

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

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

The March Board Meeting for Warren Washington Industrial Development Agency was held on Monday, March 18, 2024 at the Warren County Municipal Building in Lake George at 4:00 pm. The following were:

<b>PRESENT:</b>	Juan Gonzales	Chair
	Tim Robinson	Vice Chair/Treasurer
	Dave O'Brien	Secretary
	Ginny Sullivan	Member
	Tricia Rogers	Member
	Craig Leggett	Member
	Nick Caimano	Member
	Brian Campbell	Member
	Dan Bruno	Park Chair
	John Taflan	Member
	Chuck Barton	CEO

**ABSENT:**

***The following were also present:***

	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
	Bob Holmes	RU Holmes Engineering
<b>Minutes were taken by:</b>	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 February 20, 2024 Board Meeting Minutes and the IDA Annual Meeting also held on February 20th. Mr. Caimano seconded. All voted in favor by voice vote.

**Accounts Payables and Financial Analysis:** Mr. Robinson presented the February payables. Mr. Caimano made a motion to approve the payables as presented and Mr. Bruno seconded. All voted in favor by roll call vote.

Mr. Robison reviewed the financial reports and after addressing some questions on the financial reports, Mr. Leggett made a motion to approve the reports and Mr. Bruno seconded. All approved the February financial reports by roll call vote.

**2023 Audit Report** – Mr. Robinson stated that some adjustments to correct the Profit and Loss for 2023 have caused the final audit report to be revised, resulting in a delay. He noted that the revised draft will be presented to the board when available.

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**ST62 Review** – Ms. Lais stated that form ST62 is reported as having no sales tax exemption recaptures in 2023:

*Whereas, the IDA is required to submit NYS Form ST-62 for year ending December 31, 2023 concerning sales tax exemptions issued during fiscal years 2023; and*

*Whereas, the IDA issued sales tax exemptions in fiscal year 2023 it did not undertake any recapture proceedings.*

*Resolved, that the NYS Form ST-62 reporting said information is approved and it is further authorized that the form signed by the Chair and filed with the NYS Department of Taxation and Finance.*

Mr. Leggett made a motion to authorize the Chair to sign the ST62 form to be submitted to NYS Taxation and Finance. Mr. Robison seconded and all voted in favor by voice vote.

**Canalside Infrastructure Project** – Mr. Bruno stated that the Phase II Engineering RFP has been prepared and will be released for bids on April 1<sup>st</sup> with selection to be made in June.

Discussion ensued on whether the bid sheet should be included in the RFP to obtain itemization of services and it was determined to refer to the Lake Champlain Lake George Regional Planning Board, who executes the grants and will be administrating this project.

Regarding the Professional Service Agreement involving the flow monitoring project, Mr. Gonzales stated that LaBella will be meeting with the Washington County Sewer District this week and updates will be made as the project progresses.

**Canalside Property Management** – Mr. Barton stated that the switch building's roof has been repaired.

Ms. Lais stated that she contacted National Grid regarding the switch yard easement agreement and their responsibility for the fuse replacement and is awaiting their response.

Mr. Barton stated that an RFP will be produced for a maintenance program on the electrical system once National Grid responds to the IDA's request for interpretation of the easement agreement.

**Tenant Activity** – Mr. Barton stated that a tour was provided for a new party interested in Canalside Park.

He noted that a current tenant wishes to expand the space they are currently leasing and discussions are proceeding.

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For the Airport Industrial Park, Mr. Barton referred to the lot map and explained that the property being conveyed to Mr. Colomb is pending Kingsbury Planning Board approval. Also, there is a party with serious intent to purchase four lots that abut Mr. Colomb's new lots. Discussion ensued regarding the possibilities of the "paper road" and whether it will need have a right-of-way turn-around should that party purchase those lots.

Mr. Barton also noted that the property that Boats by George has interest in for boat storage is pending.

Ms. Lais stated that the merger of wetland series A and B, as noted on the provided maps, has been completed and was filed before March 1<sup>st</sup>.

Mr. O'Brien noted that, despite the merger, those lots are still zoned and assessed as commercial and will need to be adjusted to a lower zone as they have no value.

**Tenant Activity: Hilltop Construction** - Ms. Lais stated that Hilltop Construction is requesting a contract amendment to include authorization to construct a 40x20 foot unheated shed with gravel driveway on the lot they are purchasing. She noted that Hilltop Construction will present their plans and town approvals after the sale of the property.

