

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

5 Warren Street, Suite 210, Glens Falls, NY 12801

Tel. (518) 792-1312

**Agenda for November 20, 2023 @ 4:00 PM
Warren County Municipal Building, 1340 State Route 9, Lake George**

1. Call to Order, Roll Call and Quorum Confirmation
2. Introduce new Board Member
3. Approval of Minutes of the October 16, 2023 IDA Board Meeting
Approval of Minutes of the October 16, 2023 Audit and Finance Committee Meeting
4. Treasurer
 - Accounts Payable Approval
 - YTD Financial Report
 - 2024 Budget
4. Reports of Committees
 - Canalside Master Plan Update
 - Canalside Projects, Tenant Activity
6. Unfinished Business
 - FAST NY
 - Canalside SEQRA
 - CBRE contract renewal
7. New Business
 - MPR Review
 - Brownfield Coalition
 - Project management discussion
 - 2024 meeting schedules
 - Board Evaluations
 - The Glen at Hiland remarketing agent resolution
 - Yankee Marine sales tax extension
8. Staff Report
9. Educational Moment
10. Other
11. Public Comments
12. Adjourn

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

Current Accounts Payable

FitzGerald Morris Baker Firth, P.C.

General Services	\$1,408.00
Native Development (reimbursable-Paid)	\$11,950.00
Canalside Energy Park	\$208.00

P. Hoffman Realty

Office Rent -December 2023	\$1,000.00
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* **Spectrum**

Monthly Phone and Internet Service	\$179.98
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* **Payroll**

Net Payroll - December Barton	\$6,928.72
Net Payroll - December Weaver	\$2,409.45
Net Payroll - December Scully	\$639.75

* **CDPHP**

November Employee Health Insurance - Weaver	\$622.46
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* **UMR COBRA Administration**

November Employee Health Insurance - Barton	\$1,815.69
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* **First National Bank of Omaha**

credit card charges-Chuck	\$354.76
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* **First National Bank of Omaha**

credit card charges- Office	\$202.87
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* **National Grid**

Traffic Light Electricity	\$31.89
Pumpstation	\$43.33
substation	\$1,989.11

* **EFTPS**

October federal payroll tax payment	\$3,120.94
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Orbitalfire

Security Services	\$50.88
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BlackDog

website security	\$289.99
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Lake Champlain Lake George Regional Planning Board

HUD contract	\$2,000.00
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NBRC contract	\$8,376.79
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CBRE

Monthly commission on Kiewitt add'l acres	\$576.00
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* **Everett Scully**

Reimbursement for diesel for Canalside	\$49.40
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* **LaBella**

Sept professional services	\$150,817.05
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Washington County

Bridge deposit	\$100,000.00
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COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY
INDUSTRIAL DEVELOPMENT AGENCY

Current Accounts Payable - Page 2

Shelterpoint Insurance

Annual disability/family leave insurance

\$608.63

New York State Local Retirement System

2023 pension contribution

\$12,037.00

ARCC

annual membership fee

\$315.00

TOTAL:

\$308,025.69

* notates payment has already been made

Counties of Warren and Washington Industrial Development Agency

Resolution No. _____
Adopted November 20, 2023

Introduced by _____
who moved its adoption.

Seconded by _____

RESOLUTION TAKING ACTION EXTENDING THE PROJECT COMPLETION DATE AND AUTHORIZATION FOR SALES TAX EXEMPTION TO YANKEE MARINE GROUP LLC, AS AGENT OF THE AGENCY, FOR THE PURPOSE OF CONSTRUCTING AND EQUIPPING THE PROJECT FACILITY

WHEREAS, the Counties of Warren and Washington Industrial Development Agency (the “Agency”) is a body corporate and politic duly organized and existing under Sections 856 and 890-c of the General Municipal Law (“GML”) of the State of New York (the “State”), with its principal place of business at 5 Warren Street, Glens Falls, New York; and

WHEREAS, Yankee Marine Group LLC (the “Company”), having an address of 3578 Lake Shore Drive, Lake George, New York is a limited liability company established pursuant to the laws of the State of New York; and

WHEREAS, the Agency, on behalf of the Company, has undertaken an industrial development project (the “Project”) consisting of: (i) the acquisition by the Agency of a leasehold interest in certain real property located at 2217 Route 9N in the Town of Lake George, County of Warren, New York and being known as tax map parcel number 277.01-1-3 (the “Land”); (ii) the planning, design, construction, operation and maintenance by the Company of two (2) 100’ x 110’ rack storage buildings for the purpose of storing up to 160 boats indoors and an additional 110 boats in an outdoor area (collectively, the “Improvements”); (iii) the acquisition of and installation in and around the Land and Improvements by the Company of machinery, equipment, fixtures and other items of tangible personal property (the “Equipment” and, collectively with, the Land and the Improvements, the “Facility”); and (iv) entering into a straight lease transaction (within the meaning of subdivision (15) of Section 854 of the Act), pursuant to which the Agency will retain a leasehold interest in the Facility for a period of time and sublease such interest in the Facility back to the Company (the “Straight Lease Transaction”), all pursuant to Title 1 of Article 18-A of the General Municipal Law of the State of New York, Chapter 862 of the Laws of 1971 of the State of New York (collectively, the “Act”), as amended; and

