



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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

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

Also Present: Jody Olcott
Carol Calabrese
Jen Briggs

Open of Meeting

The Meeting was opened by Chairman Darren Darrah at 9:03AM.

County Clerk Joseph Provoncha swore in the new board member Matthew Courtright.

Public Comment

No Comment

Approval of Minutes

1. June 18, 2013 Meeting Minutes

Motion #2013-62: A motion to approve the June 18, 2013 meeting minutes was made by Gerald Morrow and seconded by James Bowen. Jamie Rogers abstained.

Financial Services/Programs

1. IDA Loan Updates
 - a. Adirondack Meat Company (Ticonderoga) – Closed on June 27, 2013 with Glens Falls National Bank. North Country Alliance (NCA) closing still pending. Chamber and business still planning/coordinating ribbon cutting ceremony.
2. Straight Lease Back Transaction
 - a. Adirondack Meat Company (Ticonderoga) – Closed on June 27, 2013 with documents recorded at County Clerk's Office. PILOT Agreement to be recorded at later date when all taxing entities have executed document.
3. Monthly Loan Report
 - a. Normandie Beach – One month behind, late notice sent. Carol will schedule a site visit.
 - b. Adirondack Specialty Foods – Interest only check returned due to insufficient funds. Gerald Morrow will contact business.
4. Consolidated Funding Application (CFA) – The Governor's Office has proposed an Opportunity Agenda which targets barriers to economic development. The IDA has partnered with the Small Business Development Center (SBDC) and the Regional Office of Sustainable Tourism (ROOST) to target the Lake Champlain's nine communities. The IDA has reviewed CFA programs available in Round three and selected two programs to apply the proposed micro-enterprise concept to.
5. **Motion: 2013-63:** A motion to apply to Empire State Development for \$1 Million, under the Development Grant, for a Consolidated Funding Application in round 3, for the creation of the Lake

Champlain Regional Microenterprise Grant Program, was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

Motion #2013-64: A motion to support Essex County's application to the Department Housing and Community Renewal for an Economic Development CDBG for \$750,000 to establish the Lake Champlain Microenterprise Grant Program was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.

Business Park Development

1. Moriah Business Park
 - a. Office Gutter Replacement – Gardner Gutters from Plattsburgh visited the building and inspected existing system. The existing size of gutters is good but needs improvement on stormwater management. At this time the IDA will not seek additional proposals for the gutter replacement and will work with our maintenance contractor to divert water away from building.
 - b. Office Building Update – The IDA sent a proposal to High Peaks Hospice for proposed new building. The High Peaks Hospice Board of Directors is scheduled to meet at the end of July to review proposal. The IDA building committee will meet to discuss next steps.
2. Willsboro Commerce Park – No Update
3. Schroon Lake Industrial Park
 - a. Industrial Drive Survey – Awaiting description and map.
4. Chesterfield Commerce Park
 - a. Rushby Mechanical – The Town of Chesterfield Board approved \$12,000 per acre for proposed project, similar to the IDA Board directive at the June meeting. Supervisor Gerald Morrow contacted the business and is awaiting decision.

Business Development Updates

1. Marketing
 - a. National Grid Grant Program – Completed application was sent (\$5,000 grant with \$5,000 IDA match), awaiting response.
2. Grand Administration
 - a. Micro-Enterprise Grant (Wilmington) – No Update
 - b. Local Waterfront Revitalization Grant (Westport) – The committee met yesterday and reviewed draft from the consultant. Comments to draft plan submitted to consultant for edit by the end of the week. Town would like to finalize plan to determine if the Town is ready to apply for CFA Round 3.

Financials

1. June Financial Reports – Reports were not sent in board packages. They will be sent in August Board packages.

New Business

1. July Abstract for Payment

Motion#2013-65: A motion to approve the July abstract for payment was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.

2. Next Meeting – Tuesday, August 13, 2013 at 9:00AM.

Adjourn

Motion #2013-66: A motion to adjourn the meeting at 10:15AM was made by Jamie Rogers and seconded by James Bowen. All members were in favor.