



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Board Meeting
November 8, 2018 at 9:00AM
7566 Court Street, Elizabethtown, NY**

Present: Darren Darrah
John Boyea
James Bowen
Gerald Morrow
James Monty
Matthew Courtright

Also Present: Jody Olcott
Carol Calabrese

Open of Meeting

The meeting was opened at 9:02AM by Chairman Darren Darrah.

Public Comment

No Comment

Approval of Minutes

1. September 26, 2018 Meeting Minutes
2. October 11, 2018 Meeting Minutes

Motion #2018-81: A motion to approve the September 26, 2018 meeting minutes and the October 11, 2018 special meeting minutes was made by James Bowen and seconded by Gerald Morrow. All members were in favor.

Financial Services/Programs

1. Monthly Loan Report – No late payments reported
2. Loan Defaults Updates
 - a. Westport Golf & Hospitality (Westport) – No Update
 - b. Adirondack Meat Company (Ticonderoga) – Sun Community News article regarding default drew attention with emails and calls. IDA staff had further discussions with Ticonderoga Police Department regarding possible locations or listings of equipment.
 - c. LCLGRPD Loan Committee – Carol was appointed on behalf of Essex County to loan sub-committee. The first meeting was held last week.
3. Straight Lease Back Transactions:
 - a. Pre-Tech Plastics (Moriah) – Waiting on comments from Pre-Tech attorney on draft documents. Project has been very slow at scheduling closing.
 - b. Northwoods Inn (North Elba) – Attorneys circulating draft closing documents.
 - c. Saranac Lake Resort (North Elba) – Board of Supervisors approved last week.

Business Park Development

1. Moriah Business Park

- a. Lot #1 Building (Pre-Tech Plastics) – Pre-Tech now maintaining building including plowing in anticipation of closing.
- b. Lot #4 Building (High Peaks Hospice) – Fire alarm system now on-line. Contractor is working to tie in new additional space. CV-TEC students are working to complete the space, sheetrock and door installation this week. Environmental services class is working outside to clear and grub outlining areas that need maintenance.
- c. Lots #3, #5 & #6 (Whistlepig) – The IDA, Whistlepig & APA met with adjoining land owner to review additional lands available. Whistlepig will review their future plans to determine their acreage needs.

Business Development Updates

1. Marketing
 - a. Internet Based Marketing Monthly Report – No comments
 - b. Doing Business in the US Seminar – North Country Chamber meeting was held last week. Follow up emails were sent to businesses who attended.
2. Grant Administration
 - a. ADK HUB Micro-Enterprise Grant Round 2
 - Trail Head Resort (Newcomb) – Completion deadline was October 31, 2018. DEC and IDA have reviewed project status and construction progress on glamping only project. Site inspection was held last week and unfortunately the project needs additional work. DEC has encouraged the IDA to extend the completion deadline to January 31, 2019.

Motion #2018-82: A motion to extend the completion deadline for Train Head Resort to January 31, 2019 requiring a functioning bathroom for the glamping operation was made by James Bowen and seconded by Matthew Courtright. All members were in favor.

3. Workforce Development
 - a. International Paper Workforce Development Committee – On November 14, 2018 IDA and committee will be meeting with area Superintendents to discuss next steps to incorporate local businesses into the high schools. IP has advertised their next round of hiring underway, training to be held in February.

Financials

1. September Financial Statements – No comments
2. 2019 Budget Request – No comments

New Business

1. November Abstract for Payment

Motion #2018-83: A motion to approve the November Abstract for Payment was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

2. Personnel Policy – Amend and Add Sexual Harassment Policy

Motion #2018-84: A motion to amend and add the Sexual Harassment Policy to the Personnel Policy was made by Darren Darrah and seconded by James Monty. All members were in favor.

3. Next Meeting – December 6, 2018 at 10:30 AM site visit at Paradox Brewery in North Hudson then will follow with meeting in Schroon, location to be determined.

Adjourn

Motion #2018-85: A motion to adjourn the meeting at 10:36AM was made by Darren Darrah and seconded by Matthew Courtright. All members were in favor.