

**COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY (WWIDA)**

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

Tel. (518) 792-1312  
website: [www.warren-washingtonida.com](http://www.warren-washingtonida.com)

TO: Dave O'Brien, Joe LaFiura and Craig Leggett  
**Executive Committee Members**

**COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL  
DEVELOPMENT AGENCY and CIVIC DEVELOPMENT  
CORPORATION**

FROM: Matt Simpson, Chairman

DATE: September 12, 2018

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The **Executive Committee** of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation will hold their monthly meeting on:

Date: **Wednesday, September 19, 2018 at 9:00 a.m.**

Location: FitzGerald Morris Baker Firth PC  
16 Pearl Street, Glens Falls, NY.

cc: **All WWIDA Members**  
Robert C. Morris, Esquire (with attachments)  
Kara Lais, Esquire (with attachments)  
Michael Brandi, Esquire (with attachments)  
Amanda Allen, Warren County Board Clerk (with agenda)  
Debra Prehoda, Washington County Board Clerk (with agenda)  
Bob Condon, The Post Star (with agenda)  
Michael Goot, The Post Star (with agenda)  
Supervisor Beaty (with agenda)  
Supervisor Braymer (with agenda)

Counties of Warren and Washington Industrial Development Agency  
Counties of Warren and Washington Civic Development Corporation  
JOINT AGENDA  
EXECUTIVE/PARK COMMITTEE MEETINGS  
Wednesday, September 19, 2018

- Call Meeting to Order
- Roll Call
- Approval of August 8, 2018 Minutes for IDA

**Park:**

1. General Park Update – Jarrett/O’Brien
2. Logging Contract Renewal - Simpson
3. Russell Smith – JE Monahan Fabrications
4. DNG Recycling LLC

**IDA Executive Committee:**

1. CEO/CFO Candidate Search:
  - a. James Griffith
  - b. Michael Bittel
2. Greenwich Preservation Group – Counsel
3. ABO Operations Review Update – Simpson
  - a. Proposed Changes for ALL IDA’s
4. Potential Project – South Argyle Presbyterian Church Project - Simpson
5. Cost Benefit Analysis Concerns/Suggestions – Morris (email of 8/16)
6. Nationwide Insurance – Auto & Commercial Liability Coverage – Blondo
7. School Pilot Invoices – Blondo
8. Budget

Adjournment of IDA Executive Park Meeting

Counties of Warren and Washington  
Civic Development Corporation  
JOINT AGENDA  
EXECUTIVE/ PARK COMMITTEE MEETINGS  
Wednesday, September 18, 2018

- Call Meeting to Order for CDC Executive/Park
- Roll Call – Re-establish Quorum
- Approval of August 8, 2018 Minutes for CDC

**CDC Executive Committee:**

1. Old Business
2. New Business

Adjournment of CDC Executive Park Meeting

# **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, August 8, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<b>Present:</b>	Matt Simpson	Chairman
	Dave O'Brien	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
<b>Absent:</b>	Craig Leggett	At Large Member
<b>Also Present:</b>	Kara Lais, Esq.	FitzGerald Morris Baker Firth PC
	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Tom Jarrett	Jarrett Engineers
	Tami Blondo	Office Administrator
	Claudia Braymer	Supervisor, Warren County
	Michael Goot	Post Star
	Travis Whitehead	
	Dr. Keller	North Country Property Holdings, LLC

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. LaFiura and second by Mr. O'Brien, the minutes of the July 18, 2018 Executive/Park Committee Meeting were approved unanimously by the Committee.

