

**Essex County IDA Regular Board Meeting
January 22, 2025 at 9:00AM
7566 Court Street, Elizabethtown, NY**

Present: Darren Darrah
Jamie Rogers (Zoom)
James Bowen
Matthew Courtright (Zoom)
Matthew Brassard

Also Present: Jody Olcott
Carol Calabrese

Absent: John Boyea
Stephen McNally

Open of Meeting

Chairman Darren Darrah opened the meeting at 9:04AM.

Approval of Minutes

1. July 28, 2025 Special Meeting Minutes – Table until next meeting
2. September 30, 2025 Meeting Minutes – Table until next meeting
3. December 17, 2025 Meeting Minutes

Motion #2026-1: A motion to approve the December 17, 2025 meeting minutes was made by Darren Darrah and seconded by Jamie Rogers. James Bowen abstained. Motion carries.

Financial Services/Program

1. Revolving Loan Program
 - a. Monthly Loan Report
 - i. Lake Placid Property Two – A late notice has been sent. Business is one month behind.
 - ii. Site visits were conducted to all businesses and employment information updated on report.
2. Straight Lease Back Transactions
 - a. Champlain Hudson Power Express (CHPE) – Applicable taxing entities are approving the required resolution to move project from PILOT Agreement to Host Community Agreement (HCA). IDA Board will review when all approvals are received.
3. 2025 Project Reporting – Reporting letters have been sent to all projects for IDA Board review at annual March meeting.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building (High Peaks Hospice) – No issues
 - b. Lot #11 Development

- i. Concrete Contract Awarded – The contract has been executed, work to begin in the spring.
 - ii. Plumbing Contract Awarded – The contract has been executed, work to begin in the spring.
 - iii. CV-TEC – 2026 Work Plan – IDA needs to meet with instructor to discuss potential partnership on building scheduled for Fall 2026.
- 2. Chesterfield Commerce Park
 - a. ACHIEVE NY Application – North Country was not selected for the program. IDA will continue to market park.

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 to all businesses. DEC has released the IDA from grant. The businesses will continue to be monitored until the end of 2026 as per Grant Agreements.
 - b. Town of Jay Micro-Enterprise Grant Program – \$175,000 available funds for the program. Two applicants were received for Round 1. Grant review committee met and have recommended: \$16,653.46 to Fair & Square Renovations and \$12,636.92 to Young’s Studio & Gallery. Town of Jay Town Board approved both grant awards last week. Round 2 of the grant program to be announced with remaining funds available and marketing.

Motion #2026-2: A motion to approve the Grant Review Committee’s recommendations as follows: Fair & Square Renovations (\$16,653.46) and Young’s Studio & Gallery (\$12,636.92) was made by Darren Darrah and seconded by James Bowen. All members were in favor.

- c. Town of Ticonderoga Micro-Enterprise Program #2 - \$50,000 available for the program. A public meeting was held and well attended. The schedule for the class and applications discussed with Board.

Motion #2026-3: A motion to approve the updated policy and application for the Town of Ticonderoga Micro-Enterprise Program #2 was made by Matthew Brassard and seconded by Darren Darrah. All members were in favor.

- d. Town of Moriah Micro-Enterprise Program - \$20,000 available for the program. A public meeting was held and well attended. The schedule for class and applications discussed with Board.

Motion #2026-4: A motion to approve the updated policy and application for the Town of Moriah Micro-Enterprise Program was made by Darren Darrah and seconded by James Bowen. All members were in favor.

New Business

- 1. 2025 Financial Audit – Stephen Wood scheduled to begin in February and be completed for March deadline.
- 2. 2025 Employee Reviews – Table until next meeting.
- 3. January Abstract for Payment

Motion #2026-5: A motion to approve the January Abstract for Payment was made by Matthew Courtright and seconded by Darren Darrah. All members were in favor.

4. December Financial Report – No comments
5. Next Meeting – February 27, 2026 at 9:00AM

Adjourn Meeting

Motion #2026-6: A motion to adjourn the meeting at 9:54AM was made by Darren Darrah and seconded by James Bowen. All members were in favor.