



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Annual & Regular Board Meeting**

**March 29, 2023 at 9:00AM**

**7566 Court Street, Elizabethtown, NY**

**Present:** Darren Darrah  
Jamie Rogers  
James Monty  
James Bowen (via Zoom)

**Also Present:** Jody Olcott  
Carol Calabrese  
Jen Briggs (via Zoom until 10:00AM)

**Absent:** John Boyea  
Roy Holzer  
Matthew Courtright

**Open of Annual Meeting**

Chairman Darren Darrah opened the meeting at 9:03 AM.

**Public Comments**

No Comments

**Election of Officers**

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

**Motion #2023 – 9:** A motion to re-elect Darren Darrah as Chairman, James Bowen as Vice-Chairman and Jamie Rogers as Secretary/Treasurer was made by James Monty and seconded by James Bowen. All members were in favor.

**2022 Reporting**

- a. Adopt 2022 NYS Comptroller's Annual Report – IDA Board reviewed each current project for compliance with projected investment and job creation. All projects have met goals. Lodge at Schroon email was distributed to IDA Board requesting additional sales tax exemption above original approved amount of \$409,077 due to increase cost of materials and supplies. Lodge at Schroon requesting increase to \$575,000.

**Motion #2023-10:** A motion to adopt the IDA 2022 NYS Comptroller's Annual Report and approve requested increase in sales tax exemption from \$409,077 to \$575,000 due to cost increases was made by James Monty and seconded by Darren Darrah. All members were in favor.

- b. Adopt 2022 Essex County IDA/CRC/Empire Zone Annual Report

**Motion #2023-11:** A motion to adopt the 2022 Essex County IDA/CRC/Empire Zone Annual Report was made by Jamie Rogers and seconded by James Monty. All members were in favor.

- c. 2022 Financial Statements – Steve Wood to report to the Board in April.

**Motion #2023-12:** A motion to approve the 2022 financial statements was made by James Monty and seconded by Darren Darrah. All members were in favor.

### **Public Accountability Reform Act (PAAA) Compliance**

1. Policy Review
  - a. Re-adopt Mission Statement
  - b. Re-adopt Personnel Manual
  - c. Re-adopt Property Disposal Policy
  - d. Re-adopt IDA By-laws
  - e. Re-adopt Audit & Payment Procedures
  - f. Re-adopt Travel & Expense Policy
  - g. Re-adopt Purchasing Policy
  - h. Re-adopt Code of Conduct
  - i. Re-adopt Compensation Policy
  - j. Re-adopt Investment Policy & Report
  - k. Re-adopt Whistleblower Policy
  - l. Re-adopt Revolving Loan Programs Guidelines

**Motion #2023-13:** A motion to re-adopt the Mission Statement, Personnel Manual, Property Disposal Policy, IDA By-laws, Audit & Payment Procedures, Travel & Expense Policy, Purchasing Policy, Code of Conduct Policy, Compensation Policy, Investment Policy & Report, Whistleblower Policy and Revolving Loan Programs Guidelines was made by James Monty and seconded by Jamie Rogers. All members were in favor.

2. Designate Records Access Officer (FOIL)
3. Designate Champlain National Bank as official bank
4. Designate Press Republican & Sun Community as official newspapers

**Motion #2023-14:** A motion to designate Briggs Law Firm as Records Access Officer (FOIL), designate Champlain National Bank as official bank and designate Press Republican & Sun Community as official newspapers was made by Darren Darrah and seconded by James Monty. All members were in favor.

5. Adopt Mission Statement & Performance Measurement Report for 2022

**Motion #2023-15:** A motion to adopt the IDA Mission Statement & Performance Measurement Report for 2022 was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

6. Re-elect Committees
  - a. Governance Committee – all board members
  - b. Audit Committee – all board members

**Motion #2023-16:** A motion to re-elect the Governance and Audit Committees as all board members was made by Darren Darrah and seconded by James Monty. All members were in favor.

### **Adjourn Annual Meeting**

**Motion #2023-17:** A motion to adjourn the Annual Meeting at 9:40AM was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

### **Open of Regular Meeting**

Chairman Darren Darrah opened the regular monthly meeting at 9:40AM.

### **Approval of Minutes**

1. January 25, 2023 Meeting Minutes

**Motion #2023-18:** A motion to approve the January 25, 2023 meeting minutes was made by Darren Darrah and seconded by James Monty. All members were in favor.

### **Financial Services/Program**

1. Monthly Loan Report
  - a. Aleeze Enterprises (North Hudson) – IDA received request to defer payments for 12 months on loan. The IDA Board would like to request more specific information as well intern financials for the past 9 months in order to review.
  - b. Green Goddess (Lake Placid) – There is an issue with automatic payments through bank and business is working to resolve.
2. Straight Lease Back Transactions
  - a. CRC: Northwood School (North Elba) – No update
  - b. IDA: Peaks at Lake Placid (North Elba) – There has been no update on this project and at this time too much time has elapsed since initial review and approval. Project will be removed.

### **Business Park Development**

1. Moriah Business Park
  - a. Lot #4 Building (High Peaks Hospice) – No issues
  - b. Whistlepig Rye Whiskey Update – No issues
  - c. Lot #10 (Pre-Tech Plastics) – No Update
  - d. Lot #11 (2.73 acres retained by IDA) – Preliminary lay out and site plan with AES Northeast for approx.. 5,000 square foot multi-use office building was distributed for board review.

### **Business Development Updates**

1. Marketing/Internet Bases Marketing Monthly Report – No comments
2. USDA Rural Development Grant (Essex County) – Money remaining and marketing continues
3. LEAF Main Street Grant Program #2 (North Elba) – 13 applications were received. Underwriting summaries were sent to the Grant Review Committee for review on March 28, 2023. \$260,000 in funds is being requested, there is \$237,600 available for grants. Recommendations will be sent to the IDA by April 7, 2023 and a special board meeting will be scheduled to review funding recommendations made by Grant Review Committee.
4. Workforce Development – Ticonderoga Chamber Event at North County Community College – job fair.

### **New Business**

1. March Abstract for Payment

**Motion #2023-19:** A motion to approve the March Abstract for Payment was made by Darren Darrah and seconded by James Monty. All members were in favor.

2. January & February Financials – No Comments
3. Next Meeting – April 24, 2023 at 1:00PM

### **Adjourn Meeting**

**Motion #2023-20:** A motion to adjourn the meeting at 10:30AM was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.

