



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting  
January 27, 2016 at 9:00 AM  
7566 Court Street, Elizabethtown, NY 12883**

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

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

**Absent:** Charles Bryant  
Joseph Kusalonis

**Open of Meeting**

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

**Public Comment**

No Comment

**Approval of Minutes**

1. December 3, 2015 Meeting Minutes

**Motion #2016-1:** A motion to approve the December 3, 2015 meeting minutes was made by James Bowen and seconded by Gerald Morrow. Jamie Rogers abstained. Motion passes.

**Financial Services/Programs**

1. Monthly Loan Report – January 25, 2016 report was distributed to the board. There are currently no businesses that are currently in default on payments.
2. Semi-annual site visits to all businesses will be scheduled including micro-enterprise grants (OCR & HUB) over the month of February.
3. Loan Updates:
  - a. Normandie Beach Club (Westport) – The IDA received a repayment plan proposed as \$382 monthly instead of 4 monthly \$1,804.57 payments each year. Repayment plan would be approved in bankruptcy court in February and would start if approved. The IDA does not need to approve as this would be court approved.
4. H. Sichertman & Company Contract – Annual contract for loan underwriting services for calendar year 2016 at a rate not to exceed \$169 per hour and not to exceed \$12,000 total for the year.

**Motion #2016-2:** A motion to approve the contract to H. Sichertman & Company not to exceed \$12,000 total for the 2016 year was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

**Business Park Development**

1. Moriah Park Development

- a. Lot #1 Building
    - Continuing with annual inspections to start the year.
    - Pre-Tech is now occupying office 1 and will begin paying rent for that space.
    - Plowing contract for both buildings was executed by Little Vikings Daycare/Plowing.
  - b. Lot #4 Building – BOCES has begun clearing lots 3 & 5 over these winter months. James Bowen spoke with High Peaks Hospice Director and they indicated the need to consolidate all operations to Elizabethtown area. Further discussions with High Peaks Hospice Board will continue as to where they want to locate and their timeline.
2. Willsboro Commerce Park – IDA has been contacted by Willsboro Development Corporation (WDC) as the current 15 year admin/ownership contract expires in October 2016. WDC would like to encourage transfer of property and all applicable documents and reports now.

**Motion #2016-3:** A motion to deed property back to Willsboro Development Corporation as per agreement dated October 4, 2001 with condition that if property is sold within five years the IDA will receive reimbursement of engineering expenses incurred in the amount of \$120,000 was made by Darren Darrah and seconded by Matthew Courtright. All members were in favor. Jen Briggs to draw up quit claim deed and applicable forms.

### **Business Development Updates**

1. Marketing
  - a. National Grid Grant Marketing Program – IDA has compiled expenses for reimbursement and is awaiting New York State Economic Development Council (NYSEDC) external lead contract for 2016. The virtual tour update for Moriah which includes additional space at lot #4 building and additional lots is included in the grant.
  - b. Internet based marketing monthly update – Report was distributed to the board. No comments.
  - c. External Lead Generation with NYSEDC – The IDA continuing to work with some businesses that were looking to locate in the US. The IDA committed to participate in the second round for 2016.
  - d. Essex County Business Industry Education & Training Forum – AIME Program similar to Clinton County program is being rolled out in county, working with businesses to determine skill sets/curriculum to start program. This program can easily be started and ready for students graduating high school in June.
2. Grant Administration
  - a. ESD Grant for the NCCC Facility Feasibility Study – ESD approved budget modification and North Country Community College (NCCC) has begun with project. The new contract between the IDA and Empire State Development (ESD) will be issued with reduced amount.
  - b. Adirondack Park Upper Hudson Recreation HUB Grant – 7 awarded businesses have now spent all monies and request for reimbursement was sent to DEC and approved and forwarded to Nature Conservancy for payment/reimbursement to IDA.
  - c. REDC CFA Community Renewal Fund II – 5 businesses originally awarded of which 3 have spent all funds. Essex County Board of Supervisors is scheduled to review and approve the award of the remaining funds to new proposed business in Port Henry.

### **Financials**

1. November & December 2015 Financial Reports – No comments
2. 2016 Budget – Received 2016 contract for services from Essex County. \$198,000 for general operating account and \$15,000 for community development account.

**Motion #2016-4:** A motion to approve the 2016 contract and Chairman to sign was made by Gerald Morrow and seconded by Matthew Courtright. All members were in favor.

**New Business**

1. 2015 Employee Reviews – Chairman Darren Darrah completed evaluations for all 3 employees.
2. Hamilton County IDA 2016 Contract for Services – IDA has received contract for services for calendar year 2016. IDA sent Hamilton County the admin an invoice for May 1 – December 31, 2015 which was approximately \$1,500.

**Motion #2016-5:** A motion to extend contract for admin to Hamilton County IDA for 2016 calendar year at a rate of \$50 not to exceed \$14,000 annually and Chairman Darrah to sign was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

3. January Abstract for Payment

**Motion #2016-6:** A motion to approve the January Abstract for Payment was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

**Motion #2016-7:** A motion to go into executive session at 10:27AM to discuss employee reviews was made by Darren Darrah and seconded by James Bowen. All members were in favor.

**Motion #2016-8:** A motion to come out of executive session at 10:34AM with no minutes or motions during session was made by Darren Darrah and seconded by Gerald Morrow. All members were in favor.

**Motion #2016-9:** A motion to approve 4.5% raises for Jody Olcott and Carol Calabrese and a salary increase to \$32,000 for Sarah LaFountain, effective January 1, 2016 was made by Darren Darrah and unanimously seconded. Board noted that although evaluations were conducted in 2015, Board did not review compensation during 2015.

4. Next Meeting – February 26, 2016 at 10:00AM at the Ticonderoga Chamber Office

**Adjourn**

**Motion #2016-10:** A motion to adjourn the meeting at 10:46AM was made by Darren Darrah and seconded by James Bowen. All members were in favor.