

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, September 19, 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:	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Tom Jarrett	Jarrett Engineers
	Tami Blondo	Office Administrator
	Michael Bittel	
	Jack Kelley	
	Claudia Braymer	Supervisor, Warren County (arrived late)
	Travis Whitehead	

The minutes were taken by the Office Administrator.

Call to Order: The Chairman called the meeting to order at 9:03 a.m. Roll call was taken to establish a quorum.

Minutes of Prior Meeting: Upon motion by Mr. LaFiura and second by Mr. O'Brien, the minutes of the August 8, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

Park Committee:

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

Park – Wetlands: Mr. Jarrett reported that an initial meeting was held to discuss the possibility of reclaiming some of the wetlands within the Park. Discussion was held concerning Equustock and a possible expansion, but at this time there has been no formal application for such expansion. The matter was tabled until further information is obtained from Equustock.

Park – Logging Contract Renewal: Mr. Jim Allen, the Forester, requested that the Agency extend the agreement previously made to cross the Agency property to get to adjoining lands. Mr. Leggett asked if there were provisions for the clean-up of the Park property from the previous logging operation and expressed concern that there are no funds to be paid in the event that this does not happen. Discussion was had whether to extend the contract or extend the contract with fees. The Committee decided that this was a matter that should be discussed before the full Board at its next meeting.

Park – Potential Projects: Mr. Smith from JE Monahan had contacted the Agency regarding access to property that they own as it appeared to be land-locked based on maps that showed a road that was never installed. Robert Morris had discussions with Mr. Smith that indicated that this was a "paper road". This is

not an issue of the IDA and Mr. Smith had been made aware of that in his conversation with Mr. Morris. Chairman Simpson will provide an official response to this issue to Mr. Smith.

DNG Recycling LLC had contacted the Agency to potentially purchase a lot within the Park but there has been no further follow-up from DNG Recycling LLC.

Rozell Industries had contacted the Agency regarding a sewer issue and Mr. Jarrett indicated that he had been involved in that conversation and that this is not the responsibility of the Agency. Chairman Simpson is to follow-up with Mr. Rozell to explain the Agency's position.

No further Park Business.

Executive Committee:

CEO/CFO Candidates: Mr. Michael Bittel appeared before the Board to express his interest in the position. He shared his background and answered questions from the Board. A second candidate was unable to attend but had submitted via email his background to the Board. The Executive Committee decided that both candidates should appear before the full Board at its next meeting. Both candidates would be asked to attend the Board Meeting.

ABO Review: Mrs. Blondo indicated that the review team has been working at the offices of the Agency and they continue to do so. Ms. Lais indicated that the legal interview was held on September 18, 2018. She shared the issues that were addressed and felt that the meeting was a good one. There is no indication as to when the ABO Review Team will be wrapping up.

Greenwich Preservation Group: Ms. Lais indicated that the sales tax documents were executed and that all documents are being completed to move the project towards closing. No date has been set as of yet but it is thought that a closing will be scheduled before the end of the year.

Firetek Sprinkler Systems LLC: Ms. Lais indicated that the Sales Tax documents have been signed and that we are waiting on the timing of the closing with the lender.

Potential Project: The Agency was contacted by Ms. Nancy Amo about a renovation/restoration project in the Argyle area. After further discussion it was decided that the project is outside of the Agency's parameters.

Cost Benefit Analysis Program: Ms. Lais asked that this matter be tabled for further follow-up at the October meeting as she does not have any further information/direction at this point.

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 three written requests for RFP's should be done. Mrs. Blondo will follow-up and provide to the Board for further review and approval.

School Tax Pilots: Mrs. Blondo indicated that all projects have been billed for the 2018-2019 School Taxes. Washington County bills went out late due to an issue out of the Agency's control. Payments have been coming in and being processed in a timely manner.

Budget: Mrs. Blondo indicated that the Budget needs to be reviewed and approved at the next meeting. Mrs. Blondo indicated that she and Mr. LaFiura will be preparing the 2019 Budget for review. Mrs. Blondo indicated that a new member will need to be appointed to the Audit and Finance Committee for the October meeting due to Mr. Tessier's resignation from the Board.

GF Labels: Mrs. Blondo indicated that she had received a request for documents from GF Labels for an audit that they are having done. Ms. Lais indicated that she would pull the requested documents and provide to Mrs. Blondo for follow-up with the project.

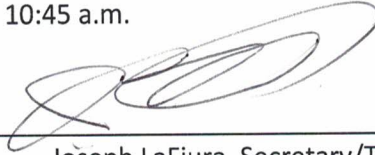
NEW BUSINESS:

Sexual Harassment Policy: Mr. Leggett brought to the Board's attention that due to changes within the law that the Agency should review and adopt those changes. No formal decision was made.

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 10:45 a.m.

10/17/18

DATE



Joseph LaFiura, Secretary/Treasurer