



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
December 3, 2015 at 10:30 AM
Best Western Inn & Suites, Ticonderoga**

Present: Charles Bryant
James Bowen
Gerald Morrow
Joseph Kusalonis
Matthew Courtright

Also Present: Jody Olcott
Carol Calabrese
Sarah Brown

Absent: Darren Darrah
Jamie Rogers

Open of Meeting

Vice-Chairman James Bowen opened the meeting at 10:30AM.

Public Comment

No comment

Approval of Minutes

1. October 22, 2015 Meeting Minutes

Motion #2015-59: A motion to approve the October 22, 2015 meeting minutes was made by Gerald Morrow and seconded by Matthew Courtright. All members were in favor.

Financial Services/Programs

1. Straight Lease Back Transactions
 - a. Northwoods Inn (North Elba) – The project/sales tax exemption is complete. The IDA filed a lease termination at the Essex County Clerk's Office.
2. Bond Financing
 - a. International Paper Company (Ticonderoga) – Bond refinancing closed December 1, 2015. The IDA received \$35,000 for bond closing fee.
3. Monthly Loan Report
 - a. Essex Box & Pallet (Chesterfield) paid loan in full. Lease and loan termination were filed at the Essex County Clerk's Office.
 - b. Sugar & Spice Shoppe (Ticonderoga) – The business is currently 3 months in arrears (Sept. – Nov.) and the IDA has sent several letters. The IDA contacted the business yesterday to attend the IDA board meeting and owner was unavailable. Business stated they will send Sept. payment this week and two additional payments by the end of December in an email to Carol. Carol will respond via email that the IDA will expect loan payments by the end of the month to become current.
4. Loan Closing Status
 - a. Bodette's Barbecue (Ticonderoga) – Loan closed in the amount of \$18,000 on October 30, 2015.

Business Park Development

1. Moriah Business Park

- a. Lot #1 Building – IDA advertised in Times of Ti for snow plowing services at lot #1 and lot #4 buildings. Two bids have been received and reviewed by board

Motion #2015-60: A motion to approve snow plowing contracts to Little Vikings Daycare & Plowing for lot #1 (\$70 less than 4", \$135 more than 4") and Scalzo Construction for lot #4 (\$85 less than 4", \$170 more than 4") was made by Gerald Morrow and seconded by James Bowen. All members were in favor.

- b. Lot #4 Building – High Peaks Hospice Executive Director & admin. staff have met with the IDA to propose switching offices with IDA (IDA move to Moriah space and High Peaks Hospice to rent Elizabethtown office). High Peaks Hospice noted their location needs have changed and consolidation is necessary and they require location in Elizabethtown. James Bowen to follow up with High Peaks Hospice's Executive Director Meg Wood to discuss.

Business Development Updates

1. Marketing

- a. National Grid Grant Marketing Program – IDA will need to invoice National Grid by March 2016 to receive reimbursement of up to \$5,000.
- b. Internet based marketing monthly update – Sarah noted the IDA is switching to mail chimp email program. Sarah is also working through current Canadian employers and adding them to database.
- c. External Lead Generation with NYSEDC – Conference calls are being held regularly. Highly likely NYSEDC will renew the program for 2016 and Carol has received approval from National Grid to use grant funds.
- d. Essex County Business Industry Education & Training Forum – A follow up meeting was held with all partners. Three sub-committees were created. The IDA is working with Moriah Central School to host a career day with local employers and encouraging local high school students and community residents to attend.

2. Grant Administration

- a. ESD Grant for the NCCC Facility Feasibility Study – No Update
- b. Adirondack Park Upper Hudson Recreation HUB Micro Grant – 6 out of 7 businesses have begun drawing down funds or have already drawn down all of their funds.
- c. OCR Community Renewal Micro Grant – IDA is working with OCR on utilizing remaining new start up funds. Letters have been sent to all new businesses. Small Business Development Center (SBDC) held micro training class which two businesses attended. Grant applications are due to IDA by December 9, 2015. Grant review committee will review write ups and approve/deny.

Financials

1. October Financials Reports – No Comments
2. 2016 Budget Request – IDA budget appears to be the same if the County budget passes budget as presented at budget workshops and public hearing.
3. 2015 Financial Audit

Motion #2015-61: A motion to approve the Letter of Intent from Barbara Dwyer for 2015 financial audit not to exceed \$6,000 was made by Joseph Kusalonis and seconded by Charles Bryant. All members were in favor.

New Business

1. Authority Budget Office Audit – Jody noted ABO staff will be in office next week to audit professional services contracts for 2014 (Barbara Dwyer and Briggs Norfolk). IDA will send preliminary information to ABO prior to meeting.

2. November & December Abstract for Payment

Motion #2015-62: A motion to approve the November & December Abstract for Payment was made by Joseph Kusalonis and seconded by Matthew Courtright. All members were in favor.

3. Next Meeting – January 21, 2016 at the IDA office at 9:00AM

Adjourn

Motion #2015-63: A motion to adjourn the meeting at 12:05PM was made by James Bowen and seconded by Charles Bryant. All members were in favor.