

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

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

Tel. (518) 792-1312

**Revised AGENDA
September 16, 2019**

1.0 Call to Order, Roll Call and Quorum Confirmation

- Elections - Lais
- Chair, Vice Chair
- Appointment: Member at Large, Park Chair
- Appointment: Mr. Bittel to Audit and Finance Committee

2.0 Approval of Minutes of the August 12, 2019 IDA Board Meeting

3.0 **Current Accounts Payable**

<u>FitzGerald Morris Baker Firth, P.C.</u>	\$	2,448.00
<i>M0001 - General File -August 2019</i>		
<u>P. Hoffman Realty</u>	\$	600.00
<i>Office Rent - Sept 2019</i>		
<u>Jarrett Engineers PLLC</u>	\$	71.25
<i>professional service 7/1/19-7/31/19</i>		
<u>Kelly Farm Enterprises LLC</u>	\$	1,080.00
<i>annual brush cutting of empty lots</i>		
<u>SUNY Adirondack</u>	\$	435.00
<i>Excel, Quickbooks, Start-up Adk Classes</i>		
<u>Staples</u>	\$	66.32
<i>Office Supplies</i>		
<u>Spectrum</u>	\$	169.98
<i>Monthly Phone and Internet Service</i>		
* <u>Alie White</u>	\$	1,454.05
<i>Net Payroll -Aug 2019</i>		
<u>McCarthy & Conlon, LLP</u>		
<i>August IDA bookkeeping</i>	\$	400.00
<i>August CDC bookkeeping</i>	\$	100.00
<u>Nationwide</u>	\$	600.00
<i>General Liability Annual Fee</i>		
Subtotal	\$	<u>7,424.60</u>

3.2 **Pilot Pass-Through Payments:**

<i>Boats By George School Taxes</i>	\$	20,555.57
<i>North Country Property School Taxes</i>	\$	14,776.23
<i>354 Broadway School Taxes</i>	\$	31,236.52
<i>HF Park Properties School Taxes</i>	\$	6,960.03
<i>J&C Property School Taxes</i>	\$	2,737.00
<i>Fort Hudson Residences School Taxes</i>	\$	49,112.89
<i>TSRB - 2nd Qtr Water O&M</i>	\$	34.40
<i>Subtotal</i>	\$	<u>125,412.64</u>

Grand Total of Payables: \$ 132,837.24

5.0 **Old Business**

- a. Park Business - Campbell/O'Brien/Kelley
- b. Tax Abatement Policy Updates - Bittel/Whitehead
- c. PILOT Billing Update - White
- d. Priority List Update - Bittel
- e. Retention Policy - Brandi
- f. Sexual Harrassment/Violence in the workplace training-White
- g. FMBF training with Alie - White/Brandi/Lais
- h. WWIDA costs and fees/application amendments follow up - Brandi
- i. Covenant on unattractive property in Phase I

6.0 **New Business**

- a. Suny Adirondack classes - White
- b. Office Administration - O'Brien
- c. Financial Disclosures - O'Brien
- d. Transfer of funds between CDC and IDA - O'Brien
- e. Relocation Guide
- f. Proposed Budget - O'Brien
- g. Direction - O'Brien
- h. Executive Director - O'Brien
- i. Land - O'Brien
- j. misc.