

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

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

The November Board Meeting for Warren Washington Industrial Development Agency was held on Monday, November 20, 2023 at the Warren County Municipal Building in Lake George 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
	Craig Leggett	Vice Chair
	Chuck Barton	CEO

ABSENT:	Mark Smith	Member
	Dan Bruno	Member

The following were also present:

	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
	Chris Round	Vice President of Planning, LaBella
	Joe Scott, Esq.	Hodgeson Russ LLP
Minutes were taken by:	Alie Weaver	Office Administrator

Attendance was taken by roll call and quorum was confirmed.

Approval of Previous Meeting Minutes: Mr. Gonzales made a motion to approve the October 16th, 2023 Board Meeting Minutes and Mr. Caimano seconded. All voted in favor by voice vote.

Ms. Sullivan made a motion to approve the October 16th Audit and Finance Committee Meeting Minutes and Mr. Leggett seconded. All other committee members approved by voice vote.

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

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

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

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2024 Budget – Mr. Robinson reviewed the Audit and Finance Committee’s 2024 IDA Budget with the Board.

Mr. O’Brien excused Mrs. Weaver and Mr. Barton from the room during the Board review of employee healthcare renewals. Discussion ensued and it was determined to retain separate reimbursement policies between full-time and part-time employee positions. It was also determined to increase the healthcare benefit for part-time employee positions up to \$8,500 annually.

Mr. O’Brien noted that performance reviews will be held by Mr. Gonzales in April for Mrs. Weaver and September for Mr. Barton and the budget will need to be adjusted accordingly during those periods should pay increases be approved by Board.

When the IDA staff was present, Mr. O’Brien presented an amendment to increase the employee health insurance by \$500 for the 2024 budget.

Mr. Robinson made a motion to approve the IDA 2024 budget with the amendment and Mr. Caimano seconded. All voted in favor by roll call vote.

Canalside SEQRA – Mr. Chris Round stated that LaBella assisted the WWIDA with the Canalside Energy Park SEQRA compliance. LaBella prepared a full Environmental Assessment Form and Evaluation of Impacts draft report and also performed supporting studies.

He noted that WWIDA sought Lead Agency and received three letters of consent while the remainder of agencies notified acquiesced Lead Agency status to the WWIDA.

The Board reviewed the Part 2 Full Environmental Assessment Form aloud and Mr. Gonzales made a motion to approve the resolution declaring a negative SEQRA declaration. Mr. Campbell seconded, and all voted in favor by voice vote.

The Glen at Hiland remarketing agent resolution – Mr. Joe Scott stated that The Glen at Hiland Meadows is requesting a substitution of remarketing agent for their 2000 bond project. The remarketing agent will be Stern Brothers & Co., replacing M&T Bank.

Mr. Scott noted that the IDA will not have any other responsibility for this request other than approving the resolution to authorize this substitution.

Mr. Gonzales made a motion to approve this resolution and Mr. Robinson seconded. All others voted in favor by roll call vote.

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Master Plan Update – Mr. Gonzales stated that there have been seven meetings regarding the Canalside Energy Park since the last IDA Board Meeting. He noted that the pre-engineering is 95% complete. The wastewater MPR and RFP will be reviewed thereafter.

FAST NY – Mr. O’Brien noted that documentation will need to be completed when the project manager lists the details of the grant award. He also noted that there will be a 1% fee, equaling \$47,000, to Empire State Development at the time of document execution.

Canalside Projects, Tenant Activity – Mr. Barton stated that the fence project is progressing and should be completed by the end of November.

CBRE Contract Renewal – Mr. O’Brien stated that the contract with CBRE to market the Canalside Energy Park has expired. This contract states that CBRE receives 6% commission.

Mr. Campbell made a motion to approve the CBRE contract renewal and Mr. Robinson seconded. All voted in favor by voice vote.

MPR Review – Mr. O’Brien stated that the Washington County Sewer District #2 is requesting a deposit for \$11,000 to cover the District’s legal and engineering costs, as well as any publication and other costs the District may incur.

He noted this payment is for the extension of the sewer and water into the Canalside Energy Park. He also noted that this payment will not be sent until all questions and concerns have been addressed by the Sewer District.

Mr. Gonzales made a motion to approve this payment and Mr. Leggett seconded. All others voted in favor by voice vote.

Brownfield Coalition – Mr. O’Brien stated that the Lake George Lake Champlain Regional Planning Board has received a grant covering environmental studies for brownfield areas. They requested WWIDA’s assistance in identifying potential brownfield areas in the Warren and Washington counties.

Mr. Leggett made a motion to approve WWIDA’s participation in the Brownfield Coalition and Mr. Campbell seconded. All voted in favor by voice vote.

Project Management Discussion – Mr. O’Brien stated that Mr. Gonzales will be assisting Mr. Bruno with the Canalside Master Plan and will also be involved with the bridge replacement to gain knowledge of the processes.

Mr. O’Brien also stated that a plan will be discussed to shift responsibilities as he transitions out of the Chair position, noting that the FAST NY grant is priority to see to fruition.

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2024 Meeting Schedules – Mr. O’Brien presented the 2024 WWIDA Board and Executive Park meeting schedules. He suggested moving the December 2024 Board meeting to Warren County for more Christmas party venue options.

Discussion ensued and it was agreed to tentatively move the November 2024 Board meeting to be held in Washington County and the December 2024 Board meeting to be held in Warren County.

Ms. Sullivan made a motion to approve the 2024 WWIDA Board meeting schedule, as amended. Mr. Gonzales seconded, and all voted in favor by voice vote.

Mr. Gonzales made a motion to approve the 2024 WWIDA Executive Park meeting schedule and Mr. Robinson seconded with all voting in favor by voice vote.

Board Evaluations – Mr. O’Brien encouraged the Board Members to fill out the evaluation forms and return them to Mrs. Weaver.

Yankee Marine Sales Tax Extension - Ms. Lais stated that Yankee Marine Group requested their sales tax exemption expiration date to be moved to December 31, 2024.

Ms. Sullivan made a motion to approve the resolution of Yanke Marine Group’s sales tax exemption extension and Mr. Gonzales seconded. All voted in favor by voice vote.

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

- met with Orbital Fire to discuss cyber security
- attended the Adirondack Common Ground Alliance Annual Forum
- attended the EDC luncheon at the Carriage House
- met with a large manufacturer to discuss a business opportunity
- attended the ARCC State of Warren County seminar discussing the budge and tourism
- met with Berkshire Hathaway Commercial Real Estate representatives
- attended the ARCC Economic Outlook breakfast with NBT Economists
- met with a large landowner looking to develop property in Cambridge
- attended the ARCC Business Expo
- had a conference call with Canadian Pacific Kansas City Railroad to discuss Canalside opportunities
- attended the Lake George Regional Convention and Visitors Bureau monthly meeting
- had lunch with M&T Bank
- had lunch with the CEO of the Hyde Collection to discuss bonds

He noted that four applications are expected to be received, seven applications pending, and thirteen exploratory applicants.

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Educational Moment – Mr. O’Brien stated that due to time constraints, the educational moment will be postponed.

Public Comments – There were no public comments.

Adjournment – There being no further business to discuss, Mr. O’Brien adjourned the November IDA Board meeting at 5:42 pm.