



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
September 3, 2013
7566 Court Street, Elizabethtown, New York**

Present:	Darren Darrah Charles Bryant Jamie Rogers James Bowen (arrived at 9:23AM) Gerald Morrow Joseph Kusalonis Matthew Courtright	Also Present:	Jody Olcott Carol Calabrese
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Chairman Darren Darrah opened the meeting at 9:01AM.

Public Comment

No Comment

Approval of Minutes

1. August 13, 2013 Meeting Minutes

Motion: 2013-71: A motion to approve the August 13, 2013 meeting minutes was made by Gerald Morrow and seconded by Joseph Kusalonis. All members were in favor.

Financial Services Programs

1. Semi-Annual Site Visit – Update

- a. Sugar & Spice (Ticonderoga) – Business is now three months behind (July-September 2013). There have been several problems with the business over 2013 including Vera Bradley line of products. Business has several outstanding payables at this time. A letter was distributed to the Board from Robin McGrath requesting deferral of August & September 2013 payments to the end of the loan. The Business is also behind on sales tax due.

Motion: 2013-72: A motion to defer payments (August – December 2013) to the end of the loan with recommendation business meet with the Small Business Development Center to discuss finances and also meet with the Ticonderoga Chamber to discuss marketing was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

- b. WD's Grocery (Newcomb) – Site visit was conducted last week. The business has finished construction of kitchen and is serving subs, sandwiches and breakfast sandwiches. They also started serving pizza's last week which has been very successful.
- c. Champlain Valley Senior Center (Willsboro) – Site visit was conducted last week. 18 current residents as of August 30, 2013. Full capacity is 63 residents. Business is marketing within a 100 mile radius.

- d. Adirondack Meat Company (Ticonderoga) – The construction event was held last week on August 28, 2013. A press release was distributed to the Board.
2. Monthly Loan Report – September 3, 2013 report was distributed to the Board. Sugar & Spice is 3 months behind which was discussed above.

Business Park Development

1. Moriah Business Park
 - a. Proposals for Services (paving, logs, stumps, seal coating) – Proposals were sent to local contractors which are due on September 6, 2013 at 4:00PM. The Essex County IDA Board of Directors we hold a special meeting via conference call on September 11th at 9AM to review proposals and award.
 - b. Lot #4 Building Update – The building committee met with AES Northeast to finalize building plans. A meeting is scheduled for tomorrow with CV-TEC to discuss schedule and work. The IDA received a response from High Peaks Hospice stating proposal sent regarding proposed lot #4 building was too high. The IDA noted it was proposed at the same price as current lease.
2. Willsboro Commerce Park – No Update
3. Schroon Lake Industrial Park
 - a. Industrial Drive Survey – The survey was sent to the Town Board for approval.
4. Chesterfield Commerce Park – No Update
5. Keeseville Industrial Park
 - a. Park Sign – The Board agreed upon metal DPW sign at a cost of \$336.95. The posts were repainted and new caps were installed. The Board inquired about a tenant listing sign which Gerald Morrow will research.

Gerald Morrow left meeting at 9:40AM.

Business Development Updates

1. Marketing
 - a. National Grid Grant Program – No Update
 - b. Internet based marketing monthly update – Marketing update report was distributed to the Board in packages.
2. Grant Administration
 - a. Micro-Enterprise Grant (Wilmington) – No Update
 - b. Local Waterfront Revitalization Grant (Westport) – Mid-September the committee should review updated draft and will supply comments. The final report and public hearing is needed (Mid-October).

Financials

1. July Financial Reports – No comments

New Business

1. 2014 Budget Submission – IDA hopes to be contacted by County to discuss budget request.
2. North Country Community College (NCCC) to the Town of Ticonderoga

Motion: 2013-73: A motion to approve the transfer of 0.88 acres from North Country Community College to the Town of Ticonderoga for the purpose of constructing a municipal parking lot was made by

Charles Bryant and seconded by Matthew Courtright. All members were in favor. It is anticipated this transfer will close in late September.

3. August Abstract for Payment

Motion: 2013-74: A motion to approve the August Abstract for Payment was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

4. Next Meeting – Tuesday, October 1, 2013 at 9:00AM.

Adjourn Meeting

Motion: 2013-75: A motion to adjourn the meeting at 9:55AM was made by Joseph Kusalonis and seconded by James Bowen. All members were in favor.