WHEREAS, under the “Act”, the Legislature of the State of New York has granted the Agency the power and authority to undertake the Project; and

WHEREAS, by resolution duly adopted May 17, 2023, the Agency named the Company agent for the Agency to undertake and develop the Project; and issued an IDA Appointment of Project Operator or Agent (ST-60) and its Letter of Authorization for Sales Tax Exemption to the

Company (the "Exemption" Letter); and

WHEREAS, said IDA Appointment of Project Operator or Agent ST-60 and Exemption Letter expired on October 31, 2023; which was the original anticipated date for completion of construction; and

WHEREAS, this authorization and completion dates were extended by the Agency to December 31, 2023 on September 18, 2023; and

WHEREAS, the Company has requested that the Agency extend its authorization for sales tax exemption and project completion date to December 31, 2024; and

WHEREAS, the Agency has reviewed information needed to make a determination to extend the sales tax exemption authorization.

NOW, THEREFORE BE IT RESOLVED:

1. That it is in the best interest of the Agency to complete the Project as described above; and

2. That the Agency hereby authorizes the extension of the completion date of the project and sales tax exemption for Yankee Marine Group LLC and all duly appointed third party agents to the earlier of (i) December 31, 2024, (ii) the completion of construction or (iii) the termination or suspension of this authorization to extend the sales tax exemption and authorizes that the extension be properly filed with the NYS Department of Taxation and Finance; and

3. That the Agency hereby approves of the amendments to any of the closing documents to effectuate this extension, as may be required and applicable; and

4. That the Agency hereby authorizes the Chairman to execute any and all documentation necessary to effectuate the terms of this resolution; and

5. That the Agency shall require the Company to pay for any legal fees or expenses incurred as a result of the granting of said extension; and

6. That this resolution shall take effect immediately.

[INSERT ROLL CALL VOTE]

The question of the adoption of the foregoing resolution was duly put to a vote by roll call and was thereupon declared duly adopted.

STATE OF NEW YORK)
) SS:
COUNTY OF WARREN)

This is to certify that I, Alie Weaver, Records Management Officer for the Counties of Warren and Washington Industrial Development Agency, do hereby certify that the foregoing is a true and correct copy and the whole thereof of a Resolution duly adopted by the Counties of Warren and Washington Industrial Development Agency, Glens Falls, New York on the ____ day of _____, 2023.

In witness whereof, I have hereto set my hand and affixed the official seal of the Counties of Warren and Washington Industrial Development Agency on this ____ day of _____, 2023.

Alie Weaver
Counties of Warren and Washington
Industrial Development Agency

[SEAL]

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

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

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

The Audit & Finance Committee meeting for the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation was held at the Washington County Municipal Building on Monday, October 16, 2023 at 3:30 pm.

The following were:

PRESENT:	Dave O'Brien	Chair
	Craig Leggett	Vice Chair
	Tim Robinson	Treasurer
	Virginia Sullivan	Member
	Juan Gonzales	Member
	Chuck Barton	CEO
<i>Minutes were taken by:</i>	Alie Weaver	Office Administrator

Proposed 2024 Budget Review for WWIDA and WWCDC: Mrs. Weaver presented and read aloud the proposed IDA and CDC budgets for 2024. The Audit and Finance Committee reviewed the actual year-to-date expenditures in comparison to the 2023 approved budget. Discussion ensued regarding the current and future expenditures where edits were made to the proposed 2024 budgets in effort to produce a final draft to present at the November Board Meetings.

Adjournment:

The meeting was adjourned at 4:00 pm.

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

5 Warren Street, Suite 210 Glens Falls, New York 12801 Tel. (518) 792-1312

The October Board Meeting for Warren Washington Industrial Development Agency was held on Monday, October 16, 2023 at the Washington County Municipal Building in Fort Edward at 4:00 pm. The following were:

PRESENT:	Dave O'Brien	Chair
	Juan Gonzales	Member
	Ginny Sullivan	Member
	Brian Campbell	Member
	Tim Robinson	Sec/Treasurer
	Nick Caimano	Member
	Dan Bruno	Park Chair
	Craig Leggett	Vice Chair
	Chuck Barton	CEO
ABSENT:	Mark Smith	Member
	Mary King	Member

The following were also present:

	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
<i>Minutes were taken by:</i>	Alie Weaver	Office Administrator

Attendance was taken by roll call and quorum was confirmed.

Approval of Previous Meeting Minutes: Mr. Bruno made a motion to approve the September 18th, 2023 Board Meeting Minutes and Ms. Sullivan seconded. All voted in favor by voice vote.

Accounts Payables and Financial Analysis: Mr. Robinson reviewed the October payables, balance sheet and annual comparison income statement.

Mr. Campbell made a motion to approve the October payables with Mr. Gonzales seconding the motion. All voted in favor by roll call vote.

Mr. Campbell made a motion to approve the financial reports with Mr. Gonzales seconding the motion. All vote in favor by voice vote.

Master Plan Update – Mr. Bruno stated that the water and sewer NPR's have not been completed and he will get an update at the next meeting with Labella.

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

He noted that Mr. Holmes accompanied him to examine a 240,000-gallon water storage tank that was fabricated in 2003 and the tank had been installed but never connected. Labella will review data collected about the tank and determine if it is sufficient for Canalside Energy Park.

