



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting**  
**May 21, 2013 at 9:00 AM**  
**7566 Court Street, Elizabethtown, New York**

**Present:** Gerald Morrow  
Charles Bryant  
Darren Darrah  
James Bowen

**Also Present:** Jody Olcott  
Carol Calabrese

**Absent:** Joseph Kusalonis  
Jamie Rogers  
Jorja Sanders

Chairman Darren Darrah opened the meeting at 9:01AM.

**Public Comment**

No Comment

**Approval of Minutes**

1. April 16, 2013 Meeting Minutes

**Motion #2013-47:** A motion to approve the April 16, 2013 meeting minutes was made by Gerald Morrow and seconded by Charles Bryant. All members were in favor.

2. April 26, 2013 Meeting Minutes

**Motion #2013-48:** A motion to approve the April 26, 2013 meeting minutes adding via telephone to participants was made by James Bowen and seconded by Gerald Morrow. All members were in favor.

3. May 6, 2013 Meeting Minutes

**Motion #2013-49:** A motion to approve the May 6, 2013 meeting minutes adding via telephone to participants was made by James Bowen and seconded by Darren Darrah. All members were in favor.

**Financial Services/Programs**

1. Bond Application

- a. International Paper Company (Ticonderoga) – The IDA is anticipating a complete application by next month's meeting.

2. IDA Loan Updates

- a. Champlain Valley Senior Community (Willsboro) – Loan closing held on April 23, 2013

- b. Adirondack Meat Company (Ticonderoga) – Anticipating loan closing with Glens Falls National Bank within the next few weeks. The IDA is still awaiting documents required in conditions.
- 3. Straight Lease Back Transaction
  - a. Adirondack Meat Company (Ticonderoga) – Working on closing in conjunction with loan closings.
- 4. Monthly Loan Report – May 20, 2013 Report was distributed to the Board for review with the following comments:
  - a. Witherbee Carriage House (Schroon Lake) – 2 payments behind and 2011 taxes not yet received
  - b. Adirondack Specialty Foods (Chesterfield) – May 18, 2013 interest only payment and 2011 taxes not yet received
  - c. Sugar & Spice Country Shop (Ticonderoga) – Scheduled to begin payments after deferral. Business contacted IDA and payment is in mail.
  - d. Wind Chill (Ticonderoga) – Late payment notice was sent for May seasonal payment
  - e. Crown Point Bread (Crown Point) – Business loan has been paid off in full

### **Business Development**

- 1. Business Park Development
  - a. Moriah Business Park – Board committee (Jim and Jamie) and AES Northeast met to discuss plans for an office/professional services building for lot #4 at the park. The building would be proposed to High Peaks Hospice when their lease ends in December 2014.
  - b. Willsboro Commerce Park – No update
  - c. Schroon Lake Industrial Park – Construction of new Industrial Park Drive has been completed. The IDA will contact surveyor to complete the survey and description for transfer from IDA to Town of Schroon.
- 2. Marketing – May 6, 2013 report was sent to the Board and the following comments were made:
  - a. The IDA was invited and attended the Adirondack Day in Albany/Taste of the Adirondack in which Essex Pallet & Pellet also displayed.
  - b. SUNY Summit – NCCC President and the IDA attended May 13, 2013 meeting in New York City to discuss economic development and education. Discussions included workforce training, certificate programs, etc.
  - c. National Grid – Working on application for funding for Canadian presence. 50/50 grant targeting specific industries and holding business meetings.
  - d. Business Meetings – The IDA met with Pre-Tech Plastics, General Composites and NYCO Minerals to discuss business needs.
  - e. Youth Counsel – The IDA participates on Youth Counsel Board and the Board was awarded approximately \$500,000 for 3 educational partnership projects targeting low/mod income students.
  - f. Adirondack Partnership – The IDA is participating in administration of Department of State grant.

- g. The IDA assisted Town of Moriah in securing Department of State funds for shoreline rehabilitation and also marketing planning funds. The IDA will be reviewing proposals.
- 3. Grant Administration
  - a. Micro Enterprise Grant (Wilmington) – No Update
  - b. Local Waterfront Revitalization Grant (Westport) – A draft plan is to be finalized this week.
  - c. Adirondack Meat Company (Ticonderoga) – US Ags & Markets grant requirement/conditions have been completed.

### **Financials**

- 1. April Financial Report – No Comments

### **New Business**

- 1. IDA Office Landscaping/Outside Maintenance – Gerald Morrow contacted Essex County Department of Public Works and they have agreed to provide lawn mowing services at the IDA. Superintendent Tony Lavigne noted it would be approximately 10 hours per year and negotiated price of \$400 per year. The IDA is awaiting to hear whether a contract for services with County is needed.
- 2. May Abstract for Payment

**Motion #2013-50:** A motion to approve the May Abstract for Payment was made by Gerald Morrow and seconded by James Bowen. All members are in favor.

- 3. Next Meeting – June 18, 2013 at 9:00AM
- 4. HRP Project (Ticonderoga) – The IDA completed and received APA and Town of Ticonderoga permits for project which included 3 self-storage buildings and retail building (1920 sq. ft.) on property adjoining Ticonderoga Commerce Park and Adirondack Meat Company land.

### **Adjourn**

**Motion #2013-51:** A motion to adjourn the meeting at 10:50AM was made by Gerald Morrow and seconded by James Bowen. All members were in favor.