



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
June 26, 2014 at 9:00AM
7566 Court Street, Elizabethtown, New York**

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

Also Present: Jody Olcott
Carol Calabrese

Open of Annual Meeting

Chairman Darren Darrah opened the meeting at 9:02AM.

Public Comment

No Comment

Approval of Minutes

1. May 28, 2014 Meeting Minutes

Motion # 2014-38: A motion to approve the May 28, 2014 meeting minutes was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

Financial Services/Programs

1. Straight Lease Back Transactions
 - a. High Peaks Distributing (St. Armand)

Motion #2014-46: A motion for the final resolution of approval for a Straight Lease Back Transaction including sales tax exemption and a Payment In Lieu Of Taxes (PILOT) Agreement (schedule B) with High Peaks Distributing was made by Gerald Morrow and seconded by Charles Bryant. All members were in favor.

2. Monthly Loan Report

- a. Adirondack Specialty Foods (Chesterfield) – The IDA has received the proceeds from the auction of equipment in the amount of \$6,299.60. Previous resolution approved \$500 per month (1/31 – 9/30) with the balance due by September 30th. A late payment notice will be sent to business and copy provided to Gerald Morrow.
- b. Semi-Annual Site Visit Update - Remaining site visits were conducted except Westport Golf. Essex Pallet & Pellet (Chesterfield) – Site visit was conducted. The business is no longer continuing the production of grilling pellets. WD's (Newcomb) – Now carrying hardware and parts and tools. The business is doing well.

- c. Champlain Valley Senior Center (Willsboro) – A letter was received from business requesting four month interest only payments (July – October 2014). Tenant at the facility have been fluctuating and this will allow business to reduce overhead costs.

Motion # 2014-47: A motion to approve Champlain Valley Senior Center's request for four month (July-October 2014) interest only payments was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

Business Park Development

1. Moriah Business Park/ Lot #4 Building Status
 - Exterior walls were completed by CV-TEC students and general contractor. Students finished semester on June 13, 2014. Bryant's Lumber has indicated trusses will be on-site early July at which time the general contractor will install and roof.
 - Request for Proposals for materials was sent to four (4) Essex County building vendors (Bessboro Builders, Curtis Lumber, Bryant's Lumber and ProBuild. The IDA received three (3) proposals of which Bryant's Lumber was the cheapest.

Motion #2014-48 – A motion to approve awarding materials RFP to Bryant's Lumber was made by Gerald Morrow and seconded by Darren Darrah. Charles Bryant abstained. Motion passes.

2. Willsboro Commerce Park/Property Interest-IDA is still attempting to contact Town Assessor to coordinate a fair market value of property.

Business Development Updates

1. Marketing
 - a. National Grid Grant Marketing Program – A press release ran in the Times of Ti last week. Waiting for Press Republican to run.
 - b. Internet based marketing monthly update
 - c. Website Update – The website has been completed. New email to Canadian businesses includes new link.
2. Grant Administration
 - a. ESD/NCCC – A committee meeting was held yesterday to draft RFP seeking consultant to review Lowe's feasibility and college conversion proposal. A draft is due by August 10, 2014. Jen Briggs is working with North Country Community College on finalizing grant contract between the IDA and NCCC.
 - b. Ags & Market Grant/Adirondack Meat Company – A final requisition and close out request was approved last week and payment was authorized.
 - c. Grant Application for the Adirondack Park Upper Hudson Recreation Hub – The DEC is administering funding for revitalization of the towns. 80% of the land is in Minerva, North Hudson, Newcomb, Long Lake and Indian Lake. The IDA has been working on micro-enterprise grants for these five towns. Essex County would be the applicant for Essex and Hamilton Counties and IDA would administer if received.

Motion#2014-49: A motion to support Essex County's application for a grant from Adirondack Park Upper Hudson Recreation Hub, Funded by: The Nature Conservancy (TNC) Administered by the Natural Heritage Trust (NHT) in Partnership with the NYS Department of Environmental Conservation (DEC) for a Microenterprise Grant, for the Town's of Minerva, North Hudson, Newcomb, Long Lake and Indian Lake was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

Motion #2014-50: A motion to approve a Sub-Recipient Agreement between the Essex County Industrial Development Agency (ECIDA) and the Essex County for an Adirondack Park Upper Hudson

Recreation Hub, Funded by: The Nature Conservancy (TNC) Administered by the Natural Heritage Trust (NHT) in Partnership with the NYS Department of Environmental Conservation (DEC) microenterprise grant through, for a microenterprise grant. The IDA is to receive \$600 for an entrepreneurial training program, which will be paid to the North Country Small Business Development Center. The motion was made by James Bowen and seconded by Joseph Kusalonis. All members were in favor.

Financials

1. May Financial Reports – No Comments

New Business

1. June Abstract for Payment

Motion #2014-51: A motion to approve the June Abstract for Payment was made by James Bowen and seconded by Matthew Courtright. Charles Bryant abstained. Motion passed.

2. Next Meeting Date – July 23, 2014 at 9:00AM
3. Northern Border Grant Application (Ticonderoga) – Program was identified which could assist the Town of Ticonderoga’s Shore Airport Road water district and the need for redundant water to International Paper. Public infrastructure is a priority use.

Motion #2014-52: A motion to approve the IDA’s Northern Border grant application on behalf of the Town of Ticonderoga for Shore Airport Road in the amount of \$250,000 was made by Darren Darrah and seconded by Gerald Morrow. All members were in favor.

Adjourn

Motion #2014-53: A motion to adjourn the meeting at 10:20AM was made by Jamie Rogers and seconded by James Bowen. All members were in favor.