Discussion ensued regarding logistics of moving the tank and if the effort would be cost prohibitive.

Canalside Projects, Tenant Activity – Mr. Barton stated that a meeting will be held with Kiewit to discuss rerouting traffic while the new bridge is being constructed in 2025.

Mr. Barton also stated that Canal Corp's safety manager has questions regarding the fence relocation. He will be meeting with the fence contractor to address these questions.

FAST NY – Mr. O'Brien stated that the FAST NY application has been submitted and Empire State Development is reviewing the application.

Airport Industrial Park – Mr. O'Brien stated that the purchase of sale documents will be executed this afternoon and NCES will have the lot line adjustment completed by the end of this week.

Website Update – Mr. Barton stated that the new WWIDA website has been launched and encouraged the members to peruse the site and provide feedback.

Authorization to sign dissolution of Kingsbury Sewer District #1 – Mr. O'Brien stated that Phase II of the Airport Industrial Park will be incorporated into the Washington County Sewer District #1 as the Kingsbury Sewer District #1 is being dissolved.

He noted that the vacant lots will now have an increase in sewer costs and the IDA is petitioning to have the unbuildable lots removed from the sewer district.

A resolution has been presented to the Board for approval of the Intermunicipal agreement and authorization of the Chair to sign said agreement.

Mr. Campbell made a motion to approve this resolution and Mr. Bruno seconded with all voting in favor by voice vote.

Grant to IDA from CDC – Mr. O'Brien stated the CDC has a \$600,000 CD with Glens Falls National Bank that will mature on October 25th. The Board can decide to renew the CD at 5.1% for 6 months or 5% for 9 months, or transfer it to the IDA in an ICS fund at 5% for business development.

Discussion ensued on the options and Mr. Caimano made a motion for the WWIDA to accept the CDC grant of \$600,000 and Mr. Campbell seconded with all other voting in favor by roll call vote.

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

Subordination Agreement for Sun Valley Apartments – Ms. Lais stated that Sun Valley Apartments approved a right-of-way easement to the Town and Village of Lake George for water and sewer infrastructure. This easement needs to be approved by the WWIDA as well through a subordination agreement.

Mr. Leggett made a motion to approve the subordination agreement and Ms. Sullivan seconded. With Mr. Robinson abstaining, all others voted in favor and the motion passed.

Staff Report – Mr. Barton listed his recent activities, which included:

- attended the Kingsbury Town Board meeting to discuss removal of some Airport Industrial Park unbuildable lots from the water district

- toured a potential development project in Chestertown

- discussed business leadership with Queensbury High School students

- met with Labella for a page-turning review of the detailed engineering plans

- attended a meeting to discuss the Essity ground site in Greenwich

- met with a Johnsburg business owner looking to expand a business involved in housing development

- dealt with a Canalside maintenance issue of a blown fuse in a transformer

- attended a retirement party for ORDA's CEO Mike Pratt

- attended the Lake Champlain Lake George Regional Planning Board's "Forward Together" conference in Lake Placid

- toured Canalside with a business owner interested in conducting business on site

- worked with BlackDog on the WWIDA website

- participated in the WWIDA budget meeting

- met with a business owner looking to do a housing project in Hudson Falls

He noted that three applications are expected to be received in the near future, four applicants waiting on Zoning or Planning approvals, and over a dozen applicants are in their planning process.

Public Comments – There were no public comments.

Adjournment – There being no further business to discuss, Mr. O'Brien adjourned the October IDA Board meeting at 4:55 pm.

11/07/23

WWIDA
Balance Sheet Prev Year Comparison
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
GFNB debit card	0	0	0
200 · Cash			
- ICS Money Market Acct	1,338,402	0	1,338,402
Checking - NOW-10459405	14,154	274,779	-260,625
Escrow - PILOTS 3528097	15,259	12,549	2,710
Total 200 · Cash	1,367,815	287,328	1,080,487
220 · Checking GFNB 0736	0	0	0
Total Checking/Savings	1,367,816	287,328	1,080,487
Accounts Receivable			
379 · Accounts Receivable NBRC	399,258	0	399,258
380A · Accounts Receivable	28,302	-25,000	53,302
380B · Accounts Receivable - PILOTS	1,353	100	1,253
Total Accounts Receivable	428,912	-24,900	453,812
Other Current Assets			
200A · Undeposited Funds	100	652	-552
210 · Petty Cash	55	55	0
381 · Insurance Receivable	0	5,567	-5,567
480 · Prepaid Insurance	4,265	4,265	0
Total Other Current Assets	4,420	10,539	-6,119
Total Current Assets	1,801,148	272,967	1,528,181
Fixed Assets			
101 · Land	1,126,948	1,126,948	0
102 · Land-Canalside Energy Park	10,500,000	10,500,000	0
104 · Machinery and Equipment			
Furniture and Equipment	357	357	0
Office Equipment	1,614	1,614	0
Signs & Mailboxes	7,584	7,584	0
104 · Machinery and Equipment - Other	-357	-357	0
Total 104 · Machinery and Equipment	9,198	9,198	0
114 · Accumulated Depreciation	-9,198	-9,198	0
Total Fixed Assets	11,626,948	11,626,948	0
TOTAL ASSETS	13,428,096	11,899,915	1,528,181
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
600 · Accounts Payable	160,345	-949	161,294
Total Accounts Payable	160,345	-949	161,294
Other Current Liabilities			
602 · Payroll Liabilities			
Federal W/H	1,780	1,055	725
Medicare - Employee	463	333	131
Social Security - Employee	1,291	703	588
State W/H	424	457	-34
602 · Payroll Liabilities - Other	576	576	0
Total 602 · Payroll Liabilities	4,534	3,124	1,410
631 · Due to other governments	17,248	16,724	524
650 · Loan	0	599,727	-599,727

