



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Special Board Meeting  
June 30, 2016 at 10:00AM  
High Peaks Hospice Building, Lot #4 Moriah Business Park**

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

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

**Absent:** Joseph Kusalonis

**Open of Meeting**

Chairman Darren Darrah opened the meeting at 10:00AM

**Public Comment**

No Comment

**Approval of Minutes**

1. May 19, 2016 Meeting Minutes

**Motion #2016-56:** A motion to approve the May 19, 2016 meeting minutes was made by Gerald Morrow and seconded by Matthew Courtright. All members were in favor.

**Financial Services/Programs**

1. Bond Project Status: Champlain Valley Milling (Willsboro) – A public hearing was held, no comments received or attendance. Essex County Board of Supervisors approved the proposed bond project at the Economic Development meeting and Ways & Means committee meetings and will do final approval at full board meeting in July.
2. Monthly Loan Report:
  - Adirondack Meat (Ticonderoga) – The business previously requested and received interest only payments until July 2016. The business is requesting interest only payments until September and also paying \$100 toward principal. Adirondack Meat has secured a contract which is for 700 animals per year and working additional marketing opportunities targeting additional investors. North Country Alliance (NCA) has already approved extension request.

**Motion #2016-57:** A motion to approve Adirondack Meat Company's request for interest only payments until September 2016 and paying \$100 toward principal was made by Jamie and seconded by James Bowen. All members were in favor.

- Normandie Beach Club (Westport) – No information received from court. Jen Briggs will reach out to trustee to discuss the status.
- Westport Golf & Hospitality (Westport) – Jen Briggs will reach out to trustee to discuss status.

### **Business Park Development**

#### 1. Moriah Business Park

- a. Lot #1 Building (Pre-Tech Plastics Lease) – Chairman Darrah signed the Lease Agreement which will be sent to Pre-Tech Plastics for review and approval.
- b. Lot #4 Building (High Peaks Hospice Lease) – The lease ended June 23, 2016. High Peaks Hospice has requested 1 year extension at the same terms 6/24/2016 – 6/23/2016 at \$4.00 per square foot.

**Motion #2016-58:** A motion to approve the High Peaks Hospice lease at the same terms 6/24/2016 – 6/23/2016 at \$4.00 per square foot was made by James Bowen and seconded by Matthew Courtright. All members were in favor. Chairman Darrah signed the Lease Agreement which will be sent to High Peaks Hospice for review and approval.

- c. Lots #3, #5 & #6 Status – Company has received board approved on proposed contract. IDA is awaiting signed copies. Company will be conducting soil tests next week. The IDA is still awaiting final plans from architect to submit regulatory permits (Adirondack Park Agency & Town of Moriah).
2. Ticonderoga Commerce Park – Jody attended the Town of Ticonderoga highway committee meeting last week to discuss the Town's plans for interior park road and requested road extension to lot #3 from existing property owners. The Town will review and further discuss at their July meeting.
  3. Willsboro Commerce Park – Darren Darrah delivered reports and maps to Town Supervisor.
  4. Chesterfield Commerce Park – AES Northeast completed deed descriptions and Town attorney will complete deeds for the three lots to be sold.

### **Business Development Updates**

#### 1. Marketing

- a. Internet Based Marketing Monthly Report – The IDA continues to reach out to Canadian Chambers and develop their database. The IDA also continues to send letters to DBA's.
- b. External Lead Generation w/ NYSEDC Update – State secured consultant and kick off meeting was held this week.
- c. Essex County Business Industry Education & Training Forum Update – Class was cancelled as only 7 people had signed up (all high school graduates). Last week testing was scheduled and participants failed to show up so CV-TEC was forced to cancel class. The committee will meet to determine the next steps.

#### 2. Grant Administration

- a. NCCC Facility Feasibility Study Update -- NCCC meeting with regional BOCES programs on potential partnering opportunities. Feasibility study deadline was extended.
  - b. OCR Micro-Enterprise Grant Update -- 1 business left to draw down funds. Essex County is grant recipient and has until November to draw down and close out grant requirements.
3. Business in the Adirondacks Committee -- Working with APA and several IDA's and Chambers to market services available to business owners using our original business climate model and inviting partners (real estate, consultants, attorneys, accountants, etc). Committee to host two informational meetings/luncheons in November (Tupper Lake and Ticonderoga). NCA to be asked to participate. IDAs will be submitting grant application to National Grid to help off-set costs of these meetings. Grant will be a 50/50 match.

### **Financials**

1. May Financial Reports -- No Comments

### **New Business**

1. June Abstract for Payment

**Motion #2016-59:** A motion to approve the June Abstract for Payment was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

2. Next Meeting -- Thursday, August 25, 2016 at 9:00AM at IDA Office in Elizabethtown.

### **Adjourn**

**Motion #2016-60:** A motion to adjourn the meeting at 11:10AM was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.