



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

7566 Court Street . P.O. Box 217 . Elizabethtown, NY 12932
(518) 873-9114 . Fax (518) 873-2011 . E-mail: info@essexcountyida.com
Web Site: www.essexcountyida.com

**Essex County IDA Board Meeting
December 15, 2021 at 11:00AM
Lake Harris Lodge, 4510 State Route 28N, Newcomb, NY 12852**

Present: Darren Darrah
John Boyea
Jamie Rogers
James Bowen
Roy Holzer
Matthew Courtright

Also Present: Jody Olcott
Carol Calabrese
Sarah LaFountain

Absent: James Monty

The IDA Board & Staff toured the Lake Harris Lodge restaurant and glamping sites with property owner Anthony Audino. IDA has an existing PILOT Agreement with the business as well as has administered NYS DEC micro-enterprise grant funds to project previously. Business owner noted there are 8 existing employees at the business and over summer months increased employment to 15.

Open of Meeting

Chairman Darren Darrah opened the meeting at 12:05PM.

Approval of Minutes

1. July 21, 2021 Meeting Minutes

Motion #2021-76: A motion to approve the July 21, 2021 meeting minutes was made by Roy Holzer and seconded by Matthew Courtright. John Boyea and Darren Darrah abstained. Motion passes.

2. August 16, 2021 Special Meeting Minutes

Motion #2021-77: A motion to approve the August 16, 2021 special meeting minutes was made by Darren Darrah and seconded by Jamie Rogers. John Boyea and Matthew Courtright abstained. Motion passes.

3. September 13, 2021 Meeting Minutes

Motion #2021-78: A motion to approve the September 13, 2021 meeting minutes was made by Matthew Courtright and seconded by Darren Darrah. Jamie Rogers abstained. Motion passes.

4. October 7, 2021 Meeting Notes – A special meeting was held to discuss the Town of North Elba Grant Program application and guidelines. At the date of the meeting there was not a quorum present to act on proposed changes. IDA staff contacted IDA Board separately to ask for approval in order to move project forward. The proposed changes were to add economic hardship when comparing annual gross revenue from 2020-2021 to eligibility, increasing annual gross business revenue from \$1 million to \$3 million, grant recipients from Round 1 & 2 are

ineligible to apply again and removing the statement of businesses purchased/created after April 30, 2020 from the application.

Motion #2021-79: A motion to approve the changes to the Town of North Elba Business Emergency Grant Program as follows: proposed changes were to add economic hardship when comparing annual gross revenue from 2020-2021 to eligibility, increasing annual gross business revenue from \$1 Million to \$3 Million, grant recipients from Round 1 & 2 are ineligible to apply again and removing the statement of businesses purchased/created after April 30, 2020 from the application were approved by James Bowen, John Boyea, Darren Darrah, Roy Holzer and James Monty. Motion passes.

5. October 25, 2021 Meeting Minutes

Motion #2021-80: A motion to approve the October 25, 2021 meeting minutes was made by Darren Darrah and seconded by John Boyea. Roy Holzer and Matthew Courtright abstained. Motion passes.

6. November 17, 2021 Special Meeting Minutes

Motion #2021-81: A motion to approve the November 17, 2021 special meeting minutes was made by John Boyea and seconded by Darren Darrah. John Boyea and Matthew Courtright abstained. Motion passes.

Financial Services/Program

1. Monthly Loan Report – All business payments are current.
2. Straight Lease Back Transactions
 - a. Dual Development (North Elba) – Chairman and Secretary have signed closing documents. Closing anticipated for Monday, December 21, 2021.
 - b. 89 Greenwood Apartments (North Elba) – The project is anticipated to close in late January 2022.
 - c. Champlain Hudson Power Express (Lake Champlain) – Chairman and Secretary are executing closing documents today. Closing will be held at IDA office on Monday, December 21, 2021.
 - d. Northwoods School – No update.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building (High Peaks Hospice) – No issues to report.
 - b. Lots #3, #5, #6 & #8 (Whistlepig) – No issues to report.
 - c. New Property: APA Sub-division & Construction Application – The APA permit has been received. The CV-TEC students are on the property working on doing light clearing on 5-acre lot proposed to be sold to Moriah BP LLC. (Pre-Tech Plastics). Whistlepig has logging operation on the 8-acre lot. Jen Briggs is drafting the deed and applicable forms to sell property to Whistlepig. Whistlepig anticipates one building pad will be poured by the end of the year and three more buildings will be on schedule for spring of 2022.

Business Development Updates

1. Marketing/Internet Based Marketing Monthly Report – Newsletter is being sent every Monday. Databases continue to grow.
2. Grant Administration
 - a. USDA Rural Development Grant (Essex County) – IDA continuing to market available funds.

- b. LEAF COVID-19 Grant Program (North Elba) – IDA staff conducted site visits last week and met with 9 out of 10 of the recipients. Remaining business is working to send required incorporation documentation to Jen Briggs. Businesses have until January 31, 2022 to requisition grant funds. IDA received \$22,500 for administration and delivery of the grants, which includes staff time to monitor until December 31, 2022, to date the IDA staff has 630 hours committed to the program with expenses over \$34,000.

New Business

1. Authentic STEM Project – The IDA is working with the Regional Workforce Development Council and Seigen, Germany on the Authentic STEM Project. The Authentic STEM Project is a program to help students pursue a career in STEM. Manufacturers would pitch real-world problems to students and the students would help solve the STEM problems. This would give students from ages 12 to 17 an international experience. The program will start in February 2022 and last about 10 – 12 weeks.
2. October Financials – No Comment
3. December Abstract for Payment

Motion #2021-82: A motion to approve the December Abstract for Payment was made by Darren Darrah and seconded by John Boyea. All members were in favor.

4. 2020-2021 Employee Reviews

Motion #2021-83: A motion to go into executive session at 1:15PM to discuss employee reviews and compensation was made by Roy Holzer and seconded by James Bowen. All members were in favor.

Motion #2021-84: A motion to come out of executive session at 1:22PM was made by Jamie Rogers and seconded by John Boyea. All members were in favor.

Motion #2021-85: A motion to approve a \$2,000 pandemic payment before end of 2021 and a 4% raise to each Jody Olcott, Carol Calabrese and Sarah LaFountain effective January 1, 2022 was made by Darren Darrah and seconded by Matthew Courtright. All members were in favor.

5. Next Meeting – January 19, 2022 at 9:00AM at the IDA office.

Adjourn Meeting

Motion #2021-86: A motion to adjourn at 1:30PM was made by Darren Darrah and seconded by Matthew Courtright. All members were in favor.