*Whereas, on February 20, 2024 by duly approved Resolution 02-24, the IDA approved a contract for the sale of Lot 32 in the Warren-Washington County IDA Industrial Park in Kingsbury, NY to BHB Management LLC (the "Company"); and*

*Whereas, the company has requested that the contract be amended to permit the construction of a 40' x 20' unheated shed and gravel driveway.*

*Resolved, the IDA approves of the amendment to Section 1 of Resolution 02-24 and the contract to include the construction of a 40' x 20' unheated shed and gravel driveway.*

Mr. O'Brien made a motion to approve this amendment with Mr. Robinson seconding. All voted in favor by roll call vote.

**Native Development Extension Resolution** – Ms. Lais stated that Native Development has requested the extension of their sales tax exemption from March 31, 2024 to December 31, 2024. She noted that the project cost and sales tax amount remain the same.

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

**OBECS Holding Application to Purchase** – Mr. Barton stated that OBECS Holding Inc. is interested in purchasing four lots in the Airport Industrial Park and has submitted a purchase application. These lots total 8.9 buildable acres at \$12,500 per acre. The company wishes to invest over four million dollars to construct a chip manufacturing facility for animal bedding and create at least 11 full time jobs. He noted the Town of Kingsbury will be involved in the decision-making process.

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**Social Media Intern** – Mr. Barton proposed hiring a social media intern for 3 to 5 hours per week to promote WWIDA through social media. He noted that the intern would be employed by the county as a workplace opportunity, but the IDA would perform the interviews.

**SUNY Adirondack Funding Advocacy Letter** – Mr. Gonzales referred to the SUNY Adirondack Fundin Advocacy Letter as an example of several items that the Economic Development team continues to discuss.

**Discussion of Moving April Board Meeting Start Time** – Mr. Gonzales requested feedback from the board members regarding the flexibility of the board meeting start time. Discussion ensued regarding the importance of consistency, travel time to attend the meetings, and individual work schedules.

Mr. O'Brien made a motion to keep the board meeting starting time at 4:00 and Mr. Leggett seconded. All voted in favor by voice vote.

**Staff Report** – Mr. Barton reported that he has had thirty-two engagements, year to date. Eight have been in manufacture/distribution, three have been hotel-related, one has been in food/beverage, eight have been tourism/recreation related, six in housing, one in energy and five in "other" fields.

For the pipeline list within the past year, Mr. Barton noted that there are five entities pursuing application advancement, thirteen entities developing a project for possible application submittal, eight entities exploring projects and an application, and eleven entities that have decided not to pursue applying to the WWIDA.

Mr. Barton listed his recent activities, which included:

- Attended the Greenwich Chamber "Coffee at Auction Barn Restaurant" to discuss the Essity Greenwich site
- Attended the Lake George Chamber mixer at Coopers Cave
- Attended the Warren County EDC meeting with area developers discussing housing strategy
- Attended the ARCC Luncheon with Legislators at the Queensbury Hotel
- Attended lunch with representatives of SUNY Adirondack to discuss business needs
- Attended the J. Walter Juckett award dinner hosted by the ARCC
- Attended the SEDC office ribbon cutting ceremony
- Provided a tour of Canalside Energy Park to an interested party

**Public Comments** – There were no public comments.

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**Executive Session** – Mr. Gonzales entertained a motion to go into Executive Session to discuss negotiations regarding property at the Canalside Energy Park.

Mr. Caimano made a motion to approve, and Mr. Campbell seconded. All voted in favor by voice vote.

**Out of Executive Session**, Mr. Gonzales read aloud the proposed resolution:

*Whereas, CHPE LLC is a current tenant at the Canalside Industrial Park and has requested to lease additional real property located at 470 Lock 8 Way, Fort Edward, NY; and*

*Whereas, in order for the IDA to agree to the lease of the additional property, it is in the best interest of the IDA to conduct certain due diligence concerning the proposed use of the real property to be leased; and*

*Whereas, the IDA has requested that CHPE LLC reimburse the IDA for any costs and expenses incurred in connection with its due diligence.*

*Resolved, that the IDA hereby approves of the reimbursement agreement with CHPE LLC subject to the approval of IDA counsel and Chair as to form and content and further authorizes that the Chair shall have the ability to sign the agreement.*

Mr. Caimano made a motion to approve this resolution and Mr. O'Brien seconded with all voting in favor by voice vote.

**Adjournment:** There being no further business to discuss, Mr. Leggett moved to adjourn and Mr. Bruno seconded with all other voting in favor by voice vote. The March IDA Board meeting was adjourned at 5:10 pm.