



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
August 13, 2013 at 9:00 AM
7566 Court Street, Elizabethtown, New York**

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

Also Present: Jody Olcott
Carol Calabrese

The meeting was opened at 9:03AM by Chairman Darren Darrah.

Public Comment

No Comment

Approval of Minutes

1. July 9, 2013 Meeting Minutes

Motion #2013-67: A motion to approve the July 9, 2013 meeting minutes was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

Financial Services/Programs

1. IDA Loan Updates
 - a. Adirondack Meat Company (Ticonderoga) – Matt Courtright and IDA are working with business owners to coordinate construction celebration with agencies who have assisted in the project. A small gathering at the site with a luncheon to follow on August 28, 2013.
2. Monthly Loan Report – Sugar & Spice is two months behind and was requested to attend this morning's meeting. Carol will conduct a site visit.
3. Consolidated Funding Application (CFA) Round 3
 - a. Microenterprise Application Update – IDA submitted application for funding which were due on August 12, 2013.
 - b. The IDA staff has assisted other agencies with CFA applications some of which include the following:
 - North Country Community College
 - Inter Lake Health
 - Fort Ticonderoga
 - Elizabethtown Municipal Sewer
 - Bridge Point Communications
 - Town of Moriah Municipal Infrastructure
 - Town of Moriah Main Street Program
 - Town of Ticonderoga Water Project

- Town of Newcomb

Business Park Development

1. Moriah Business Park
 - a. IDA met with AES Northeast last week and they will be working on RFP specifications for the following projects to complete in the fall:
 - Road re-construction in front of spec. building
 - Parking lot sealing
 - Lot #4 stump removal
 - Lot #4 wood removal
 - b. Office Building Update – The IDA reached out to High Peaks Hospice regarding proposal for rental of proposed building on lot #4. The IDA met with CV-TEC and they are ready to commit environmental conservation and wood working classes to the project. AES Northeast has not moved forward on project or building layout since proposal to High Peaks Hospice. IDA will convene the building committee to discuss next steps and schedule.
2. Willsboro Commerce Park – No Update
 - a. Schroon Lake Industrial Park – Surveyor has completed survey and description of road and Jen Briggs has drafted deed for Industrial Park Drive from the IDA to the Town of Schroon.

Motion: 2013-68: A motion to approve the proposed deed from the IDA to the Town of Schroon was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

3. Chesterfield Commerce Park
 - a. Rushby Mechanical – No Update
 - a. Keeseville Industrial Park Signage - The old sign is damaged and was installed in 1989. Price of replacement sign was received by William Grant for \$2700. Gerald Morrow will contact Department of Public Works regarding fabrication of metal sign similar to existing. If DPW cannot construct a metal sign the IDA will move to forward on proposed \$2,700 sign replacement by William Grant.

Business Development Updates

1. Marketing
 - a. National Grid Grant Program – No Update
 - b. Internet based marketing monthly update – Sarah continues to send emails to prospective businesses.
2. Grant Administration
 - a. Micro-Enterprise Grant (Wilmington) – No Update
 - b. Local Waterfront Revitalization Grant (Westport) – A draft strategic plan has been circulated and comments will be reviewed by the Department of State and consultant. The final plan is to be completed in the fall with a public hearing.

Financials

1. August Financial Reports – No comments
2. 2014 Budget - IDA is drafting the 2014 budget to be submitted by August 23, 2013. Budget request will be the same as 2013.

New Business

1. July Abstract for Payment

Motion: 2013-69: A motion to approve the July Abstract for Payment was made by Jamie Rogers and seconded by Joseph Kusalonis. All members were in favor.

2. Next Meeting – September 3, 2013 at 9:00AM.

Adjourn

Motion: 2013-70: A motion to adjourn the meeting at 10:15AM was made by Joseph Kusalonis and seconded by Jamie Rogers. All members were in favor.