

**GREATER GLENS FALLS LOCAL DEVELOPMENT CORPORATION  
MEETING MINUTES**

The regular meeting of the Greater Glens Falls Local Development Corporation was held on Thursday, May 11, 2017 in the Mayor's Conference Room, 42 Ridge Street, Glens Falls, New York 12801.

Members Present: Judith Calogero; Dan Hall; Lois Robinson; Todd Feigenbaum; Mary Gooden; Roy Thomas

Members Absent: John Diamond, Mayor

Also Present: Edward Bartholomew, CEO; Jackie Squadere, Economic Development; Attorney Kara Lais; Michael McCarthy, CFO; Maury Thompson, The Post Star

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Todd Feigenbaum opened the meeting and determined there was a quorum present.

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**RESOLUTION NO. 28-2017:**

On the motion of Judith Calogero, seconded by Lois Robinson and, all voting affirmatively, the minutes of the April 13, 2017 regular meeting, as amended, were approved.

The next item on the agenda is the consideration of the payment of bills. The following bills were presented at the meeting for payment:

- i. COOL Insuring - \$1,806.00 (officers and directors policy)
- ii. FitzGerald Morris Baker Firth PC - \$400.00
- iii. City of Glens Falls - \$89.70 (36 Elm Street; water/sewer)
- iv. Mannix Marketing - \$20.00
- v. Merit Pages - \$12.00
- vi. McCarthy & Conlon - \$490.00
- vii. Musick Designs - \$100.00

**RESOLUTION NO. 29-2017:**

On the motion of Lois Robinson, seconded by Roy Thomas and, all voting affirmatively, the payment of the above bills were approved.

The next item on the agenda is the Report of CEO. CEO Bartholomew provided a report on the Tech Meadow properties. He stated that he is following up with Chazen Engineering to review the design of the lot configuration in an effort to increase interest. He stated that he asked Chazen to put together a proposal, not exceeding \$5,000, to provide a preliminary review of the lot development and oversight, particularly lots 5 and 7. Ms. Calogero noted that Chazen has

done all of the work in the past and are most familiar with Tech Meadows. She further noted that the services are professional and need not be formally bid.

**RESOLUTION NO. 30-2017:**

On the motion of Lois Robinson, seconded by Mary Gooden and, all voting affirmatively, it was approved to authorize Chazen Engineering to undertake certain site examination and schematic design at Tech Meadows with expenses at a cap not to exceed \$5,000.00.

CEO Bartholomew stated that his next request for a resolution was in connection with DRI.

**RESOLUTION NO. 31-2017:**

On the motion of Lois Robinson, seconded by Roy Thomas and, all voting affirmatively, the following resolution was approved:

**RESOLUTION REQUESTING A ONE YEAR EXTENSION FROM THE NYS DEPARTMENT OF STATE IN CONNECTION THE WARREN STREET BROWNFIELD OPPORTUNITY AREA STUDY**

**WHEREAS**, the Greater Glens Falls Local Development Corporation (the “GGFLDC”) and the City of Glens Falls was the recipient of a grant award from the NYS Department of State concerning the Warren Street Brownfield Opportunity Area (BOA) study; and

**WHEREAS**, the GGFLDC has determined, based, in part, on recommendations of the Glens Falls DRI committee, that it is in the best interests of the GGFLDC and the City to seek an extension of the contract for a period of one year until September 14, 2018 to use the existing funds in the amount of \$74,700.00 along with additional BOA funds for an expandable Warren Street BOA study to include other locations, including, but not limited to the armory property, Native Textiles, the site of the former Warren Ford garage and other adjacent underutilized properties.

**NOW, THEREFORE, BE IT RESOLVED:**

That the GGFLDC hereby requests from the NYS Department of State a one year contract extension of the Warren Street Brownfield Opportunity Area study through September 14, 2018.

CEO Bartholomew next stated that the SBA gave recognition to GFNB as one of the small businesses of the year and he pointed out that the GGFLDC was the lender of one of the original loans to Bullpen, which was a USDA loan. He noted that the USDA was in town last week to review the Bullpen and Achenbach Jewelers loans as part of an audit and that through the efforts of Jackie, Mike and Kara, the LDC passed. He further remarked that both businesses are currently successful.

CEO Bartholomew next spoke about some of the downtown events like Take a Bite and noted that with these events the shops stay open later and that there is an effort to hold events to “keep the lights on” downtown in the evenings. He noted that within the next couple of weeks the DRI plans will be approved statewide and that will mark the completion of phase 1.

The next item on the agenda was the monthly financials. There was nothing unusual to report.

**RESOLUTION NO. 32-2017:**

On the motion of Lois Robinson, seconded by Judy Calogero and, all voting affirmatively, the monthly financial statement was approved.

