



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
May 28, 2014 at 9:00 AM
7566 Court Street, Elizabethtown, New York**

Present: James Bowen
Charles Bryant
Jamie Rogers
Gerald Morrow

Also Present: Jody Olcott
Carol Calabrese

Absent: Darren Darrah
Matthew Courtright
Joseph Kusalonis

Open of Annual Meeting

Vice-Chairman James Bowen opened the meeting at 9:02AM.

Public Comment

No Comment

Approval of Minutes

1. April 23, 2014 Meeting Minutes

Motion # 2014-38: A motion to approve the April 23, 2014 meeting minutes was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.

Financial Services/Programs

1. Straight Lease Back Transactions
 - a. High Peaks Distributing (St. Armand) – A public hearing was held on May 8, 2014. The Town Board met twice and approved Schedule B for Payment In Lieu Of Taxes (PILOT) Agreement. A school representative attended the public hearing and school board is meeting on June 4th to review project. The IDA will present the project to the County in June.
2. Monthly Loan Report
 - a. Adirondack Specialty Foods (Chesterfield) – IDA received April payment. An auction is to be held on the equipment on May 29, 2014. Supervisor Morrow will not be able to attend the auction at 6:00PM. The IDA will need to approve the sale and release lien and IDA involvement.
 - b. Adirondack Meat Company – Retail location is opened. Business has requested payment reduction to \$1,500 per month for May, June & July.

Motion #2014-39: A motion to approve Adirondack Meat Company's request for reduction of loan payment to \$1,500 per month for May, June & July was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.

3. Semi-Annual Site Visits – Carol has 3 remaining site visits to conduct in June.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building Status – RFP for materials was sent to four local vendors and 3 proposals were received, Bryant's Lumber, Curtis Lumber and Bessboro Builders. Bryant's Lumber was low bidder and materials were ordered. Adirondak Concrete completed floor. Conduit and in floor heating have been installed by Lakeside Plumbing & Heating. CV-TEC is reluctant to start with limited time remaining in spring school semester but IDA is committed to starting project now with framing and roof to be completed before summer. General contractor (High Peaks Carpentry) is on-site and working with students.
2. Willsboro Commerce Park
 - a. Property Interest/Bill McClay – The IDA has attempted to contact the Town assessor to value the 15 foot property in order to determine fair market value. Town assessor is busy with re-assessments and will review shortly.

Business Development Updates

1. Marketing
 - a. National Grid Grant Marketing Program – A conference call was held with all parties to discuss restructuring use of funds. A new use of funds includes targeted meetings with chamber and businesses. A press release is to be issued.
 - b. Internet based marketing monthly update – May 21, 2014 report was distributed
 - c. Website Update – Canadian site is now live
 - d. Adirondack Day in Albany – Fort Ticonderoga, North Country Community College, Essex Pallet & Pellet and Adirondack Meat Company attended.
 - e. International Paper Natural Gas Public Hearing – The IDA attended and spoke about benefit and economic impact of project.
 - f. North Country Community College/Lowe's Building Project – The IDA will act as a pass through for grant on condition that NCCC agrees to deposit the matching funds into the IDA account.

Motion #2014-40: A motion for the ECIDA to be the recipient of an ESD Grant: \$55,000 from the Urban and Community Development funding source for a feasibility study 50% match is required. The ECIDA will act as the pass through for this grant on the condition that North Country Community College agrees to deposit the matching funds into an account where the ECIDA is a required signatory at the time a consultant is selected.

Project description, ESD is awarding funds for is the following:

North Country Community College will hire a firm to conduct a feasibility study to determine if the vacant Lowe's facility in Ticonderoga and/or a property owned by JASMA in downtown Ticonderoga can be reused to create a shared space for a consortium of colleges to provide middle-skill curricula and as a business incubator space. The study will also determine the economic impact of repurposing the Lowe's facility and/or property owned by JASMA in downtown Ticonderoga.

The motion was made by Jamie Rogers and seconded by Gerald Morrow. All members were in favor.

- g. Northline Utilities – The IDA is working with Northline Utilities on workforce development needs. To date there are 24 Northline Utilities employees with a projected 30 new

employees. There are 126 existing average union employees and project would increase to 165. Empire State Development has encouraged the business to submit a consolidated funding application (CFA) for training funds. The proposed project is \$274,000. A grant would pay for 20% of training costs.

Motion # 2014-41: A motion for the IDA to be an applicant on behalf of Northline Utilities priority project application was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

- h. CDBG Micro-Enterprise Grant – The IDA has submitted a pre-application on behalf of Essex County for up to \$200,000 for the Towns of Ticonderoga, Crown Point and Moriah. A proposal includes targeting LMI owners or employees and requires 50% new businesses. 8 businesses to be impacted; 4 existing, 4 new. 5 employees or less.

Motion #2014-42: A motion to approve the support of Essex County's application to the New York State Housing Trust Fund Corporation, Office of Community Renewal, for the Community Development Block Grant Program 2013 REDC CFA Community Renewal Fund, Economic Development Program, for a Microenterprise Grant in the amount of \$200,000, for the Town's of Moriah, Crown Point and Ticonderoga was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.

Motion #2014-43: A motion to enter into a Sub-Recipient Agreement between the County and the Essex County Industrial Development Agency (ECIDA) for a Microenterprise Grant through New York State Housing Trust Fund Corporation, Office of Community Renewal, for the Community Development Block Grant Program 2013 REDC CFA Community Renewal Fund, Economic Development Program, for a Microenterprise Grant. The ECIDA is to receive \$4,600 for Program Delivery, \$4,600 for Program Administration and \$800 for an Entrepreneurial training Program was made by Gerald Morrow and seconded by James Bowen. All members were in favor.

2. Grant Administration

- a. Ags & Markets Grant/Adirondack Meat Company – Awaiting the last reimbursement to close out grant.

Financials

- 1. April Financial Reports – No Comments

New Business

- 1. May Abstract for Payment

Motion #2014-44: A motion to approve the May abstract for payment was made by Jamie Rogers and seconded by Charles Bryant. All members were in favor.

- 2. Next Meeting Date – Thursday, June 26, 2014 at 9:00AM.

Adjourn

Motion # 2014-45: A motion to adjourn the meeting at 10:30AM was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.