



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

7566 Court Street . P.O. Box 217 . Elizabethtown, NY 12932
(518) 873-9114 . Fax (518) 873-2011 . E-mail: info@essexcountyida.com
Web Site: www.essexcountyida.com

Essex County IDA Board Meeting
March 21, 2018 at 9:00AM
7566 Court Street, Elizabethtown, NY

Open of Annual Meeting

Election of Officers:

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

2016 Reporting:

- a. 2017 Financial Audit/Presentation by Barbara Dwyer
- b. 2017 NYS Comptroller's Annual Report
- c. 2017 Essex County IDA/CRC/Empire Zone Annual Report

Public Accountability Reform Act (PAAA) Compliance:

1. Policy Review
 - a. Re-adopt Mission Statement
 - b. Re-adopt Personnel Manual
 - c. Re-adopt Property Disposal Policy
 - d. Re-adopt IDA By-Laws
 - e. Re-adopt Audit & Payment Procedures
 - f. Re-adopt Travel & Expense Policy
 - g. Re-adopt Purchasing Policy
 - h. Re-adopt Code of Conduct Policy
 - i. Re-Adopt Compensation Policy
 - j. Re-Adopt Investment Policy
 - k. Re-adopt Revolving Loan Programs Guidelines
2. Designate Records Access Officer (FOIL)
3. Designate Champlain National Bank as official Bank
4. Designate Press Republican & Denton Publications as official newspaper
5. Independent Board Member Checklist
6. Acknowledgment of Fiduciary Duty Form
7. Mission Statement & Performance Measurement Report for 2017
8. Elect Committees
 - a. Governance Committee – Matthew Courtright, Darren Darrah, Jamie Rogers

- b. Audit Committee – Joseph Kusalonis, James Bowen, John Boyea

Adjourn Annual Meeting

Open of March Regular Meeting

Public Comment

Approval of Minutes

1. January 24, 2017 Meeting Minutes
2. February 6, 2018 Special Meeting Minutes

Financial Services/Programs

1. Monthly Loan Report
 - a. Defaults: Westport Golf & Hospitality (Westport)
Adirondack Meat Company (Ticonderoga)
2. Straight Lease Back Transactions:
 - a. Paradox Brewery (North Hudson)

Business Park Development

1. Moriah Business Park
 - a. Lot #1 Building (Pre-Tech Plastics)
 - b. Lot #4 Building (High Peaks Hospice)
 - c. Lots #3, #5 & #6 (Whistlepig)
 - d. Lot #7 Appraisal
2. Ticonderoga Commerce Park Road
3. Chesterfield Commerce Park

Business Development Updates

1. Marketing
 - a. Internet Based Marketing Monthly Report
2. Grant Administration
 - a. ADK HUB Micro-Enterprise Grant Round 2

Financials

1. January 2017 Financial Statements

New Business

1. Hamilton County IDA Contract
2. March Abstract for Payment
3. Next Meeting – Schedule at meeting

Adjourn Meeting