11/07/23

WWIDA
Balance Sheet Prev Year Comparison
As of October 31, 2023

	<u>Oct 31, 23</u>	<u>Oct 31, 22</u>	<u>\$ Change</u>
Total Other Current Liabilities	21,782	619,575	-597,793
Total Current Liabilities	182,127	618,626	-436,499
Total Liabilities	182,127	618,626	-436,499
Equity			
924 · Net Assets - Unrestricted	13,108,361	1,973,868	11,134,493
Net Income	137,608	9,307,421	-9,169,813
Total Equity	13,245,969	11,281,289	1,964,680
TOTAL LIABILITIES & EQUITY	13,428,096	11,899,915	1,528,181

11/07/23

WWIDA
Profit & Loss YTD Comparison
January through October 2023

	<u>Jan - Oct 23</u>	<u>Jan - Oct 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Non-Operating Revenue	188,445	10,583,415	-10,394,970
Operating Revenue	379,708	371,305	8,403
Total Income	<u>568,153</u>	<u>10,954,720</u>	<u>-10,386,567</u>
Gross Profit	568,153	10,954,720	-10,386,567
Expense			
Nonoperating Expenses	13,117	14,637	-1,520
Operating Expenses	417,427	1,632,662	-1,215,235
66900 · Reconciliation Discrepancies	<u>0</u>	<u>-0</u>	<u>0</u>
Total Expense	<u>430,545</u>	<u>1,647,299</u>	<u>-1,216,755</u>
Net Ordinary Income	<u>137,608</u>	<u>9,307,421</u>	<u>-9,169,813</u>
Net Income	<u><u>137,608</u></u>	<u><u>9,307,421</u></u>	<u><u>-9,169,813</u></u>

WWIDA
Profit & Loss Prev Year Comparison
January through October 2023

	Jan - Oct 23	Jan - Oct 22	% Change
Ordinary Income/Expense			
Income			
Non-Operating Revenue			
Donations - Land	0	10,500,000	-100%
Investment Earnings			
2401 - Interest Income			
2401.1 - Interest Income CDs	0	-0	100%
2401.2 - Interest Income - Money Market	38,402	0	100%
2401 - Interest Income - Other	43	157	-73%
Total 2401 - Interest Income	<u>38,445</u>	<u>157</u>	<u>24,451%</u>
Total Investment Earnings	38,445	157	24,451%
Other nonoperating revenue			
Transfer from CDC	150,000	0	100%
Total Other nonoperating revenue	150,000	0	100%
10001 - Canalside Sale/Misc Income	0	2,094	-100%
2675 - Lot Sales			
Sale of Land	0	81,164	-100%
Total 2675 - Lot Sales	<u>0</u>	<u>81,164</u>	<u>-100%</u>
Total Non-Operating Revenue	188,445	10,583,415	-98%
Operating Revenue			
Canalside Lease Income	286,140	0	100%
Charges for Services			
2116.1 - Project Fees - Existing	16,015	17,344	-8%
2116.2 - Project Fees - New	26,316	245,289	-89%
2116.4 - Application Fees	5,300	7,500	-29%
2116.5 - Rail Usage Fees	45,936	0	100%
2770 - Project - Legal Reimbursable	0	1,700	-100%
Total Charges for Services	<u>93,568</u>	<u>271,833</u>	<u>-66%</u>
Grant Revenue - National Grid	0	86,597	-100%
Grant Revenue - NBRC	0	12,875	-100%
Total Operating Revenue	<u>379,708</u>	<u>371,305</u>	<u>2%</u>
Total Income	<u>568,153</u>	<u>10,954,720</u>	<u>-95%</u>
Gross Profit	568,153	10,954,720	-95%
Expense			
Nonoperating Expenses			
107 - Airport Industrial Park			
Property/Sewer/Water Taxes AIP	11,317	11,837	-4%
107 - Airport Industrial Park - Other	1,800	2,800	-36%
Total 107 - Airport Industrial Park	<u>13,117</u>	<u>14,637</u>	<u>-10%</u>
Total Nonoperating Expenses	13,117	14,637	-10%
Operating Expenses			
Other operating expenses			
Interest	68	3,250	-98%
Miscellaneous	0	-0	100%
1910.4 - Insurance			
Liability/Commercial Insurance	600	600	0%
Public Officials Liability	1,669	1,719	-3%
Workers' Comp Insurance	481	89	444%
Total 1910.4 - Insurance	<u>2,750</u>	<u>2,408</u>	<u>14%</u>
2675.1 - Sale of Lots			
Land conveyance	0	386	-100%
Total 2675.1 - Sale of Lots	<u>0</u>	<u>386</u>	<u>-100%</u>
6460.4 - Contractual Services			
Computer Related	5,003	2,918	72%
Dues	3,811	1,433	166%
Marketing/PR	24,688	13,882	78%
Rent	10,000	10,000	0%
Subscriptions	243	792	-69%
Telephone and Internet	2,012	1,720	17%
6460.4 - Contractual Services - Other	0	4,782	-100%
Total 6460.4 - Contractual Services	<u>45,757</u>	<u>35,526</u>	<u>29%</u>
Total Other operating expenses	48,575	41,570	17%
Professional service contracts			
Accounting	16,125	13,300	21%
Engineering-Phase II & Wetlds	7,030	0	100%

