

**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: October 16, 2018

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

Date: Monday, October 22, 2018 at 3:30 pm.

Location: Warren County Municipal Center, Lake George, NY
Committee Room

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

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AGENDA

Monday, October 22, 2018

1.0 Call to Order, Roll Call and Quorum Confirmation

2.0 Approval of Board Minutes for the August 13, 2018 Meeting

3.0 Current Accounts Payable

* **FitzGerald Morris Baker Firth, P.C.**

10094-0024 - FOIL Requests \$ 1,012.50

M0001 - General File - \$ 2,696.11

FitzGerald Morris Baker Firth, P.C. \$ 2,132.99

M0001 - General File -

* **P. Hoffman Realty** \$ 370.00

Office Rent - October 2018

P. Hoffman Realty \$ 370.00

Office Rent - November 2018

* **The Archives** \$ 30.00

Monthly Archive Storage

The Archives \$ 142.35

Monthly Archive Storage

* **Time Warner (Spectrum)** \$ 125.26

Monthly Phone and Internet Service - Sept

Time Warner (Spectrum) \$ 277.92

Monthly Phone and Internet Service - October

* **Jarrett Engineers** \$ 739.04

Professional Services July 2018

* **Jarrett Engineers** \$ 938.66

Professional Services August 2018

* **Mannix Marketing, Inc.** \$ 16.25

Email Issues

* **Seeley Office Systems** \$ 146.94

Office Supplies

* **Nationwide** \$ 400.00

Commercial Coverage

* **Express Computer Restore** \$ 129.00

Computer Migration

* **Stamps. Com** \$ 117.99

Monthly Fee and Postage

* **Deluxe Check Order** \$ 610.06

Checks for Escrow and Gen. Op Accts

* **Town of Kingsbury** \$ 450.00

AIP Water O & M

* **EFTPS** \$ 240.49

Federal/FICA/MCR Payroll Taxes August 2018

* <u>Promptax</u>	\$	29.50
<i>NYS Payroll Taxes August 2018</i>		
* <u>Tami Jo Blondo</u>	\$	1,422.05
<i>Net Payroll - August 2018</i>		
* <u>EFTPS</u>	\$	254.00
<i>Federal/FICA/MCR Payroll Taxes September 2018</i>		
* <u>Promptax</u>	\$	32.60
<i>NYS Payroll Taxes September 2018</i>		
* <u>Tami Jo Blondo</u>	\$	1,500.42
<i>Net Payroll - September 2018</i>		
TOTAL	\$	<u>12,397.11</u>

3.2 PILOT Payments (Received and Made):

* <u>Queensbury Union Free School</u>		
Aviation Hospitality	\$	40,234.50
140 Carey Road LLC (Mohawk Werks)	\$	4,946.23
RAN Entertainment	\$	13,746.35
Patti Co.	\$	27,824.34
TRSB Enterprises	\$	12,522.76
18 Hospitality LLC	\$	63,141.11
* <u>Fort Ann School</u>		
Boats by George	\$	16,985.30
* <u>Fort Edward School</u>		
Irving Consumer Products	\$	300,655.98
354 Broadway	\$	30,026.44
* <u>Warrensburg School</u>		
LG Plaza	\$	53,626.87
* <u>Whitehall Central School</u>		
Ray Terminals	\$	1,486.40
* <u>Hudson Falls Central Schools</u>		
H.F. Park Property	\$	7,047.29
Fort Hudson Residences	\$	47,210.30
GF Labels	\$	600.52
North Country Property Holdings	\$	15,111.09
J & C	\$	2,772.02
* <u>Cambridge School</u>		
ICC 4	\$	15,851.81
* <u>Village of Hudson Falls</u>		
HF Park Property Water Billing	\$	170.00
* <u>Town of Queensbury</u>		
TRSB Enterprises - Water Billing	\$	37.18
* <u>Town of Kingsbury</u>		
GF Labels Water O&M	\$	50.00
Subtotal	\$	<u>653,996.49</u>

TOTAL ACCOUNTS PAYABLES:	\$	<u>666,393.60</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 - Update -- Simpson
- d. CEO/CFO Position - Simpson

6.0 Park Business

- a. General Update - O'Brien
- b. Logging Contract Renewal - Simpson
- c. DNG Recycling - Kelley

7.0 New Business

- a. PILOT Billing Update
- b. Preliminary Budget 2019 - LaFiura
- c. RFP For Audit & Accounting YE Services - LaFiura
- d. Review and Approval of Yearly Procurement Policy - O'Brien
- e. Insurance Coverage - Simpson
- f. Time Warner Upgrade - Simpson
- g. Cost Benefit Analysis Concerns & Suggestions - Morris
- h. Sexual Harassment Policy - Simpson
- i. IDA Education - Brandi

Adjournment