The next item on the agenda was Old Business and a discussion of the Labor Policy. CEO Bartholomew explained that the Labor Policy will be a Pilot Program and his office will report on the effectiveness of the program. He anticipates a two year evaluation. He states that the program is to place an emphasis on making more efforts to hire local workers and purchase from local supply chains. He stated that waivers can be requested and received. CEO Bartholomew discussed that the policy defines the "region" as Warren, Washington, Saratoga, Albany, Schenectady and Rensselaer counties and defines "local" as Warren, Washington, Saratoga and Essex counties. Ms. Calogero asked CEO Bartholomew to provide a preliminary report at the annual meeting. He stated that he will provide a report at the annual meeting and then a two year review and then the IDA/CDC/LDC can decide how to proceed with the program. CEO Bartholomew noted that this type of policy is common among many agencies.

**RESOLUTION NO. 33-2017:**

On the motion of Lois Robinson, seconded by Mary Gooden and, all voting affirmatively, the Hiring and Purchasing Policies, as attached to these minutes and incorporated herein by reference, was approved.

Mr. Feigenbaum stated that the next item on the agenda was New Business. CEO Bartholomew stated that the LDC needs to file its 990 with the IRS for the year ending 2016.

**RESOLUTION NO. 34-2017:**

On the motion of Lois Robinson, seconded by Mary Gooden and, all voting affirmatively, approved the Form 990 for the year ending 2016 and authorized its filing with the IRS.

Mr. Feigenbaum noted that CFA Round 7 is open and that a number of proposals are being considered. CEO Bartholomew indicated that he is requesting that the LDC adopt a generic resolution that is required for CFA submittals. He will have more detailed information at an upcoming meeting as the deadline for applications is July 28, 2017.

**RESOLUTION NO. 35-2017:**

On the motion of Lois Robinson, seconded by Judy Calogero and, all voting affirmatively, the Resolution Authorizing Preparation and Submittal of Funding Applications for NYS Grants, NY Consolidated Funding Programs (CFA Round 7, Urban Revitalization

Investment, Restore, Main Street, Federal Grants, Not for Profits and Private Foundations Grants (where applicable) in designated program areas and that cost of the application where permissible be shared by the Glens Falls IDA and Greater Glens Falls LDC, as attached to these minutes and incorporated herein by reference, was approved.

There being no further business. Mr. Feigenbaum noted that the next meeting will be Thursday, June 8, 2017.

**RESOLUTION NO. 36-2017:**

On the motion of Lois Robinson, seconded by Judy Calogero, all voting affirmatively, it was

Resolved that the Greater Glens Falls Local Development Corporation hereby adjourns the May 11, 2017 regular meeting.

**GLENS FALLS INDUSTRIAL DEVELOPMENT AGENCY,  
GLENS FALLS CIVIC DEVELOPMENT CORPORATION, &  
GREATER GLENS FALLS LOCAL DEVELOPMENT CORPORATION**

**HIRING AND PURCHASING POLICIES**

**PREFACE**

The Glens Falls Civic Development Corporation (“GFCDC”) Glens Falls Industrial Development Agency (“GFIDA”) and Greater Glens Falls Development Corporation (“GGFLDC”) were created for the purposes of creating employment opportunities for, and to promote the general prosperity and economic welfare of the residents of Glens Falls and Warren County region. The above organizations offer economic incentives and benefits to qualified applicants who wish to locate or expand their businesses or facilities in City of Glens Falls. When the organizations approve a project, it enters into agreements to extend these incentives and benefits to the applicant.

Construction jobs, though limited in time duration, are vital to the overall employment opportunities in Glens Falls area. The organizations believe that businesses/companies benefiting from its incentive programs should employ local laborers, mechanics, craft persons, journey workers, equipment operators, truck drivers and apprentices (hereinafter “construction workers”), including women, minorities and those who have returned from military service, during the construction phase of projects. In this way, the organizations can generate significant benefits to advance the Glens Falls’ general prosperity

**POLICY**

Therefore it is the POLICY of Glens Falls Industrial Development Agency, Glens Falls Civic Development Corporation and Greater Glens Falls Local Development Corporation (“GF IDA”, “GFCDC,” and “GGFLDC”) to require all capital projects (new or renovation) in excess of \$500,000 with any of the above organizations to comply with the following:

1 Utilization of local hiring; for the purposes of this Policy, the local labor market for construction workers shall be defined as those individuals living in Warren, Washington, Saratoga, Essex Counties

**2. Hiring of regional contractors & subcontractors; Region shall mean Warren, Washington, Saratoga including Capital Region (Albany, Schenectady, Rensselaer Counties). If contractors are from Capital Region, contractor must undertake effort to retain subcontractors from the local area.**