WWIDA
Profit & Loss Prev Year Comparison
January through October 2023

	Jan - Oct 23	Jan - Oct 22	% Change
Engineering - Phase I & General	0	13,326	-100%
Legal			
Fees for Project	912	109,342	-99%
General	11,568	0	100%
Total Legal	12,480	109,342	-89%
Professional service contracts - Other	200	0	100%
Total Professional service contracts	35,835	135,967	-74%
Reimbursable Prof. Svc Contract	2,145	0	100%
6460.45 · Staff Payroll - WWIDA	134,368	111,842	20%
6460.5 · Supplies and Materials			
Misc Office Expenses			
Bank Fees	100	102	-3%
Misc Office Expenses - Other	0	20	-100%
Total Misc Office Expenses	100	122	-19%
Office Supplies	1,498	2,777	-46%
Postage	1,098	419	162%
Total 6460.5 · Supplies and Materials	2,696	3,319	-19%
7000 · Canalside Energy Park			
7001 · Canalside Expenses			
7002 · Realtor Fees	30,974	25	123,796%
7003 · Insurance	23,314	19,954	17%
7005 · Land & Building Maintenance	47,710	49,183	-3%
7006 · Special District Taxes	11,962	1,235,025	-99%
7007 · Electric			
7007.1 · Canalside Utility Reimbursement	-11,703	0	-100%
7007 · Electric - Other	26,404	23,251	14%
Total 7007 · Electric	14,702	23,251	-37%
7008 · Legal	4,278	0	100%
7009 · Engineering	23,070	0	100%
Total 7001 · Canalside Expenses	156,010	1,327,438	-88%
7000 · Canalside Energy Park - Other	0	42	-100%
Total 7000 · Canalside Energy Park	156,010	1,327,479	-88%
9000 · Employee Benefits			
Employee Benefit - Retirement	0	104	-100%
Medicare - Company	1,960	1,631	20%
Social Security - Company	8,381	6,853	22%
Unemployment Insurance	637	691	-8%
Vehicle Allowance	4,500	2,825	59%
6460.47 · Staff Telephone Allowance	0	380	-100%
9010 · Employee Benefits/Health Ins.	22,321	0	100%
Total 9000 · Employee Benefits	37,799	12,484	203%
Operating Expenses - Other	0	0	0%
Total Operating Expenses	417,427	1,632,662	-74%
66900 · Reconciliation Discrepancies	0	-0	100%
Total Expense	430,545	1,647,299	-74%
Net Ordinary Income	137,608	9,307,421	-99%
Net Income	137,608	9,307,421	-99%

Warren & Washington Industrial Development Agency

Proposed 2024 budget

INCOME	ACTUAL YTD Jan - Oct 4 2023	BUDGET 2023	PROPOSED BUDGET 2024
Nonoperating Revenue:			
Investment Income - Money Market (2024 baseed on 2.5% of 1,340,000)	\$ 38,401.72	\$ 1,500.00	\$ 47,000.00
Interest Income - other	\$ 43.13	\$ -	\$ -
Total Investment Earnings	\$ 38,444.85	\$ 1,500.00	\$ 47,000.00
Other Nonoperating Revenue:			
Miscellaneous Income - Nonoperating (NBRC grant)	\$ 178,999.95	\$ 550,000.00	\$ -
Miscellaneous Income - Nonoperating (HUD grant)	\$ -	\$ -	\$ -
Miscellaneous Income - CDC Grant	\$ 150,000.00		
Sale of Land		\$ 50,000.00	
Total Nonoperating Revenue:	\$ 328,999.95	\$ 600,000.00	\$ 47,000.00
Operating Revenue:			
Application Fees	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00
Canalside Lease Income	\$ 373,570.17	\$ 115,200.00	\$ 300,000.00
Canalside Net Rail Income	\$ 45,936.43	\$ 35,000.00	\$ 40,000.00
Project Fees - Existing	\$ 16,015.12	\$ -	\$ 10,000.00
Project Fees - New	\$ 11,279.52	\$ 644,000.00	\$ 300,000.00
Project - Legal Reimbursement	\$ 1,725.00	\$ 5,000.00	\$ 5,000.00
Total Operating Revenue	\$ 453,526.24	\$ 805,200.00	\$ 661,000.00
TOTAL INCOME:	\$ 820,971.04	\$ 1,406,700.00	\$ 755,000.00

