminary Budget.

Internet Upgrade: Mrs. Blondo indicated that the Agency needed to upgrade their internet speed as it was taking days to send out e-mails. This resulted in an increase of the total bill (which is phone and internet services) from \$125 per month to approximately \$170 per month.

RFP for YE Accounting & Audit Services: Mr. LaFiura asked that further clarification from McCarthy & Conlon be provided as they are proposing providing both services at a discounted rate. The proposals will be discussed at the Audit & Finance Committee meeting on Monday, October 22, 2018.

Procurement Policy: Chairman Simpson indicated that there are no changes to the current policy and suggested that the policy be brought to the full Board for approval.

OTHER BUSINESS:

Greenwich Preservation Group: Mr. Brandi stated that they had reached out to the project for an update on a closing but have not yet heard back from them.

Firetek Sprinkler Systems LLC: Mr. Brandi stated that they had reached out to the project for an update on a closing and it is looking like December or January for a closing on the project.

Meeting Dates for Future Board and Executive Park Meetings: Chairman Simpson stated that he had been

contacted by a Board member with concerns over meeting dates changing frequently. Chairman Simpson explained that the meeting dates have not changed since they were voted on in December 2017. Chairman Simpson stated that there may be conflicts with other meetings in the coming year and that we should be looking at those dates to ensure a consistent schedule. Chairman Simpson also stated that the website calendar should be reflective our dates. Mrs. Blondo indicated that she would update the website with those recommended changes and that she has already started working on the meeting dates for 2019. Mrs. Blondo indicated that the Executive Park Meetings will be held on the first Wednesday of every month at 9:00 a.m. with the Board Meeting being scheduled for the third Monday of every month unless there is a Federal holiday in which case the meeting would be moved to the next business day.

There being no other matters to discuss, Chairman Simpson adjourned the IDA Committee Meeting on Motion by Mr. LaFiura and second by Mr. Leggett at 9:45 a.m.

11/14/18

DATE



Joseph LaFiura, Secretary/Treasurer