**3 Local purchase of supplies, equipment, materials with local area meaning Warren, Washington, Saratoga, Essex Counties**

**4. Undertaking best effort and due diligence in hiring women/ minority /veteran workers**

**5 Enrollment in an existing and current NYS DOL work apprenticeship for the respective contractor**

## **SUPPLEMENTAL INFORMATION**

**Applicant in their respective application shall detail and provide names and addresses of all contractors, subcontractors, identify sources of their purchases for materials, equipment and supplies.**

**Applicant shall identify in their application a workforce plan shall be developed consisting of the following:**

**Provide total number of construction jobs by respective contractor, subcontractor along with classification of jobs, copy of NYS DOL approved and current apprenticeship program.**

**WAIVER PROCESS: If applicant is unable to comply with the above policy; applicant shall be required to seek a waiver – deviation from the particular section of policy from the appropriate organization. Applicant will be required to provide a justification of their inability to comply by documenting good faith efforts to comply with this policy.**

However, the organizations recognize that the use of local labor may not be possible for the following reasons:

- 1) Warranty issues related to installation of specialized equipment whereby the manufacturer requires installation by only approved installers;
- 2) Specialized construction is required and no local contractors or local construction workers have the required skills, certifications or training to perform the work;
- 3) Significant cost differentials in bid prices whereby the use of local labor significantly increases the cost of the project. A cost differential of more 10% is deemed significant. Every effort should be made by the contractor or applicant to get below the 10% cost differential including, but not limited to, meeting with local construction trade organizations and local contractor associations;
- 4) No local labor is available for the project; and
- 5) The contractor requires the use of key or core persons such as supervisors, foremen, or construction workers having special skills.

## **CONFIRMATION OF INFORMATION AND DATA**

Prior to final Project approval, applicant will be required to confirm to the CEO of the respective organization the following information:

- 1) Contact information for the applicant's representative who will be responsible and accountable for providing information about the awarding of construction contracts relative to the application and project;
- 2) Description of the nature of construction jobs created by the project, including in as much detail as possible, the number, type and duration of construction positions;
- 3) Names of all contractors and subcontractors, contact information, their respective certificate of authorization to do business in the State of New York, copies of current Certificates of NYS Workers' Compensation Insurance, NYS Disability Insurance, General Liability Insurance and proof of current OSHA training certification for all contractors and their employees performing work on the site; and

All Glens Falls projects are subject to local monitoring by these named organizations. The designated individual acting as agent for the applicant, on the project shall keep a log book on site detailing the number of workers on the job for each trade and the counties in which they reside which shall be subject to periodic inspection by the monitoring entity. The monitor shall issue a report to the CEO relative to compliance with this labor policy who shall share such information with the respective Board of Directors. If a violation of the policy has occurred, the CEO shall notify the applicant in writing and give such applicant a warning of such violation. In the event there is a subsequent violation of the policy, the CEO shall bring such information to the Board of Directors which may, in its discretion, take action to revoke respective benefits.



## **FINAL CONSTRUCTION REPORT**

**Following completion of project and prior to the issuance of a Certificate of Occupancy by Building Code Office:**

**Applicant shall be required to file with the respective agency or corporation a complete report outlining names and addresses of contractors, subcontractors (along with the respective number of corresponding construction jobs and workers' residence location by zip code.**

**Applicant shall identify the vendors and source purchase of all equipment, material and supplies in excess of \$5,000**

**Applicant shall notify respective Agency or Corporation if there is a change in designation of contractors, subcontractors and location of purchases of major supplies, materials, and equipment at least 30 days prior to the changes) occurring. Applicant must provide justification for the substitution. Change will required the CEO and Chair to approve the changes.**

**Failure to file a completed final construction report may result in the delay of issuance of a certificate of occupancy, withholding of incentives and benefits for the respective project and or a fine of up to \$1500.**

**March 9, 2017**

**Resolution: Greater Glens Falls Local Development Corporation**

**Authorizing preparation and submittal of funding applications for NYS Grants, NY Consolidated Funding Programs (CFA Round 7, Urban Revitalization Investment, Restore, Main Street, Federal Grants, Not for Profits and Private Foundations Grants (where applicable) in designated program areas and that cost of the applications where permissible be shared by the Glens Falls Industrial Development Agency and the Greater Glens Falls Local Development Corporation.**

**Resolution: Greater Glens Falls Local Development Corporation's authorization to support preparation and submittal of applications for NYS Grants, NY Consolidated Funding Programs (CFA Round 7), Federal Grants and Not for Profits and Private Foundations Grants.**