Warren & Washington Industrial Development Agency

Proposed 2024 budget

EXPENSES	ACTUAL YTD Jan - Oct 4 2023	BUDGET 2023	PROPOSED BUDGET 2024
Nonoperating Expenses - Airport Industrial Park			
Real Property/Sewer/Water Taxes - Lots	\$ 11,017.42	\$ 11,000.00	\$ 15,000.00
107 Airport Industrial Park - Brushcutting	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00
Total Airport Industrial Park Expenses	\$ 12,817.42	\$ 12,800.00	\$ 17,000.00
Total Nonoperating Expenses:	\$ 12,817.42	\$ 12,800.00	\$ 17,000.00
Operating Expenses:			
Canalside Operating Expenses			
Water (\$250 reflects WCC's split)	\$ 250.00	\$ 500.00	\$ 500.00
National Grid (reflects IDA cost only)	\$ 14,416.75	\$ 30,000.00	\$ 7,000.00
Land/Building Maintenance	\$ 47,660.21	\$ 26,000.00	\$ 10,000.00
Engineering	\$ 382,417.29	\$ 550,000.00	\$ 10,000.00
Realtor Fees	\$ 30,973.94		\$ 7,000.00
Legal	\$ 3,654.00		\$ 5,000.00
Special District Taxes	\$ 11,962.14		\$ 12,000.00
Insurance	\$ 23,314.05	\$ 18,200.00	\$ 25,000.00
Total Operating Expenses:	\$ 514,648.38	\$ 624,700.00	\$ 76,500.00
Insurance			
Disability Insurance (due in Dec)	\$ 1,224.68	\$ 250.00	\$ 1,400.00
Liability Insurance (due in Nov)	\$ 1,715.00	\$ 10,000.00	\$ 2,000.00
Public Officials Liability	\$ 1,669.00	\$ 1,700.00	\$ 1,700.00
Employee Dishonesty Bond (3 yrs-due 2024) (was \$1,023 In 2021)	\$ -		\$ 1,500.00
Workers' Compensation Insurance	\$ 481.25	\$ 300.00	\$ 500.00
Total Insurance:	\$ 5,089.93	\$ 12,250.00	\$ 7,100.00
Contractual Services			
Marketing/PR	\$ 24,397.88	\$ 10,000.00	\$ 10,000.00
AIP- Misc Contractual Services		\$ 5,000.00	\$ 2,500.00
Computer Related	\$ 4,976.20	\$ 12,000.00	\$ 6,000.00
Rent	\$ 9,000.00	\$ 12,000.00	\$ 12,000.00
Dues & Subscriptions	\$ 3,628.14	\$ 3,000.00	\$ 4,000.00
Telephone and Internet (Spectrum)	\$ 2,012.23	\$ 3,000.00	\$ 3,000.00
Total Constructual Services:	\$ 19,616.57	\$ 45,000.00	\$ 37,500.00
Total Expenses:	\$ 552,172.30	\$ 694,750.00	\$ 138,100.00

**Warren & Washington Industrial Development Agency
Proposed 2023 budget**

EXPENSES	ACTUAL YTD Jan - Oct 4 2023	BUDGET 2023	BUDGET 2024
Professional Service Contracts:			
Accounting	\$ 13,925.00	\$ 17,000.00	\$ 14,150.00
Engineering - General	\$ 7,029.89		\$ 10,000.00
Legal - General	\$ 11,568.00	\$ 50,000.00	\$ 10,000.00
Professional Service Contracts - Other	\$ 200.00	\$ 5,000.00	\$ 2,000.00
Total Professional Service Contracts	\$ 32,722.89	\$ 72,000.00	\$ 36,150.00
Staff Payroll for WWIDA			
	\$ 125,055.24	\$ 155,000.00	\$ 165,000.00
Supplies & Materials:			
Office Supplies	\$ 1,399.08	\$ 3,000.00	\$ 3,000.00
Bank Fees	\$ 148.50		\$ 250.00
Postage	\$ 862.54	\$ 400.00	\$ 600.00
Total Supplies and Materials	\$ 2,410.12	\$ 3,400.00	\$ 3,850.00
Employee Benefits			
Medicare - Company Expense	\$ 1,960.10	\$ 2,500.00	\$ 3,000.00
FICA - Company Expense	\$ 8,381.25	\$ 9,500.00	\$ 10,000.00
Unemployment Insurance	\$ 636.99	\$ 3,000.00	\$ 1,200.00
Health Insurance	\$ 22,057.47	\$ 30,000.00	\$ 34,500.00
Vehicle Allowance		\$ 6,000.00	\$ 6,000.00
NYSLRS - (\$12,037 is estimated for 2023)	\$ -	\$ 26,600.00	\$ 20,000.00
Total Employee Benefits	\$ 33,035.81	\$ 77,600.00	\$ 74,700.00
Total Operating Expenses	\$ 193,224.06	\$ 308,000.00	\$ 279,700.00
66900 Reconciliation Discrepancies	\$ -	\$ 500.00	
TOTAL EXPENSES:	\$ 745,396.36	\$ 1,002,750.00	\$ 417,800.00
NET INCOME:	\$ 75,574.68	\$ 403,950.00	\$ 337,200.00

October 27, 2023

Kevin Gorman, Executive Director
Washington County Sewer District No. 2
17 Cortland Street
Fort Edward, NY 12828

Re: WWIDA- Canalside project- Extension of Washington County Sewer District No. 2

Dear Kevin:

It is our understanding that the Warren-Washington Industrial Development Agency (the "IDA") wishes to petition the Washington County Sewer District No. 2 (the "District") for extension of the District to encompass lands located outside of the Village of Fort Edward and in the Town of Fort Edward off East Street, formerly known as the GE Dewatering facility. A draft map, plan and report ("MPR") has been provided. The District wishes to request that the IDA pay the fees of the District in this process and you have asked for a budget.

