



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Regular Board Meeting**  
**June 5, 2026 at 9:00AM**  
**7566 Court Street, Elizabethtown, NY**

<b>Present:</b>	John Boyea	<b>Also Present:</b>	Jody Olcott
	Jamie Rogers		Carol Calabrese
	Stephen McNally		Sarah LaFountain
	Matthew Brassard		Jen Briggs (Zoom)
	Matthew Courtright (Zoom)		

**Absent:** Darren Darrah  
James Bowen

**Open of Meeting**

Chairman Jamie Rogers opened the meeting at 9:26AM.

**Approval of Minutes**

1. April 30, 2026 Meeting Minutes

**Motion #2026-43:** A motion to approve the April 30, 2026 meeting minutes was made by Matthew Brasard and seconded by Jamie Rogers. All members were in favor.

**Financial Services**

1. Revolving Loan Program

- a. Monthly Loan Report – 4 businesses are delinquent as shown on report.
  - i. Big Slide – A check received in May was returned due to insufficient funds. The business is now 5 months behind. Jody Olcott spoke with business yesterday and they have proposed a repayment plan to include June 8<sup>th</sup> a check to be sent for February and March payments, June 19<sup>th</sup> a check to be sent for April & May payments and June 30<sup>th</sup> a check to be sent for June & July payments. As of July 1<sup>st</sup> business will be current.

**Motion #2026-44:** A motion to approve the repayment plan for Big Slide as follows: June 9, 2026 (February & March Payments), June 19, 2026 (April & May payments) and June 30, 2026 (June & July payments) was made by John Boyea and seconded by Matthew Brassard. All member were in favor.

- ii. War Cannon Spirits – Jody Olcott spoke with business yesterday and check is in the mail for May as well as new payment amount for June and July.

- iii. Lake Placid Property Two – Jody Olcott corresponded with business yesterday and the business thought they were a month ahead but records show they are a month behind. Their accounting department will review the amortization schedule and payments documented by IDA and respond.
    - iv. Paper & Pencil Restaurant – A late notice was sent to business.
2. Defederalization Request to USDA – The IDA has not heard back from USDA regarding request March request. IDA provided the information to Stephen McNally who will follow up with his contact at USDA.

### **Business Park Development**

1. Moriah Business Park
  - a. Lot #4 Building (High Peaks Hospice) – Tenant notified IDA of mouse issue. Traps were installed and will be monitored.
  - b. Lot #11 Development – The project is moving forward. The footers and frost walls have been poured as well as the in-slab plumbing finished. IDA added 1.5” water line to the plumbing contract with K&L Plumbing and they are coordinating with the Town of Moriah Water Department. The concrete contractor will provide excavator and operator for digging. IDA also added winterization of the tested in-slab water line by K&L Plumbing. It is anticipated that the concrete floor will be poured by end of month. A meeting is scheduled with CV-TEC on June 18 to discuss the trade programs interest in building.
2. Chesterfield Commerce Park – IDA is working with the Town regarding their review of two housing proposals. IDA has provided engineering and site information necessary.

### **Business Development**

1. Marketing/Internet Based Monthly Report – No comments
2. Grant Administration
  - a. Town of Jay Micro-Enterprise Program Round 3 Update – The IDA staff and Town of Jay worked diligently to market the program. Carol Calabrese was working with a list of 20 people to answer their questions regarding the program. 7 businesses attended the training class held on May 5, 2026. 3 of those businesses were construction projects which at the current time are ineligible to apply. The IDA received 1 application for the 3<sup>rd</sup> round and will be completing the required underwriting and will send to Grant Review Committee for review. A meeting is being held next week to discuss options for the remaining grant funds with both the Town and NYS Office of Community Renewal.
  - b. Town of Ticonderoga Micro-Enterprise Program #2 – The businesses have begun requisitioning funds.
  - c. Town of Moriah Micro Enterprise Program – Two businesses were awarded. One business has finished drawing down their funds. One business is still

working on drawing down their funds. IDA contacted the other attendees of the training class to inquire if they would like to apply as Town had increased grant amount to \$5,000. None of the businesses applied. The remaining grant funds will be held at the IDA for future grant program.

- d. Town of Willsboro RESTORE NY Program – Business continues to work on securing financial backing for the project.
- e. The Ticonderoga Area Community Nonprofit Microenterprise Grant & Empowerment Program – The Ticonderoga Chamber and the IDA will be meeting over the summer to discuss details of this proposed program available to nonprofits that are serviced by the Ticonderoga Chamber.

### **New Business**

1. Champlain National Bank Documents – IDA staff to continue to work on collecting signatures as required by bank to eliminate Jim Monty and Matthew Stanley and add Stephen McNally and Matthew Brassard as authorized check signators.
2. April Financial Statements – No comments
3. May Abstract for Payment

**Motion #2026-45:** A motion to approve the May Abstract for Payment was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

4. Next Meeting – July 10, 2026 at 9:00AM

### **Adjourn Meeting**

**Motion #2026-46:** A motion to adjourn the meeting at 9:50AM was made by Stephen McNally and seconded by Jamie Rogers. All members were in favor.

**Motion #2026-47:** A motion to go into executive session at 9:51AM to discuss personnel issue was made by Matthew Brassard and seconded by John Boyea. All members were in favor.