



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting  
January 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

**Absent:** Joseph Kusalonis

**Open of Meeting**

Chairman Darren Darrah opened the meeting at 9:04AM.

**Public Comment**

No Comment

**Approval of Minutes**

1. December 3, 2013 Meeting Minutes
2. December 10, 2013 Special Meeting Minutes

**Motion: 2014-1:** A motion to approve the December 3, 2013 meeting minutes and the December 10, 2013 special meeting minutes was made by Gerald Morrow and seconded by Charles Bryant. All members were in favor.

**Financial Services/Programs**

1. Adirondack Specialty Foods (Chesterfield) – December 5, 2013 letter from business was distributed to Board requesting deferment of one year from default and to allow business to continue making monthly payments toward outstanding principal balance.

**Motion: 2014-2:** A motion to reject request and continue with default of loan as full payment was not received and business is closed was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor. Jen Briggs will write letter to business indicating this decision.

2. Witherbee Carriage House (Schroon) – The business has met all conditions of previously approved loan extension and the new loan documents were mailed to the client for execution. Any legal fees associated with extension will be paid by the client.
3. Champlain Valley Senior Center (Willsboro) – A response letter and interim financial statements were provided to the Board as requested regarding mechanics lien filed against business. The business is working with the Small Business Development Center. At this time the business has 32 residents.

4. Adirondack Meat Company (Ticonderoga) – IDA has been notified that the North Country Alliance (NCA) loan should close this week. The IDA is also administering the the Ags & Markets grant received and has applied for reimbursement for approx. \$148,000 in equipment and approx. \$10,000 in administration expenses. The business has received their certification of occupancy from the Town of Ticonderoga (December 20, 2013) and although currently not operating has 10 employees. The business is hoping to open processing by the end of January.
5. Sugar & Spice (Ticonderoga) – The IDA issued letter to business indicating \$27,066.63 in insurance claims and reimbursement has been received and the IDA needs the documentation for our files.

### **Business Park Development**

1. Moriah Business Park
  - a. Lot #4 Building – The IDA received the APA permit amendment and also the Town of Moriah building permit in December . IDA issued a contract to the low bidder Adirondak Concrete in the amount of \$70,900 for the concrete and excavation. Adirondak Concrete completed the concrete footers and frost walls on December 20<sup>th</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> and backfilled. The IDA will continue to work with the AES Northeast on the final design for building after pricing for trusses and other materials has been received. In October the IDA building committee met with four (4) potential general contractors for the project and selected High Peaks Carpentry as General Contractor for the project. At this time AES Northeast is working with High Peaks Carpentry on hourly labor prices for the various work.
  - b. Spec. Building – Over the month of December several maintenance items were addressed: emergency lighting and signs, bathroom issues, heating/furnace issues in office, and outside lighting.
2. Willsboro Commerce Park – The IDA will contact the new Willsboro Supervisor to discuss the need for municipal sewer commitment for the park. The IDA will also contact the Willsboro Development Corporation (WDC) to discuss termination of the existing development contract in which property would revert back to WDC.
3. Chesterfield Commerce Park – No Update

### **Business Development Updates**

1. Marketing
  - a. National Grid Grant Program – After conference call last month the contracted National Grid Canadian consultant is working on the IDA website content for new site. Carol will email a link to the new proposed site to all Board members.
  - b. Internet based marketing monthly update – January 6, 2014 report was distributed to the Board. Carol, Sarah and Matt are working on internet marketing approach for business parks.
  - c. Canada – Press release from Canadian government site visit was distributed to the Board which ran in Press Republican and Times of Ti. The IDA will be following up with Congressman Bill Owens to discuss any opportunities he might have to continue discussions with Canadian businesses.
2. Grant Administration
  - a. Department of State Grant (Westport) – The IDA submitted the final requisition to Department of State. At this time the Town of Westport is awaiting for the final report.

### **Financials**

1. November Financial Reports – No Comments

**New Business**

1. 2014 County Budget – The IDA was approved at 2013 funding level and amount requested \$198,000 General and \$15,000 County Development Fund.
2. 2013 Financial Audit – As per Public Authority Law the IDA is required to change accounting services every five years. Conroy, Boulrice, Telling and Trombley completed the IDA financials for 2008 and have sent an engagement letter to complete 2013 financials for the IDA and CRC at a fee of \$8,000.

**Motion: 2014-3:** A motion to approve Conroy, Boulrice, Telling and Trombley to complete the 2013 IDA & CRC financials at a fee of \$8,000 was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

3. January Abstract for Payment

**Motion: 2014-4:** A motion to approve the January Abstract for Payment was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

4. Next Meeting Date – Friday, February 7, 2014 at 9:00AM.

**Adjourn Meeting**

**Motion: 2014-5:** A motion to adjourn the meeting at 10:20AM was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.