The process includes the necessary petition, meetings of the Commissioners, meetings with Washington County Public Works committee, meetings with the Washington County Board of Supervisors, coordination of agreements with the IDA for the dedication of the infrastructure, coordination of various permits, SEQRA requirements, easement reviews, and filings. It is noted that we do not provide services for private projects at our municipal rates. Our normal rate for private reviews is \$300 per hour. However, since we will also be working with the Village of Fort Edward on the water side, and since this is an IDA project which is a quasi-public entity, we will provide our services at the reduced hourly rate of \$265 per hour. I would budget \$5500-\$6500 for this project understanding that we will bill at our hourly rate.

To the extent that IDA counsel drafts and provides documents, our overall fee would be on the lower end. If, on the other hand, the IDA relies on us as District counsel to draft or if extensive review is required, the cost will be on the higher side. Ultimately the ballpark fee is directly related to the quality of submissions we receive.

Sincerely,



Matthew F. Fuller, Esq.
mfuller@meyerfuller.com



Washington County Sewer District II

17 Cortland Street
Fort Edward, New York 12828
(518) 747-6967
Fax (518) 747-3767

Kevin Gorman
EXECUTIVE DIRECTOR

October 30, 2023

David O'Brien
Warren Washington IDA

Subject: Canalside Project- District Extension

Dear Dave,

It is our understanding that the Warren-Washington Industrial Development Agency (the "IDA") wishes to petition the Washington County Sewer District No. 2 (the "District") for extension of the District to encompass lands located outside of the Village of Fort Edward and in the Town of Fort Edward off East Street, formerly known as the GE Dewatering facility. A draft map, plan and report ("MPR") has been provided by your engineers, LaBella. As part of the review process, the costs and expenses of the District must be paid by the applicant, here, the IDA.

At this time the District is requesting that the sum of \$11,000.00 be deposited with the Washington County Treasurer for payment of the District's legal and engineering costs, as well as any publication and other costs the District may incur. If the District's costs approach or exceed this amount, we may request an additional deposit. If upon conclusion of the review or extension process, or if you withdraw the proposal, the balance after payment of expenses then incurred will be returned to the IDA.

Please note that this does not constitute or imply an agreement to approve the proposed District extension. Such an extension can only occur after proper public hearings and proceedings occur.

We look forward to assisting you on this matter. Should you have any questions or concerns feel free to contact me at the number above or by e-mail at kgorman@washingtoncountyny.gov.

Sincerely,

A handwritten signature in black ink that reads "Kevin Gorman".

Kevin Gorman
Executive Director

Cc: Commissioners



KATHLEEN SUOZZO PE, PLLC

4607 LAKE SHORE DRIVE
PO BOX 653
BOLTON LANDING, NY 12814
contact@kspepllc.com // 518-240-6293

October 30, 2023

Kevin Gorman
Executive Director
Washington County Sewer District #2
17 Cortland Street
Fort Edward, New York 12828
Delivered via email only: (kgorman@washingtoncountyny.gov)

**Re: Proposal for Professional Services
Engineering Review Services – Review Map, Plan and Report for Canalside Energy Park
KSPE Proposal #23-100**

Dear Director Gorman:

KSPE, PLLC (KSPE) thanks you for the opportunity to submit this professional engineering services proposal for your consideration. The Washington County Sewer District #2 (District) has requested that KSPE provide engineering/technical review services associated with the above referenced project. Based on the District's request we offer the following scope of services:

Scope of Services

Task 01 – Review Services

KSPE proposes to assist the District in review of the recently submitted "Draft Map, Plan & Report (MPR) – Wastewater Conveyance Canalside Energy Park – Village of Fort Edward". Review assistance will include, but may not be limited to the following:

- Technical review of engineering elements of the MPR.
- Preparation and attendance at Meetings with WCSD#2 and other stakeholders in support of review of the MPR.
- Development of correspondence related to the project.
- Any other requests by the WCSD#2 associated with the project.

We propose to provide the subject services on a time and materials basis and recommend an initial budget of \$4,500 to support review and associated services. It is noted that the suggested budget is only an estimate and additional fees may be needed in the future to support continued services. If additional budget is required, KSPE will advise the District prior to exceeding the budget.

PROFESSIONAL SERVICES FEE AND COMPENSATION

As noted above, KSPE will perform the above listed professional services on a time and materials basis which will be billed in accordance with our discounted rate schedule in effect at the time of service (please note that our hourly rates typically change annually on January 1). Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) will billed under Task 01. Work

will be performed consistent with the terms of our existing agreement for general engineering services which was executed on May 15, 2023.

CLOSING

We thank you for this opportunity to work with the District! If you find this proposal acceptable, please execute where indicated on the following page. If you have any questions or if you need additional information, please feel free to call me directly at 518-240-6293. Thank you!

