



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting  
January 27, 2017 at 9:00 AM  
7566 Court Street, Elizabethtown, NY**

**Present:** Darren Darrah  
Matthew Courtright  
Gerald Morrow  
Joseph Kusalonis

**Also Present:** Jody Olcott  
Carol Calabrese

**Absent:** John Boyea  
James Bowen  
Jamie Rogers

**Open of Meeting**

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

**Public Comment**

No Comment

**Approval of Minutes**

1. December 16, 2016 Meeting Minutes
2. January 11, 2017 Special Meeting Minutes

**Motion #2017-3:** A motion to approve the December 15, 2016 meeting minutes and the January 11, 2017 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. Defaults: Westport Golf & Hospitality (Westport) – Jen Briggs updated the board via conference call that the next action IDA could take is to file a Supreme Court motion in order to proceed with lawsuit against Consolidated Mortgage (new owners of property). Consolidated Mortgage also has other lawsuits currently from John Hall and against John Hall. Jen noted the IDA liens are still in place. The outstanding balance of both loans is \$25,833.45 and \$13,749.91.

**Motion #2017-4:** A motion to proceed with Jen Briggs filing against existing liens was made by Darren Darrah and seconded by Gerald Morrow. All members were in favor.

- b. Normandie Beach Club (Westport) – The IDA received notice that bankruptcy proceeding have concluded. Jen Briggs explained that the IDA would need to hire a bankruptcy attorney in order to proceed against the personal guarantor of loan. IDA is unsecured creditor. The outstanding balance of the loan is \$20,721.00.

- c. Sugar & Spice (Ticonderoga) – IDA has been working with the business and their bank to inquire about automatic ACH payments. At the current time the outstanding principal balance of the loan is \$13,378.55. The bank can set up automatic checks each month. The IDA Board noted that most of the other Lake Champlain Bridge loans are being paid off while this loan still has significant balance and has been restructured so many times it has extended the terms of the loan.

**Motion #2017-5:** A motion to approve \$222.98 per month at 0% for 60 months with bank issued checks was made by Matthew Courtright and seconded by Gerald Morrow. All members were in favor.

- d. Adirondack Meat Company (Ticonderoga) – AMC received and executed a letter of intent from Walden Meats. The IDA will be working with new company on potential refinance of existing IDA loan.
  - e. Champlain Valley Senior Center (Willsboro) – Business closed on refinance with HUD last week and IDA loan was paid in full.
2. Bond Projects
- a. Champlain Valley Milling – Business is working on short term financing through Champlain National Bank and NYBDC while still requesting tax-exempt bond financing for long-term. The IDA and business received Town approval on the proposed PILOT Agreement and will be meeting with the Willsboro School Board on January 30, 2017 and then Essex County in February 2017.
  - b. North County Community College – Closing February 9, 2017 tentative scheduled.

### **Business Park Development**

1. Moriah Business Park
  - a. Lot #1 Building (Pre-Tech Plastics) – No issues
  - b. Lot #4 Building (High Peaks Hospice) – No issues
  - c. Lot #3, #5 & #6 (WhistlePig) – AES Northeast will be conducting weekly stormwater inspections at rate of \$240/week. WhistlePig will reimburse IDA for this expense as the current DEC stormwater permit is in the IDA name and AES Northeast amended the permit to include the Whistlepig project. The IDA received APA permit and Town building permit on January 26, 2017. Jen Briggs is working on deed of lot #3 & #5 to WhistlePig. IDA will need to construct road extension in the spring. AES Northeast will be compiling the necessary design and bidding documents.

**Motion #2017-6:** A motion to proceed with proposal from AES Northeast for stormwater inspections \$240/week, construction layout \$1,600, construction documents \$2,302 was made by Joseph Kusalonis and seconded by Matthew Courtright. All members were in favor. It is anticipated road construction would be 2-3 weeks. IDA can contract with AES Northeast for construction inspection if needed.

2. Ticonderoga Commerce Park – IDA is awaiting additional information for road transfer from the Town attorney.
3. Chesterfield Commerce Park – No update

### **Business Development Updates**

1. Marketing
  - a. Internet Based Marketing Monthly Report – No Comments
  - b. Essex County Business Industry Education & Training Forum Update – Guidance counselor meeting is scheduled for March.
2. Grant Administration

- a. ESD Grant for the NCCC Facility Feasibility Study Update – NCCC provided the IDA with a copy of the study, in draft form. NCCC has until January 31, 2017 to apply for reimbursement for any expenses incurred to complete study.
- b. ADK HUB Micro-Enterprise Grant Round 2 – Micro-training class was held yesterday, approximately 40 businesses attended. Applications due by February 16, 2017. The IDA to review applications by March 6, 2017. The IDA Board is the contracting agency and will appoint an 8 member review committee to review grant application underwriting and score applications. Recommendations by the committee will be reviewed by the IDA Board at their March meeting.

**Motion #2017-7:** A motion to approve Meade Hutchins (Indian Lake), Alex Roalsvig (Long Lake), Joseph Provoncha (North Hudson), Lisa Salamon (Minerva), Paul Hai (Newcomb), James McKenna (ROOST), Connie Picket (The Nature Conservancy) and Karen Richard (NYS DEC) for the Adirondack Hub Micro-Enterprise Grant Review Committee Members was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

3. Hamilton County IDA Contract – Renew contract for services for 2017. The IDA had no time allocated for 2016.

**Motion #2017-8:** A motion to approve the Hamilton County IDA contract for 2017 at a rate of \$50/hour was made by Matthew Courtright and seconded by Joseph Kusalonis. All members were in favor.

#### Financials

1. November & December Financial Reports – No comments

#### New Business

1. January Abstract for Payment

**Motion #2017-9:** A motion to approve the January Abstract for Payment was made by Gerald Morrow and seconded by Matthew Courtright. All members were in favor.

2. 2016 IDA Employee Reviews – IDA received requested 3% salary raise in their county contract and although discussed at the December 2016 meeting we did not include an official resolution approving for January 1, 2017.

**Motion #2017-10:** A motion to approve 3% staff raises retroactive to January 1, 2017 was made by Gerald Morrow and seconded by Matthew Courtright. All members were in favor.

3. Next Meeting – March 23, 2017 at 9:00AM
4. Computer Monitors

**Motion #2017-11:** A motion to purchase larger monitors for computers was made by Matthew Courtright and seconded by Darren Darrah. All members were in favor.

#### Adjourn

**Motion #2017-12:** A motion to adjourn the meeting at 9:45 AM was made by Matthew Courtright and seconded by Joseph Kusalonis. All members were in favor.