



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
December 3, 2013 at 9:00 AM
7566 Court Street, Elizabethtown, New York**

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

Also Present: Jody Olcott
Carol Calabrese

Absent: James Bowen

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

Public Comment

No Comment

Approval of Minutes

1. November 5, 2013 meeting minutes – Change attendance to reflect Jamie Rogers was absent at the 11/5 meeting.

Motion: 2013-99: A motion to approve the November 5, 2013 meeting minutes with a change regarding Jamie Rogers was made by Gerald Morrow and seconded by Charles Bryant. All members were in favor.

2. November 25, 2013 special meeting minutes

Motion: 2013-100: A motion to approve the November 26, 2013 special meeting minutes was made by Gerald Morrow and seconded by Matthew Courtright. All members were in favor.

Financial Services/Programs

1. Monthly Loan Report
 - a. Adirondack Specialty Foods (Chesterfield) – Gerald Morrow met with the owner who has closed his business. As per the certified letter issued by the IDA the business has until December 9, 2013 to pay off the outstanding balance. The IDA has also contacted Northern Insuring to add to policy because of mortgaged interest.
 - b. Witherbee Carriage House (Schroon Lake) – Certified letter was sent to business noting approval of refinancing of balloon balance with conditions. Letter noted outstanding payments and written approval must be received by December 1, 2013. To date response has not been received. The IDA will contact the business to discuss.
 - c. Wind Chill Factory (Ticonderoga) – Certificate of insurance was received and default was waived.
 - d. Champlain Valley Senior Center (Willsboro) – November 26, 2013 Board approval was relayed to the business on working capital loan with Square One Bank.

- e. Sugar & Spice Shoppe (Ticonderoga) – At this time the IDA will not authorize execution of insurance checks until further documentation is received from business
- f. Westport Golf & Westport Hospitality (Westport) – The IDA has been notified of default of mortgage of property. A notification was sent to Jen Briggs who is reviewing document.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building Update – The Moriah building committee, AES Northeast and CV-TEC met with the four selected general contractors last month. The IDA is working with AES Northeast to formulate pricing spreadsheet for the selected contractor which will most likely be an hourly price broken down per job description. The general contractor will be subcontracting the concrete, HVAC and electrical work. The IDA and AES Northeast have contacted concrete contractors to secure estimates and anticipate work will begin for footers and frost walls in December. The APA permit amendment and Town of Moriah building permit are expected to be received by the end of the week.
2. Willsboro Commerce Park – No Update
3. Chesterfield Commerce Park – No Update

Business Development Updates

1. Marketing
 - a. National Grid Grant Program – IDA frustrated with the lack of progress from the Canadian consultant working on website and meetings. Follow up needed.
 - b. Internet based marketing monthly update – December 2, 2013 report was distributed to the Board.
 - c. Canada – The IDA and board member Matt Courtright met with Canadian economic development representative yesterday and toured four Essex County businesses (Essex Pallet & Pellet, General Composites, Pre-Tech Plastics and International Paper) to promote business on both sides of the border. The IDA is also drafting a press release outlining meeting and visits.
2. Grant Administration
 - a. Micro-Enterprise Grant (Wilmington) – No Update
 - b. Town of Westport Department of State Grant – Public hearing was held in November and was attended by approx. 80 people. The last committee meeting is scheduled for December 5, 2013. All documentation and requisition was sent to Department of State to begin close out of the grant. The final document is to be issued in approximately two weeks.

Financials

1. October Financial Reports – No Comments

New Business

1. 2014 County Budget Request – County budget meeting to be held December 4, 2013.
2. November Abstract for Payment

Motion 2013-101: A motion to approve the November Abstract for Payment was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.

3. Next Meeting Date – January 7, 2014 at 9AM

Adjourn Meeting

Motion: 2013-102: A motion to adjourn the meeting at 9:55AM was made by Joseph Kusalonis and seconded by Gerald Morrow. All members were in favor.