



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting  
February 7, 2014 at 9:00 AM  
7566 Court Street, Elizabethtown, New York**

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

**Also Present:** Jody Olcott  
Carol Calabrese  
Jen Briggs

**Absent:** Joseph Kusalonis

**Open of Meeting**

Chairman Darren Darrah opened the meeting at 9:05AM.

**Public Comment**

No Comment

**Approval of Minutes**

1. January 7, 2014 Meeting Minutes
2. January 14, 2014 Special Meeting Minutes

**Motion: 2014-8:** A motion to approve the January 7, 2014 meeting minutes and the January 14, 2014 special meeting minutes was made by Gerald Morrow and seconded by Charles Bryant. All members were in favor.

**Financial Services/Programs**

1. Monthly Loan Report
  - a. Adirondack Specialty Foods (Chesterfield) – Business has received confession of judgment and letter, and indicated in telephone conversation they are willing to sign and send payments as per request.
  - b. Sugar & Spice Shop (Ticonderoga) – A letter was written requesting business send documentation of insurance claims. January 30, 2014 letter was received from the business and distributed to the Board for review. The business is requesting deferment of payment again. The business supplied bank statements but not sufficient documentation regarding loss of inventory. The IDA is approaching insurance company to get documentation. The business is struggling with outstanding payments and current debts.

**Motion: 2014-9:** A motion to restructure Lake Champlain Bridge loan to seasonal payments of four months (August-November) in the amount of \$500.00 was made by James Bowen and seconded by Gerald Morrow. All members were in favor.

- c. Normandie Beach (Westport) – January & February restructured payments from September are due. A certified letter was sent requesting payment.
- d. Adirondack Meat Company (Ticonderoga) – There are 10 employees to date. The USDA will be conducting their inspection next week.
- e. Witherbee Carriage House (Schroon Lake)– The IDA is awaiting receipt of the signed Loan Agreement from the business. Carol will follow up.
- f. H. Sichertman & Co.- Annual professional services contract for 2014

**Motion: 2014-10:** A motion to approve the annual professional services contract for 2014 was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.

### **Business Park Development**

- 1. Moriah Business Park
  - a. Lot #4 Building Update – Proposed cost was received from the general contractor at \$81 per square foot. The Moriah Building Committee will meet after to discuss design suggestions. At this time the IDA will be meeting with general contractor to continue pricing discussions, subcontractors and schedule.
- 2. Willsboro Commerce Park – The IDA staff is meeting with the Supervisor next week to discuss status of park and wastewater treatment facility.
- 3. Chesterfield Commerce Park – No update

### **Business Development Updates**

- 1. Marketing
  - a. National Grid Grant Marketing Program – Website redevelopment is top priority. The IDA is working with a consultant on Canadian focus and translation.
  - b. Internet based marketing monthly update – Matt, Carol and Sarah to meet to discuss marketing and internet emails. February 6<sup>th</sup> report was distributed to the Board for review.
- 2. Grant Administration
  - a. Micro-Enterprise Grant (Wilmington) – Finally received a letter from funding agency regarding their site visit in January 2013. IDA working with Town to close out grant.
  - b. Department of State Grant (Westport) – Waiting on final report from consultant. Final requisition was sent to the Department of State for reimbursement.

### **Financials**

- 1. December Financial Reports – No comments
- 2. 2014 General Operating Budget – A draft 2014 operating budget was sent to the Board for review. No comments

**Motion: 2014-11:** A motion to go into executive session for personnel discussion at 10:15AM was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

**Motion: 2014-12:** A motion to come out of executive session at 10:35AM was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.

**Motion: 2014-13:** A motion to approve 3% raises for Jody Olcott and Carol Calabrese and a \$2,000 raise for Sarah LaFountain effective January 1, 2014 was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.

**New Business**

1. February Abstract for Payment

**Motion: 2014-14:** A motion to approve the February Abstract for Payment was made by Gerald Morrow and seconded by James Bowen. All members were in favor.

2. Next Meeting Date – March 26, 2014 at 9:00AM.

**Adjourn**

**Motion: 2014-15:** A motion to adjourn the meeting at 10:40AM was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.