



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
October 1, 2013 at 9:00 AM
7566 Court Street, Elizabethtown, New York**

Present:	Darren Darrah Charles Bryant Jamie Rogers James Brown Gerald Morrow Joseph Kusalonis Matthew Courtright (via conference call)	Also Present:	Jody Olcott Carol Calabrese Jen Briggs
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Chairman Darren Darrah opened the meeting at 9:00AM.

Public Comment

No Comment

Approval of Minutes

1. September 3, 2013 meeting minutes
2. September 11, 2013 special meeting minutes
3. September 20, 2013 special meeting minutes

Motion: #2013-83: A motion to approve the September 3, 2013 meeting minutes, September 11, 2013 special meeting minutes and September 20, 2013 special meeting minutes was made by Joseph Kusalonis and seconded by James Bowen. All members were in favor.

Financial Services/Programs

1. Semi-Annual Site Visits Update – All site visits but one have been completed to date. The last remaining site visit is scheduled for this week.
2. Monthly Loan Report – September 30, 2013 loan report was distributed to the Board. A late payment notice was sent to Normandie Beach Club, who has failed to pay their September loan payment. Other businesses listed on report have until October 5th to submit required information such as tax returns, employment verification and insurance certificates.
3. Bond Project – The property transfer from North Country Community College (NCCC) to Town of Ticonderoga was scheduled to close last week but was postponed and scheduled for Thursday, October 3rd. IDA has executed documents and will send to bond counsel.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building Update
 - AES Northeast is completing permit amendment for 3,000 sq. ft. building on lot #4. APA will review as part of the Shovel Ready approval. At this time the IDA will seek

- approval for one building on lot #4. At a later time and if needed the IDA will pursue permit for 4 buildings on lot #4.
- Atlantic Testing is scheduled to complete soil samples on lot #4 and AES Northeast will begin drafting concrete plans based on soil compaction.
 - Request for Qualifications for general contractor was advertised in Press Republican, Times of Ti and Valley News last weekend with letters of interest are due by 2:00PM on October 11, 2013 to the IDA. At that time the IDA Board or Moriah committee will review and determine which contractors will be interviewed.
- b. Lot #4 & Spec. Building Work Progress – All 4 projects (stump removal, log removal, seal coating and asphalt repairs) have been completed.
2. Willsboro Commerce Park – No Update
 3. Schroon Lake Industrial Park
 - a. Industrial Drive Deed – The Town of Schroon Board approved and executed the proposed deed to the Town of Schroon and the IDA recorded deed at the Essex County Clerk's Office last week.
 4. Chesterfield Commerce Park – No response from interested business
 5. Keeseville Industrial Park
 - a. Park Sign – Gerald Morrow distributed a photo of the completed park sign. As previously discussed there is no room underneath sign for tenant listing. Gerald Morrow proposes individual tenant signs under Route 22 sign. Gerald will seek approval from NYS Department of Transportation (DOT).

Business Development Updates

1. Marketing
 - a. National Grid Grant – The IDA has received award letter and executed Grant Agreement. At this time consultant is working on developing Canadian friendly web pages. Once website information is completed the remaining objectives of the grant will be started, which will include a few events in Canada.
 - b. Internet bases marketing monthly update – October 1, 2013 report was distributed to the Board for review.
 - c. Canadian Delegate General – The IDA is working on setting up meeting with 3 local manufacturers to establish relationships on both sides of the border and spur commerce. National Grid consultant would like to participate in meetings.
2. Grand Administration
 - a. Micro-Enterprise Grant (Wilmington) – No Update
 - b. Local Waterfront Revitalization Grant (Westport) – Received 2nd draft of plan. The IDA is meeting with the committee next week. Four CFA applications were submitted Round 3 from plan.

Financials

1. August Financial Reports – No Comments

New Business

1. 2014 Budget Submission – No response received from County to date.
2. September Abstract for Payment

Motion #2013-84: A motion to approve the September Abstract for Payment was made by Gerald Morrow and seconded by Jamie Rogers. All members were in favor.

3. Next Meeting Date – November 5, 2013 at 9:00AM.
4. CFA Round 3 Update – 20 regional priority projects were announced last week. In the new strategic plan which was adopted by the council the concept of micro-enterprise grants have been highlighted. The 9 community micro grant that was submitted by the IDA was not selected as one of the 20 priority projects but could still be funded in regional council process.

Adjourn

Motion #2013-85: A motion to adjourn the meeting at 9:50AM was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.