

**Essex County IDA Board Meeting
March 23, 2016 at 9:00 AM
7566 Court Street, Elizabethtown, NY**

Present: Darren Darrah (via conference call) **Also Present:** Jody Olcott
John Boyea Carol Calabrese
Jamie Rogers Barbara Dwyer
Gerald Morrow
Matthew Courtright

Absent: James Bowen
Joseph Kusalonis

Open of Annual Meeting

Board Member Gerald Morrow opened the Annual meeting at 9:00 AM.

Election of Officers

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

Motion #2016-17: A motion to approve the Essex County IDA officers: Darren Darrah as Chairman, James Bowen as Vice-Chairman and Jamie Rogers as Secretary and Treasurer was made by Matthew Courtright and seconded by John Boyea. All members were in favor.

2015 Reporting

1. 2015 Financial Audit/Presentation by Barbara Dwyer
 - a. Employee Retirement reporting changes which added liabilities and explanation note.
 - b. Vista de Montana loan was written off completely as there is no liens or judgments that the IDA can go after.
 - c. No issues to report

Motion #2016-18: A motion to approve the 2015 Financial Audit with changes was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

2. 2015 NYS Comptroller's Annual Report

Motion #2016-18: A motion to approve the 2015 NYS Comptroller's Annual Report was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

3. 2015 Essex County IDA/CRC/Empire Zone Annual Report

Motion #2016-19: A motion to approve the 2015 Essex County IDA/CRC/Empire Zone Annual Report was made by Matthew Courtright and seconded by Jamie Rogers. All members were in favor.

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
- g. Re-adopt Purchasing Policy
- h. Re-adopt Code of Conduct Policy
- i. Re-adopt Investment Policy
- j. Re-adopt Revolving Loan Programs Guidelines – Empire State Policy – Change page 5 by removing C and adding LLC

Motion #2016-20: A motion to re-adopt the Mission Statement, Personnel Manual, Property Disposal Policy, IDA By-laws, Audit & Payment Procedures, Travel & Expense Policy, Purchasing Policy, Code of Conduct, Investment Policy and Revolving Loan Program Guidelines with changes to the Revolving Loan Program Guidelines was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

- 2. Designate Records Access Officer (FOIL) – Jen Briggs of Briggs Norfolk

Motion #2016-21: A motion to designate Jen Briggs of Briggs Norfolk as the Records Access Officer (FOIL) was made by Matthew Courtright and seconded by Jamie Rogers. All members were in favor.

- 3. Designate Champlain National Bank as Official Bank
- 4. Designate Press Republican and Denton Publications as Official newspapers
- 5. Designate Briggs Norfolk as attorney

Motion #2016-22: A motion to designate Champlain National Bank as Official Bank, designate Press Republican and Denton Publications as Officials newspapers and designate Briggs Norfolk as attorney was made by Matthew Courtright and seconded by John Boyea. All members were in favor.

- 6. Independent Board Member Checklist
- 7. Acknowledgment of Fiduciary Duty Form
- 8. Mission Statement & Performance Measurement Report for 2015

Motion #2016-23: A motion to approve the 2015 Mission Statement & Performance Measurement Report was made by Jamie Rogers and seconded by John Boyea. All members were in favor.

- 9. Elect Committees
 - a. Governance Committee
 - b. Audit Committee

Motion #2016-24: A motion to approve that the full board act as committee was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

Adjourn Annual Meeting

Motion #2016-25: A motion to adjourn the meeting at 10:15 AM was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

Open of Regular Meeting

Board Member Gerald Morrow opened the regular IDA board meeting at 10:15 AM.

Public Comment

No Comment

Approval of Minutes

1. February 26, 2016 Meeting Minutes

Motion #2016-26: A motion to approve the February 26, 2016 Meeting Minutes was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

Financial Services/Programs

1. Monthly Loan Report
2. Loan Updates
 - a. Normandie Beach Club

Business Park Development

1. Moriah Business Park
 - a. Lot #1 Building
 - b. Lot #2 Building
2. Ticonderoga Commerce Park – IDA to approach
3. Willsboro Commerce Park – The IDA is returning the property to Willsboro Development Corporation at the end of the agreement in October 2016.

Motion #2016-27: A motion to return the Willsboro Commerce Park to Willsboro Development Corporation at the of the agreement in October 2016 was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.

Business Development Updates

1. Marketing
 - a. National Grid Grant Marketing Program – A requisition was sent to National Grid for reimbursement.
 - b. Internet based marketing monthly update
 - c. External Lead Generation with NYSEDC – Has not started for 2016 yet.
 - d. Essex County Industry Education & Training Forum –
 - AIME Training – 6 week programs launching June 6, 2016. Essex County Manufacturers have committed.
 - April 1, 2016 Job/Career Fair to be held at Moriah Central School.
2. Grant Administration
 - a. ESD Grant for the NCCC Facility Feasibility Study
 - b. Adirondack Park Upper Hudson Recreation Hub Grant – Closed
 - c. REDC CFA Community Renewal Fund II

Financials

1. February Financial Report

New Business

1. March Abstract for Payment

Motion #2016-28: A motion to approve the March Abstract for Payment was made by Matthew Courtright and seconded by Jamie Rogers. All members were in favor.

2. Next Meeting – Thursday, May 19, 2016 at 9:00 AM.

Adjourn Meeting

Motion #2016-29: A motion to adjourn the meeting at 11:04 AM was made by Jamie Rogers and seconded by Matthew Courtright. All members were in favor.