## **Park Committee:**

**North Country Property Holdings:** Dr. Keller presented to the Executive Committee an overview of the project and its history. The original plan was to open North Country Veterinary Specialty Clinic which would provide specialist care. Dr. Keller kept his private practice separate from the specialty practice. Over the next three years the Specialty Clinic was losing money and in order to keep the Center open, Dr. Keller made the decision to close the Specialty Clinic and move his private practice into the new facility. Essentially, North Country Property Holdings who the PILOT was given to, still exists and the general practice and specialty clinic are tenants. Mr. O'Brien asked what the change was to the Financial Business Plan and Dr. Keller explained that if he had not made the move to close the specialty practice and move his general practice into the facility, the building would have closed. He has essentially taken a loss and turned it to a profit. There is growth in the general practice and also in the specialty clinic. Dr. Keller projects a growth in staff of approximately six more employees and specialists. Ms. Lais indicated that the existing lease requires approval of any new tenants and would need Board approval. A Motion was made by Mr. LaFiura and a second by Mr. O'Brien to move the matter before the full Board at its next meeting for approval of the new tenant. Motion was carried.

**Park – General:** Mr. Jarrett indicated that there is nothing new to report. Mr. Jarrett did indicate that the forester knows that ground clean-up is still needed. The work is scheduled to be done in the Fall so as to not cause any damage to the ground.

Mr. Jarrett indicated that he will be scheduling a meeting the Core of Engineers together with Mr. Simpson, Mr. O'Brien and Mr. Kelly to discuss wetland mitigation.

**Equustock:** Mr. O'Brien indicated that Mr. Kelly had a meeting last week with Mr. Student and would provide further follow-up at another time. Mr. O'Brien indicated that he will be setting up a meeting to discuss the infrastructure of the park with Mr. Simpson and Mr. Fuller.

**Brush-Cutting:** Mrs. Blondo indicated that Mr. Kelly from Kelly's Emerald Feeds, LLC stopped in to drop off his voucher for brush cutting and informed her that Kelly's Emerald Feeds would be closing at the end of the year and that he would be transitioning the brush cutting services under his name. Mr. Kelly wanted to know what impact, if any, this would have on the contract. Ms. Lais explained that an assignment could be done when the name change occurs.

No further Park Business.

**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.

**Greenwich Preservation Group:** Ms. Lais indicated that all permits and approval issues have been resolved and that 54 Main Street was issued a building permit and that there was no need for SEQR as there was no environmental impact. Ms. Lais also indicated that 73 Main Street would not need any approvals as there are no structural changes being made. The Agency will be provided with a Resolution for consideration at its Monday Board Meeting.

**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. No further approvals are needed at this point.

**NEW BUSINESS:**

**CEO/CFO Position:** Mrs. Blondo indicated that the second applicant was contacted and no further information has been received as to his interest. Mr. Simpson asked if an advertisement should be placed for the position and Mr. O'Brien indicated that the Agency should place an ad for the position.

**Resignation:** Mr. Simpson indicated that he had received a resignation from Richie Moore from the IDA and CDC effective immediately. Mr. Simpson indicated that he had spoken with Mr. Moore and he stated that it was for personal reasons and nothing to do with the Agency.

**Office Administrator Contract Renewal:** Mr. Simpson indicated that it was time to review the contract for the Office Administrator position for Mrs. Blondo. Upon Motion by Mr. LaFiura and seconded by Mr. O'Brien, the Committee went in to Executive Session to discuss a personnel matter at 9:25 a.m. Committee returned from Executive Session at 9:30 a.m. A Motion was made by Mr. LaFiura and seconded by Mr. O'Brien to approve a pay increase of \$2.00 per hour for Mrs. Blondo. The matter will be moved to the full Board.

Fort Hudson Residences: Ms. Lais indicated that Fort Hudson Residences had sent a request regarding their bank financing for the renovations they are doing. This is part of the bank's requirements. Ms. Lais is preparing a Resolution for the Monday Board Meeting. There will be no benefit from the IDA as there is no mortgage tax.

There being no other matters to discuss, Mr. Simpson adjourned the IDA Committee Meeting on Motion by Mr. LaFiura and second by Mr. O'Brien at 9:35 a.m.

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DATE

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Joseph LaFiura, Secretary/Treasurer

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