



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY
EMPIRE ZONE

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**Essex County Regular Board Meeting
March 26, 2026 at 9:30AM
7566 Court Street, Elizabethtown, NY**

Present:

Calabrese

John Boyea
Jamie Rogers

James Bowen
Matthew Courtright (Via Zoom until 10:34AM)
Stephen McNally
Matthew Brassard

Also Present: Jody Olcott
Carol

Absent:

Darren Darrah

Open of Meeting

Chairman Jamie Rogers opened the meeting at 10:01AM.

Approval of Minutes

1. February 27, 2026 Meeting Minutes

Motion #2026-26: A motion to approve the February 27, 2026 meeting minutes was made by John Boyea and seconded by Jamie Rogers. All members were in favor.

Financial Services/Programs

1. Revolving Loan Program
 - a. Monthly Loan Report – Late payment notices were sent to Big Slide, Lake Placid Property Two and War Cannon Spirits.
2. Defederalization Request to USDA – A request was sent to USDA on March 3, 2026 with not response yet.

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building (High Peaks Hospice) – Purchased fire extinguishers, not yet installed.
 - b. Lot #11 Development – IDA staff is meeting with CV-TEC's Building Trades instructor next month to discuss construction of the building. The concrete slab to be scheduled when the frost is out of ground.
2. Chesterfield Commerce Park
 - a. North Country Rural Development Coalition – The Town is working on potential sale of eastern lots that adjoin the Town 20-acre parcel which is being reviewed for housing project.

- b. Adirondack Roots – Adirondack Roots is making a proposal to the Town of Chesterfield for housing for the back lots at the park. The IDA has provided site engineering information and if Town approves, the IDA would need to review Covenants and Restrictions as residential usage is not currently allowed.

Business Development

1. Marketing/Internet Based Monthly Report – No comments
2. Grant Administration
 - a. Town of Jay Micro-Enterprise Program
 - i. Round 1 Update – 2 businesses were awarded. One business has completed requisition of funds and one business is partially completed.
 - ii. Round 2 Update – The micro-enterprise training class was held, 1 participant/business was in attendance but the business has since backed out of the application due to conflict.
 - iii. Round 3 Update – The booklet was updated and emailed to a list that has been developed of approximately 58 Town of Jay businesses. ROOST has advertised the program to businesses in the Whiteface Region. 7 businesses have contacted the IDA from these marketing efforts. The IDA will schedule public meeting and micro-enterprise training class once more businesses are confirmed.
 - b. Town of Ticonderoga Micro Enterprise Program #2 – Grant Review Committee reviewed underwriting provided by the IDA, scored applications and provided recommendations to the IDA board.

Motion #2026-27: A motion to approve the recommendations made by the Town of Ticonderoga Grant Review Committee as follows: Circle Court Motel (\$10,000), Geraws OK Septic Service (\$10,000), The Adirondack Trading Post (\$7,500), Fox and Fern Adirondack Mercantile (\$7,500), The Garrison Gym (\$7,500) and The Queens Treasures (\$7,500) was made by Matthew Brassard and seconded by John Boyea. Matthew Courtright abstained. Motion passes.

- c. Town of Moriah Micro Enterprise Program – 5 participants/businesses attended the micro-enterprise training class, 2 applications were received. The grant award maximum was \$3,000. Since receipt of applications the Town of Moriah Town Board approved increase to \$5,000 per business.

Motion #2026-28: A motion to reach out to all training class participants/businesses and inform them that the grant maximum has increased to \$5,000, reach out to the two existing applications and inquire if they would like to amend their request to \$5,000 and update the policy and application to maximum amount of \$5,000 was made by Matthew Courtright and seconded by Jamie Rogers. Matthew Brassard abstained. Motion passes.

- d. Town of Willsboro RESTORE NY Program – Town received a grant in the amount of \$1.3 million for the demolition of the IGA building in Willsboro and the construction of a new hardware store for Adirondack Hardware. This is a reimbursement only grant. The IDA

has been working with Adirondack Hardware to secure short-term funding for the project but to date no entity has approved. IDA and Town requested consideration of the grant to be reimbursed throughout construction period instead of reimbursement only and ESD did not approve.

New Business

1. Champlain National Bank Signatures – IDA has requested to omit Jim Monty and Matt Stanley and add Matthew Brassard and Stephen McNally. IDA will provide copy of the licenses to bank who will begin paperwork.
2. February Financial Statements – No comments
3. March Abstract for Payment

Motion #2026-29: A motion to approve the March Abstract for Payment was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

4. Next Meeting Date – April 30, 2026 at 9:00AM

Adjourn

Motion #2026-30: A motion to adjourn the meeting at 10:46AM was made by Jamie Rogers and seconded by John Boyea. All members were in favor.