May 11, 2017

Introduced by \_\_\_\_\_

Seconded by \_\_\_\_\_

Whereas the State of New York had previously provided communities a series of grant funding opportunities for preparation of grant applications throughout the fiscal year ( on a staggered basis); and

Whereas beginning in 2011-2012 fiscal year , the State of New York created a consolidated funding application (CFA) process for the majority of state funding grant opportunities which required submittal of all applications in a shortened time period ; and

Whereas the federal government has also commenced a shortening of grant application time period for submittals with a number of federal agencies; and

Whereas not for profits and private foundations provide funding opportunities for the City to apply in a limited time frame; and

Whereas the State is continuing their CFA Process (Round 7) at this time; and

Whereas the Glens Falls Economic Group (City, Greater Glens Falls Local Development Corporation (LDC), Industrial Development Agency (IDA), Civic Development Corporation(CDC) & Urban Renewal Agency(URA) intends to seek grant funding in many of the State / Federal/Not for Profit and Private Foundations areas that would be most beneficial to the city and city residents such as: acquisition and demolition of blighted properties ,affordable housing, first time home buyers program, emergency shelter, arts/entertainment areas(capital and operating), broadband/telecommunication, direct assistance to businesses and manufacturing, downtown improvements( infrastructure, rehabilitation of buildings, re development of under and un utilized buildings, development of mixed use buildings, furthering downtown residential living, energy and environmental improvements ,solar initiatives, low cost financing, municipal/public infrastructure, parking structures, farmers market, urban food centers, nysersda, sustainability planning assistance, parks/playgrounds, bike & walking trails, Pruy Island improvements, ,wastewater/storm water & transportation Infrastructure &

**Improvements, transit orientated development, and workforce development, general economic development including attracting new business, retail, manufacturing, expansion of existing businesses, manufacturing, assisting in retaining and creating new employment opportunities; and**

**Whereas the City in previous years adopted said resolution so that the City and related organizations would have sufficient time to prepare competitive applications to the State and Federal government;**

**Now therefore be it resolved that the Greater Glens Falls Local Development Corporation hereby supports and authorizes the preparation and submittal of the following Federal / State & CFA grant and Not for Profits and Private Foundations application opportunities( where applicable and appropriate eligibility exist) in the following designated program areas or in other areas not enumerated herein but are deemed important to Glens Falls community:**

**Acquisition and rehabilitation/or demolition of blighted properties,**

**Affordable housing, emergency shelter (Home, NY Main Street, first time homebuyers, workforce housing, Affordable Home Ownership Development Program),**

**Arts/entertainment areas (NY CFA, NEA, Foundations),**

**Broadband, telecommunication, (New NY Connect, NY CFA, USDA, Federal Communication Commission, Foundations),**

**Direct assistance for businesses and manufacturing. (Regional Council Capital Funding, Excelsior Jobs Program, Economic Development Purposes Grants, Environmental Investment Program, JDA,**

**Urban Revitalization Investment, Restore, NYS Main Street, implementation of Glens Falls Downtown Revitalization Award**

**Energy and environmental Improvements, (Energy Efficiency and Renewable, Solar Initiatives, Green Innovation Grant, Recharge NY Power Program),**

**low cost financing, (Private Activity Bond cap),**

**Municipal/public Infrastructure (Capital Region Economic Development Council, USDA, EPA, EFC, NYSERDA, US DOT, EDA)**

**Parks/playgrounds/recreation/canal/bike/pedestrian walkways Improvements, Improved and greater access for the disabled, local waterfront revitalization program, recreation trails program, canal way grants program,**

**Sustainability planning assistance and Implementation,**

**Transportation infrastructure (multi modal transportation infrastructure program, parking structures, mass transit capital,)**

**waste water treatment facilities, /, storm water improvements (CREDC, EPA, DEC, EFC, NYSERDA, USDA),**

**Workforce development (Workforce Investment act programs, Job Training (EPA, NYSDOL),**

**EPA brown field programs, (job training, area wide planning, risk assessment, cleanup),**

**EDA, USDA, US DOT, NYS DOT Infrastructure and facilities including water and sewer, water tanks,**

**USDA; agriculture farmers market facilities, community facilities, parking structures, farmers markets, urban food centers, and business enterprise loans,**

**HUD programs regarding various housing programs, energy savings, lead paint/asbestos removal remediation,**

**FWA (Federal Highway Administration), US DOT for highway, street improvements and multi modal –parking facilities,**

**Local Government Efficiency Grants (NYS Department of State);**

**And be it further resolved that it is the intent where permissible that the cost of preparation and submittal of Federal, State & CFA and Not for Profit & Private Foundations funding applications be shared by this Glens Falls Industrial Development Agency and the Greater Glens Falls Local Development Corporation.**