Sincerely,



Sean M. Doty, P.E., LEED AP, CPMSM
Principal

cc: Joseph Brillling, Deputy Executive Director, WCSD#2 (via email only)
Matt Fuller, esq. WCSD#2 Attorney (via email only)

October 30, 2023

Ms. Beth Gilles
Director
Lake Champlain-Lake George Regional Planning Board
PO Box 745
Lake George, NY 12845

RE: Community-Wide Brownfields Coalition Assessment Grant

Dear Ms. Gilles:

The Warren-Washington Counties Industrial Development Agency (WWIDA) is looking forward to joining the Lake Champlain-Lake George Regional Planning Board (LCLGRP), Clinton County IDA, Essex County IDA, and Hamilton County IDA with efforts to secure an EPA Brownfield Assessment Coalition grant for our region. We understand that the LCLGRP will be the lead Coalition Member and that assessment grant funds can be used to conduct environmental assessments and cleanup and reuse planning at sites in Coalition Member jurisdictions and other areas in the LCLGRP footprint at no cost.

The WWIDA works to promote, develop, encourage, and assist business development within Warren and Washington Counties. By working with large, medium, and small businesses, we help create jobs and foster a friendly business atmosphere in the region. Our dual connection to both the public and private sectors will aid this project in identifying areas for planning and redevelopment that can further business and community development.

We understand that upon award of the grant, WWIDA will enter into a Coalition Memorandum of Agreement that will describe each Coalition Member's role during the grant period, eligible activities site selection process, and how the funds will be shared and disbursed.

We look forward to assisting the LCLGRP with preparation of the grant proposal and continuing our mutually beneficial relationship.

Sincerely,



Dave O'Brien
Chair

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

2024 BOARD MEETING SCHEDULE

January 16 (Tuesday) *	Warren
February 20 (Tuesday) **	Washington
March 18	Warren
April 15	Washington
May 20	Warren
June 17	Washington
July 15	Warren
August 19	Washington
September 16	Warren
October 21	Washington
November 18	Warren
December 16	Washington

* Note Exceptions in January and February due to Federal holidays (Martin Luther King Day, Presidents Day)

** February Meeting –Includes Annual Meeting

Unless otherwise specified, all IDA Board Meetings will take place on the third Monday of each month at 4:00 p.m. in either:*

Warren County - Committee Room 2nd Floor

Washington County- Board of Supervisors' Chambers Bldg B

CDC (Civic Development Corporation) Board Meetings will be held on an as needed basis. When needed, they will be scheduled to immediately follow the IDA meetings on the same dates below.

COUNTIES OF WARREN & WASHINGTON
Industrial Development Agency and
Civic Development Corporation

Office will be closed on these days

2024 Holiday Schedule

January 1st New Year's Day

January 15th Martin Luther King Jr. Day

February 19th President's Day

May 27th Memorial Day

June 19th Juneteenth Day

July 4th Independence Day

September 2nd Labor Day

October 14th Columbus Day

November 11th Veterans' Day

November 28th and 29th Thanksgiving Day

December 25th Christmas Day

COUNTIES OF WARREN & WASHINGTON
Industrial Development Agency and
Civic Development Corporation

EXECUTIVE and PARK COMMITTEE MEETING SCHEDULE

2024

Date	Location	Held or Not Held
January 3	FMBF	
February 7	FMBF	
March 6	FMBF	
April 3	FMBF	
May 1	FMBF	
June 5	FMBF	
July 3	FMBF	
August 7	FMBF	
September 4	FMBF	
October 9	FMBF	
November 6	FMBF	
December 4	FMBF	

Unless otherwise specified, all IDA Executive/Park Committee Meetings will take place on Wednesday at 9:00 a.m. at FitzGerald Morris Baker Firth, PC (FMBF) at 68 Warren Street, Glens Falls, New York.

Please check the Announcement/Agenda on our website for further location information of each meeting as state mandates due to COVID are subject to change. Some meetings may be by Zoom only.

Executive Committee Meetings of the Civic Development Corporation will be held on an as needed basis. When held they will be on the same date and will immediately follow the IDA's Committee meeting.

Confidential Evaluation of Board Performance 2023

Criteria

Industrial Development Agency

	Agree	Somewhat Agree	Somewhat Disagree	Disagree

Civic Development Corporation

	Agree	Somewhat Agree	Somewhat Disagree	Disagree

1 Board members have a shared understanding of the mission and purpose of the Authority

2 The policies, practices and decisions of the Board are always consistent with the mission.

3 Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.

4 The Board has adopted policies, by-laws and practices for the effective governance, management and operations of the Authority and reviews these annually.

5 The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.

6 The decisions made by Board members are arrived at through independent judgement and deliberation, free of political influence or self-interest.

7 Individual Board members communicate effectively with executive staff so as to be well informed on the status of all-important issues.

8 Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements and other transactions.

9 The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.

10 The Board knows the statutory obligations of the Authority and if the Authority is in compliance with the law.

11 Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.

12 Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.

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13 Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.

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14 The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.

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15 The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.

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16 Board members demonstrate leadership and vision and work respectfully with each other.

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Name of Authority: Counties of Warren and Washington Industrial Development Agency / Civic Development Corporation
5 Warren Street, Suite 210 Glens Falls, NY 12801

Date Completed: _____