



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY  
EMPIRE ZONE

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**Essex County IDA Board Meeting  
July 2, 2025 at 9:00AM  
7566 Court Street, Elizabethtown, NY**

**Present:** John Boyea  
Jamie Rogers  
Matthew Courtright (Zoom)  
James Monty  
Matthew Stanley  
James Bowen (Zoom)

**Also Present:** Jody Olcott  
Carol Calabrese

**Absent:** Darren Darrah

Meeting was called to order by Secretary Jamie Rogers at 9:57AM.

**Approval of Minutes**

1. March 26, 2025 Annual Meeting Minutes

**Motion #2025-37:** A motion to approve the March 26, 2025 annual meeting minutes was made by James Monty and seconded by John Boyea. All members were in favor.

2. March 26, 2025 Regular Meeting Minutes

**Motion #2025-38:** A motion to approve the March 26, 2025 regular meeting minutes was made by John Boyea and seconded by James Monty. All members were in favor.

**Financial Services/Program**

1. Loan Program/Monthly Loan Report
  - a. Big Slide Brewery – Numerous letters and emails have been sent to business noting March – June payments due. Business owner replied via email last night and noted business is sending at least 3 payments next week. Business noted it has had a very slow spring season.
  - b. GreenGoddess Natural Food – Business has two remaining payments due to complete loan. Business noted payment will be sent next week.
  - c. Trailhead Restaurant Group/Paper & Pencil – Loan discussion later in meeting.
  - d. Many COVID loans made in 2000 have now been closed including MB Design, Denton’s Store, Salt of the Earth.
2. Straight Lease Back Projects
  - a. Hotel Westport – IDA is waiting for the business’s attorney to review and approve draft legal documents. Numerous emails have been sent to check on status.

## **Business Park Development**

1. Moriah Business Park
  - a. Lot #4 Building (High Peaks Hospice) – No issues to report.
  - b. Park Signage – New interior park directional sign constructed by Essex County DPW has been installed with assistance from Moriah Highway Department. IDA awaiting completion of entrance sign by ADK Signs. New entrance sign will be two-sided and will change entrance and flower garden in front of park.
  - c. Lot #11 - CV-TEC students have concluded for school year. Building footprint has been cleared and grubbed. Pile of stumps have been placed in corner of lot and IDA is seeking pricing to haul offsite. IDA will be developing RFP for concrete pad for 5,000 square foot building to be completed by end of 2025.
  - d. Park Expansion – The IDA has been approached by Whistlepig Rye Whiskey to purchase additional property for business expansion. IDA has began exploring additional land to the south of the park owned by Marty Nephew. IDA has sent pre-application to APA and will have biologists on-site to review potential 10-acre property to confirm wetland locations. More information to be provided in the future.

## **Business Development**

1. Marketing/Internet Based Monthly Report – No comments
2. Grant Administration
  - a. Agriculture Producers Revitalization/2024 Microenterprise Grant Program – 8 businesses were awarded. To date, 7 businesses have drawn down all funds, one business remaining and anticipate completion by end of July. Site visits to be conducted after fall harvest to confirm purchases made and discuss business operations with owners.
  - b. Town of Jay Micro-Enterprise Grant Application – No update

## **New Business**

1. June Abstract for Payment

**Motion #2025-40:** A motion to approve the June Abstract for Payment was made by James Monty and seconded by Matthew Stanley. All members were in favor.

2. March/April/May Financial Report – No comments
3. Next Meeting Date – TBD

**Motion #2025-41:** A motion to go into executive session at 10:30AM to discuss a contract issue with Trailhead Restaurant Group/Paper & Pencil was made by Jamie Rogers and seconded by John Boyea. All members were in favor.

**Motion #2025-42:** A motion to go out of executive session at 10:55AM was made by James Monty and seconded by Jamie Rogers. All members were in favor.

4. Trail Head Restaurant Group/Paper & Pencil

**Motion #2025-43:** IDA Board is instructing Briggs Law Firm to send certified letter to business and business guarantors requiring outstanding payment balance to be paid by July 31, 2025. This amount includes outstanding loan payments for September 2024-July

1, 2025 plus late fees = \$13,693.34. Business will also be required to execute Confession of Judgement and send within 7 days of receipt of certified letter. If full payment balance is not received by July 31, 2025 or executed Confession of Judgment is not received within 7 days of receipt of certified letter the Essex County IDA will begin loan default proceedings on August 1, 2025. This motion was made by James Monty and seconded by Matthew Stanley. All members were in favor.

James Bowen left meeting at 10:53AM. A quorum of members remained.

**Adjourn Meeting**

**Motion #2025-44:** A motion to adjourn the meeting at 10:58AM was made by Matthew Stanley and seconded by John Boyea. All members were in favor.