



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
April 30, 2015 at 9:00AM
7566 Court Street, Elizabethtown, New York**

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

Also Present: Jody Olcott
Carol Calabrese

Absent: Charles Bryant
James Bowen

Open of Meeting

Chairman Darren Darrah opened the meeting at 9:02AM.

Public Comment

No Comment

Approval of Minutes

1. March 25, 2015 Meeting Minutes

Motion #2015-23: A motion to approve the March 25, 2015 annual and regular meeting minutes was made by Gerald Morrow and seconded by Joseph Kusalonis. All members were in favor.

Financial Services/Programs

1. Straight Lease Back Transactions
 - a. Northwoods Inn (North Elba) – Will provide an update at the next meeting as the site visit is scheduled for next week to review status of renovations.
2. Monthly Loan Report
 - a. Semi-Annual Site Visit Updates – 2 site visits remaining (Adirondack Meat Company and Aleeze Enterprises). The IDA is still communicating with WD's in Newcomb on insurance pay offs from the fire in March. All other loans are current.

Business Park Development

1. Moriah Business Park Building
 - a. Lot #4 Building Status – The interior of the building is approximately 95% complete. The exterior work still to be completed includes: siding, fascia, soffit, exterior lighting, sidewalks & curb and landscaping. The parking lot and road will be fixed now to provide access to building with paving to be scheduled for the fall to allow additional time for parking lot to settle. The construction budget as of April 30, 2015 was distributed to the Board. As noted prevailing wage rates for site work and plumbing and heating have

caused increase in those line items in the budget. The IDA Board would like to tour building and would like to hold the June IDA Board meeting on-site.

- b. The IDA has working with Pre-Tech Plastics on a need for additional space for cold storage for materials, files and inventory. Pre-Tech Plastics has proposed either a standalone 7,000 sf building or an expansion off lot #1 building. The IDA would like to review options available such as sale of lot #1 building, construction of new standalone building or expansion off existing building. The Board needs accurate costs to evaluate these options.

Motion #2015-24: A motion to approve the appraisal of lot #1 building was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.

- c. IDA has received a proposal from Total Security Solutions for the installation of a fire alarm system for lot #4 building. Total Security Solutions is a current IDA vendor and provides services on lot #1 building.

Motion #2015-25: A motion to approve the fire alarm proposal from Total Security Solutions for lot #4 building in the amount of \$4,734.65 was made by Jamie Rogers and seconded by Joseph Kusalonis. Gerald Morrow abstained. Motion passes.

Business Development Updates

1. Marketing
 - a. National Grid Grant Marketing Program – No update
 - b. Internet based marketing monthly update – Sarah’s report was distributed. No comments
 - c. NYSEDC External Lead Program Update – Participated in conference call. The IDA will be working on developing a database to follow up with companies.
2. Grant Administration
 - a. ESD Grant for the NCCC Facility Feasibility Update – NCCC still have not secured consultant.
 - b. Adirondack Park Upper Hudson Recreation Hub Micro-Enterprise Grant Update – IDA received 9 applications for funding which were reviewed by grant review committee. 7 applications were recommended and awarded by the Essex County Board of Supervisors. Jenn Briggs is working on grant agreements/contracts now. The businesses will need to revise budgets submitted as most applicants were awarded a lesser amount. The IDA will schedule site visits to meet with business owners and review project and discuss reimbursement process.
 - c. REDC CDBG Micro-Enterprise Grant Update – A public information meeting was held on April 20th and the technical training class was held on April 25th to which 9 business owners attended. Grant applications are due by May 18th. \$200,000 is available of which \$100,000 must be granted to new start up businesses. The IDA has marketed funds strongly encouraging new start ups to apply. 4 grant review committee members to review grant summaries by June 8th.
 - d. Town of Crown Point Water Project/District Survey – The Town and committee selected 3 target areas to focus. Those 3 areas are now completed with 95% surveys received and evaluation of funding sources will be indentified when Round 5 of the consolidated funding (CFA) applications are announced.
3. Hamilton County IDA – The IDA staff met with Hamilton County staff a few weeks ago and will follow up next week with an additional meeting to begin review of IDA procedures, compliance and files to ensure IDA has met all Comptroller’s and Authority Budget Office (ABO) guidelines.

Motion #2015-26: A motion to approve the contract to administer the Hamilton County IDA effective May 1, 2015 to December 31, 2015 at a rate of \$50 per hour plus reimbursement of travel expenses was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

Financials

1. March Financial Reports – No Comments

New Business

1. April Abstract for Payment

Motion #2015-27: A motion to approve the April Abstract for Payment was made by Joseph Kusalonis and seconded by Matthew Courtright. All members were in favor.

2. Next Meeting – June 18, 2015 at 10:00AM at the lot #4 building at the Moriah Business Park

Adjourn Meeting

Motion #2015-28: A motion to adjourn the meeting at 10:20AM was made by Joseph Kusalonis and seconded by Jamie Rogers. All members were in favor.