



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY  
EMPIRE ZONE

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**Essex County IDA Regular Board Meeting  
September 30, 2025 at 9:00AM  
7566 Court Street, Elizabethtown, NY**

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

**Also Present:** Jody Olcott  
Carol Calabrese  
Jen Briggs (Zoom)

**Absent:** Darren Darrah  
Jim Bowen  
John Boyea

**Open of Meeting**

Secretary/Treasurer Jamie Rogers opened the meeting at 9:06AM.

**Approval of Minutes**

1. July 2, 2025 Meeting Minutes

**Motion #2025-49:** A motion to approve the July 2, 2025 meeting minutes was made by James Monty and seconded by Jamie Rogers. All members were in favor.

2. July 28, 2025 Special Meeting Minutes – Table until next meeting

**Financial Services/Program**

1. Revolving Loan Program

a. Trail Head Restaurant Group/Paper & Pencil – Loan is caught up as of September 30, 2025. October payment is due by first of month with 5-day grace period without penalty. Owner's home and restaurant were previously both listed for sale, but now restaurant only is listed.

b. Monthly Loan Report (September 26, 2025)

i. Big Slide has two payments due (August & September). Business emailed IDA that the check was placed in mail yesterday.

ii. War Canon Spirits has outstanding payments for August, lump sum (as per loan restructure) and September payments due. Business informed IDA that the check is in the mail.

2. Straight Lease Back Transactions

- a. Hotel Westport – Project was originally induced in October 2024 and now is scheduled for closing on October 2, 2025. The total project is \$1.5 million . The material renovation budget is currently \$850,000 and the IDA will be providing up to \$68,000 in sales and use tax exemption. It is anticipated the business will secure a \$260,000 mortgage and the IDA will provide up to \$3,250 in mortgage recoding tax abatement. Project will also receive a 10-year PILOT Agreement at a fixed assessed value of \$390,000 filed at construction completion. As per application the project has projected 10 full-time, 10 part-time and 5 seasonal jobs.

**Motion #2025-50:** A motion to straight lease back incentives to Lucky Cat Hospitality for the Hotel Westport project: up to \$68,000 sales and use tax exemption, up to \$3,250 mortgage recording tax abatement and a 10-year PILOT Agreement with fixed assessed value of \$390,000 was made by James Monty and seconded by Matthew Stanley. All members were in favor.

### 1. Business Park Development

- a. Lot #4 Building (High Peaks Hospice) – No issues to report
- b. Entrance Sign – new entrance sign installed
- c. Lot #11 Update – IDA anticipates AES Northeast will complete the bid documents for the concrete work in October and we will go out for bid with completion in spring 2026.
- d. Park Expansion Update – IDA was approached to inquire about expanding park and contacted adjoining property owner and discussed a potential 10-acre parcel. IDA met onsite with APA wetland biologists and walked the property in August and 10 acres which was recent logged activities has turned previously dry areas into regulated wetlands. Initial measurements show 1.6 acre contiguous wetland in the middle. IDA notified property owner of APA review.

### Business Development

1. Marketing/Internet Based Monthly Report – no comments
2. Grant Administration
  - a. Agriculture Producers Revitalization 2024 Microenterprise Grant Program – Semi-annual site visits to be scheduled and completed in Fall 2025. IDA will document equipment purchases. IDA has also been reimbursed the full \$125,000 from DEC for the grant.
  - b. Town of Jay Micro-Enterprise Program – Grant Agreement executed between Town and OCR. Environmental records accepted and release of funds issued. Public meeting is scheduled for October 2, 2025 at 6:00PM. The grant program has been marketed through the Daily Enterprise, Sun Community News, Press Republican, Business Association, Jay Community News and Facebook. Matthew Courtright at TACC completed the booklet for the grant program which will be available for handout at public meeting. Micro-training class is scheduled for October 7, 2025 9AM-3:30PM at the Jay Town offices with Small Business Development Center (SBDC). Applications will be due to the IDA by October 27, 2025. The IDA anticipates grant award letters in January 2026.
  - c. Town of Ticonderoga Micro-Enterprise Program #2 – IDA staff met with the Town Supervisor regarding a 2<sup>nd</sup> round of micro-enterprise grant program. 1<sup>st</sup> round was \$50,000, the town has approved and allocated an

additional \$50,000 for the 2<sup>nd</sup> round from occupancy tax funds to be launched in January 2026.

**Motion #2025-51:** A motion to accept \$50,000 from the Town of Ticonderoga and enter into an Agreement with the Town of Ticonderoga to implement micro-enterprise program #2 was made by James Monty and seconded by Jamie Rogers. All members were in favor.

- d. DANC – DANC previously secured funding to recruit retiring Fort Drum employees. The Ticonderoga Area Chamber of Commerce and the IDA will be co-hosting an event, Next Move NY on October 17, 2025 at NCCC in Ticonderoga. Invitations were sent to approximately 50 employers in the region. Fort Drum currently has 15,000 active duty, and 23,000 civilian employees and approximately 3,600 transition out each year.

### **New Business**

1. September Abstract for Payment

**Motion #2025-52:** A motion to approve the September Abstract for Payment was made by Jamie Rogers and seconded by Matthew Stanley. All members were in favor.

2. June/July/August Financial Report – No comments
3. Next Meeting Date – October 23, 2025 at 9:00AM

### **Adjourn Meeting**

The meeting ended at 9:47AM