



**ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY**

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**Essex County IDA Regular Board Meeting
December 17, 2025 at 9:00AM
7566 Court Street, Elizabethtown, NY**

Present: Darren Darrah
John Boyea
Jamie Rogers
Matthew Courtright
Matthew Stanley

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

Absent: James Bowen
James Monty

Open of Meeting

Chairman Darren Darrah opened the meeting at 9:11AM.

Approval of Minutes

1. July 28, 2025 Special Meeting Minutes – Table until next meeting
2. September 30, 2025 Meeting Minutes – Table until next meeting

Financial Services/Program

1. Revolving Loan Program
 - a. Monthly Loan Report
 - i. Semi-annual site visits conducted for loan recipients in December.
 - ii. Big Slide Brewery – Business is currently 2 months behind. A letter has been sent.
 - iii. War Cannon Spirits – Business had previously received loan modification (Resolution #2025 – 47) to restructure loan with lump sum payment due. Business would like to use the lump sum payment amount proposed as working capital to purchase barrels and equipment from brewery who closed its doors.

Motion #2025-53 – A motion to approve War Cannon Spirits' request to amend previous restructuring of loan and continue with original terms of regular monthly payment of \$1,895.47 until loan pay off June 2029 was made by Matthew Stanley and seconded by Jamie Rogers. All members were in favor.

- iv. Trail Head Restaurant Group, dba Paper and Pencil – A site visit was conducted. The loan is current with the IDA.
2. Straight Lease Back Transactions

- a. Champlain Hudson Power Express (CHPE) – Resolutions were sent to all applicable Towns and Schools to approve structure of transaction from Payment In Lieu Of Taxes (PILOT) Agreement to Host Community Agreement (HCA). The Essex County IDA Board will review proposed change once all resolutions are received.

Business Park Development

1. Moriah Business Park

- a. Lot #4 Building (High Peaks Hospice) – Bathroom maintenance (replace of faucet)
- b. Lot #11 Bid Review – Concrete & Plumbing – AES Northeast advertised project bids which were due by December 4, 2025. 2 concrete bids were received: Adirondak Concrete LLC. \$255,900 and Bast Hatfield Construction \$388,000. 3 plumbing bids were received: Pipeline Mechanical of Plattsburgh \$30,000, K & L Plumbing & Heating \$29,500 and LH LaPlante Company \$15,900. AES Northeast reviewed bids and documents received and recommended award to Adirondak Concrete and K & L Plumbing & Heating noting that the LH LaPlante Company bid was rejected as per bid specs the company failed to include the contingency required. Jen Briggs reviewed AES Northeast recommendations as well as bid specs.

Motion #2025-54: A motion to approve Adirondack Concrete in the amount of \$255,900 and K&L Plumbing and Heating in the amount of \$29, 500 was made by John Boyea and seconded by Jamie Rogers. All members were in favor.

- c. CV-TEC 2026 Workplan – IDA will need to discuss building of structure with CV-TEC after site/concrete completed in August 2026.

2. Chesterfield Commerce Park

- a. ACHIEVE NY Submission – The IDA staff submitted the site as 100-acre site and 20-acre site for mixed use to ESD for consideration.

Business Development

1. Marketing/Internet Based Monthly Report – No comments

2. Grant Administration

- a. Agriculture Producers Revitalization 2024 Microenterprise Grant Program – IDA staff completed site visits this month. All businesses reported the grant proceeds were a tremendous help with business for 2025.
- b. Town of Jay Micro-Enterprise Program – IDA received 2 applications for funding. The IDA completed underwriting for both applications and is waiting on HCR to review conflict of interest forms for 2 grant review committee members which was submitted 4 weeks ago. Once approval received, the underwriting will be sent to the grant review committee for scoring.
- c. Town of Ticonderoga Micro-Enterprise Program #2 – The IDA received a check from the Town of Ticonderoga for \$50,000 to administer their second micro-

enterprise grant program. IDA has been working with TACC and town and announcement will be made January 5th.

- d. Town of Moriah Micro-Enterprise Program – The Town has approved \$20,000 in their 2026 budget to start a micro-enterprise grant program. IDA has been working with TACC and Town and announcement will be made January 9th.

Motion #2025-55: A motion to accept and administer \$20,000 for the Town of Moriah Microenterprise Grant Program was made by Darren Darrah and seconded by Matthew Stanley. All members were in favor.

New Business

1. December Abstract for Payment

Motion #2025-56: A motion to approve the December Abstract for Payment was made by Matthew Stanley and seconded by Jamie Rogers. All members were in favor.

2. September, October and November Financials – No comments

Motion #2025-57: A motion to go into executive session at 9:51AM to discuss potential project contract was made by Jamie Rogers and seconded by Matthew Stanley. All members were in favor.

Motion #2025-58: A motion to go out of executive session at 10:04AM was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.

No action taken.

3. Next meeting – January 22, 2026 at 9:00AM
4. 2025 Employee Reviews – Table until next meeting

Adjourn Meeting

Motion #2025-59: A motion to adjourn the meeting at 10:07AM was made by Jamie Rogers and seconded by Matthew Stanley. All members were in favor.