



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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Essex County IDA Regular Board Meeting
April 24, 2024 at 10:00 AM
7566 Court Street, Elizabethtown, NY

Present: Darren Darrah (Zoom)
John Boyea (Zoom)
Jamie Rogers (Zoom)
Matthew Courtright (Zoom)
Jame Monty

Also Present: Jody Olcott
Carol Calabrese

Absent: James Bowen

Open of Meeting

Chairman Darren Darrah opened the meeting at 10:00AM.

Public Comments

No Comments

Approval of Minutes

1. December 21, 2023 Meeting Minutes – Table until next meeting
2. March 26, 2024 Annual & Regular Meeting Minutes

Motion #2024 – 14: A motion to approve the March 26, 2024 annual & regular meeting minutes was made by Jamie Rogers and seconded by John Boyea. Matthew Courtright abstained. Motion passes.

Financial Services/Program

1. Loan Program
 - a. Monthly Loan Report – Denton’s Store (Lewis) is 3 months behind. A late notice was sent to the business in early April. As per loan policy a certified letter will be sent to the business requesting attendance at the next board meeting as well as the 5% interest due on payments received after 10 days of due date.
 - b. Trail Head Restaurant Group, LLC – IDA established an escrow account with attorney and agreement is valid for 90 days. IDA will make notification to all parties that there is 30 days left. \$33,415.88 remaining in escrow.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building (High Peaks Hospice) – There is an ant issue at the building that was attempted to be resolved last year. The IDA contracted with Orkin to conduct monthly fumigation until winter.
 - b. Whistlepig Rye Whiskey – Constructing 1 building this year.

- c. Lot #11 Construction Update – The ground is extremely wet. The clearing has been completed by DEC deadline of March 31, 2024 but no site work has been started as ground needs to dry. CV-TEC building trades classes to begin pre-fab wall construction this week.
2. Chesterfield Commerce Park – No Update
3. Schroon Lake Industrial Park – New entrance sign installed last Friday

Business Development

1. Marketing/Internet Based Monthly Report – No comments
2. Grant Administration
 - a. USDA Rural Development Grant (Essex County) – The grant is considered completed and all funds have been drawn down. The IDA will discuss loan policy update with USDA staff.
 - b. LEAF Main Street Grant Program #2 (North Elba) – IDA required to monitor until December 2024
 - c. Ti Micro-Enterprise Grant Program (Ticonderoga) – IDA required to monitor until December 2024.
3. Grant Applications
 - a. DEC/Essex County Agriculture Revitalization 2023 Microenterprise Grant Program – No update
 - b. Ti DRI Small Projects Fund – No update
4. Workforce Development
 - a. Adirondack Career Connect/Essex County Community Job Fair – The event has been marketed by all parties and included in our weekly newsletter. Event will be May 30, 2024 from 10:00 AM to 5:00 PM at the Westport Fairgrounds. Approximately 35 businesses signed up already and 200 students to be attending.

New Business

1. Personnel Manual – Jim Monty discussed changes and updates that need to be made to policy. Board will further discuss at May meeting.
 - a. Personal time – current policy has no time
 - b. Holidays – current policy includes Friday after Thanksgiving and does not include Juneteenth.
 - c. Vacation time – currently staff have accrued more time than the maximum days allowed in policy. Can time accrued be applied toward retirement?
 - d. Sick time – there is no maximum amount of accrued time in policy. Can time accrued be applied toward retirement or health insurance after retirement?
 - e. Compensatory time – do we need to clarify exempt positions?
2. IDA Board Member Open Seat – Jim will contact Chairman Gilliland and discuss open seat and appointment. Matt Stanley, Supervisor of the Town of Jay has indicated his interest.
3. April Abstract for Payment

Motion #2024-15: A motion to approve the April Abstract for Payment was made by James Monty and seconded by Darren Darrah. All members were in favor.

4. March Financial Reports – No comments
5. Next Meeting – May 31, 2024 at 9:00AM

Adjourn Meeting

Motion #2024-16: A motion to adjourn the meeting at 11:15AM was made by James Monty and seconded by Jamie Rogers. All members were in favor.