



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
March 27, 2019 at 9:00AM
7566 Court Street, Elizabethtown, NY**

Open of Annual Meeting

Public Comment

Election of Officers:

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

2018 Reporting:

- a. 2018 Financial Audit/Presentation by Barbara Dwyer
- b. 2018 NYS Comptroller's Annual Report
- c. 2018 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 & Report
 - 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 2018
8. Elect Committees

- a. Governance Committee – all board members
- b. Audit Committee – all board members

Adjourn Annual Meeting

Open of March Regular Meeting

Approval of Minutes

1. February 21, 2019 Meeting Minutes

Financial Services/Programs

1. Monthly Loan Report
2. Loan Defaults Updates:
 - a. Westport Golf & Hospitality (Westport)
 - b. Adirondack Meat Company (Ticonderoga)
3. Straight Lease Back Transactions:
 - a. Northwoods Inn (North Elba)
 - b. Saranac Lake Resort (North Elba)
4. Bond Transactions:
 - a. CRC Project - North Country School (North Elba)

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building (High Peaks Hospice)
 - b. Lots #3, #5 & #6 (Whistlepig)

Business Development Updates

1. Marketing
 - a. Internet Based Marketing Monthly Report
2. Grant Administration
 - a. ADK HUB Micro-Enterprise Grant Round 2
 - b. International Paper Workforce Development Committee

Financials

1. February Financial Statements

New Business

1. Paradox Brewery Grant
2. Employee Reviews
3. March Abstract for Payment
4. Next Meeting – Discuss at Meeting

Adjourn Meeting