



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
April 23, 2014 at 9:00 AM
7566 Court Street, Elizabethtown, New York**

Present: Darren Darrah
Charles Bryant
Jamie Rogers
Gerald Morrow
Matthew Courtright
Joseph Kusalonis

Also Present: Jody Olcott
Carol Calabrese

Absent: James Bowen

Open of Annual Meeting

Chairman Darren Darrah opened the Annual meeting at 9:00AM.

Public Comment

No Comment

Presentation – High Peaks Distributing, St. Armand

Susan McCraith & Dan McCraith of High Peaks Distributing presented proposed expansion plans for their facility located on Route 3 in the Town of St. Armand. Under their ownership the business is entering 4th year. The business is continually adding additional products and needs separated spaces for these new products. They are distributing to Clinton, Essex, Franklin and Northern Hamilton. The proposed expansion includes an additional 13,000 square foot as well as an update to the existing space. The business has made an application for a straight lease back transaction to include PILOT (requested Schedule A) and sales tax exemption. The total project is \$1.5 Million which business intends to finance themselves. There are 19 existing employees with an annual payroll of \$930,000 and a proposed new 9 employees with an added \$230,000 to the payroll are projected as a result of the project. The APA permit is in process with the anticipated permit approval of May 8, 2014.

Motion #2014-33: A motion to approve the straight lease back transaction with sales tax exemption and PILOT agreement (no schedule specified and to be discussed with taxing entities) of High Peaks Distribution was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.

TEFRA Hearing

Motion #2014-34: A motion to approve and schedule the TEFRA Hearing for High Peaks Distributing project on May 8, 2014 at 9:00 AM was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

Approval of Minutes

1. March 26, 2014 Annual & Regular Meeting Minutes

Motion #2014-35: A motion to approve the March 26, 2014 annual & regular meeting minutes was made by Joseph Kusalonis and seconded by Charles Bryant. All members were in favor.

Financial Services/Programs

1. Monthly Loan Report – April 22, 2014 loan report was distributed to the board.
 - a. Adirondack Specialty Foods – April 3, 2014 payment is due. Jerry Morrow spoke to business last week and they indicated check was in the mail for \$500. IDA will be scheduling a site visit to verify all equipment is on site.
 - b. Normandie Beach – Business paid remaining balance of September 2013 payment. The business and property is for sale.
 - c. Semi-Annual Site Visit Update
 - Denton Publications (Elizabethtown) – The IDA approved insurance check last week and the business is in the process of repairing equipment.
 - Sugar & Spice (Ticonderoga) – The business is still struggling and focusing on new marketing efforts.
 - Ti Paint (Ticonderoga), Country Florist (Ticonderoga) & Wind Chill Factory (Ticonderoga) – All doing well.
 - Westport Golf (Westport) – Jen Briggs called via conference call and updated the Board that bankruptcy is in process. The IDA has the option to call note because of bankruptcy and file against loan guarantors. John Hall has applied for line of credit which would be take priority over all other debts. John Hall would like use money to open business and continue making payments. John Hall is 51% owner. At this time the IDA Board will not call note as John Hall is attempting to restructure business to open and loan is current.

Business Park Development

1. Moriah Business park
 - a. Lot #4 Building Status – The IDA received written approval from Dept. of Labor’s Public Works Director Chris Alund on using CV-TEC students on construction project. Copy of the letter read to Board. At this time the IDA is awaiting for Adirondack Concrete to prepare for floor pour. High Peaks Carpentry has agreed to use Lakeside Plumbing & Heating for HVAC. Lakeside is preparing the estimate for tubing for in-floor heating and also roughed in plumbing. It is anticipated floor will be poured in early-mid May.
2. Willsboro Commerce Park
 - a. Adjoining Property Owner – The IDA has been approached by adjacent land owner (Bill McClay) to sell 15’ section of property along Mountain View Drive. The IDA will consult with Jen Briggs and review our Real Property Disposal Policy as property may not be worth that much to trigger policy requirements. The IDA would pursue proposals and offers by others including other adjoining land owners.

Business Development Updates

1. Marketing
 - a. National Grid Grant Marketing Program – Working on finalizing the website and securing new URL for website. Will update marketing plan and discuss new avenues to approach Canadian businesses.
 - b. Internet based marketing monthly update – No Comment

- c. Start Up NY – Strategic planning and update meeting was held with various counties and economic development agencies. The IDA has been working with North Country Community College (NCCC).
2. Grant Administration
 - a. Ags & Markets Grant/Adirondack Meat Company – Submitted the final requisition for equipment purchases for reimbursement, awaiting reimbursement.
 - b. Adirondack Partnership – A grant from Dept. of Conservation and Dept. of State to complete economic development strategic plan, public meetings within the park will be held.
 - c. North Country Community College – Working with college and Empire State Development on awarding Round 4 grant to the IDA instead of NCCC. The IDA needs NCCC to ensure they will be responsible for \$55,000 match.

Financials

1. March Financial Reports – No Comments

New Business

1. April Abstract for Payment

Motion #2014-36: A motion to approve the April Abstract for Payment was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.

2. Next Meeting – May 28, 2014 at 9:00AM

Adjourn Meeting

Motion #2014-37: A motion to adjourn the meeting at 10:40AM was made by Darren Darrah and seconded by Matthew Courtright. All members were in favor.