

**COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY**

**BOARD OF DIRECTORS MEETING**

**NOVEMBER 20, 2017 @ 10:00 AM**

**IDA OFFICES**

**10 ELM STREET, SUITE 2, MALONE, NY 12953**

**A G E N D A**

**REGULAR MEETING**

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (OCTOBER 11<sup>TH</sup>, 2017)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

- CAI PROPOSAL/DISCUSSION
- RE-ADOPT 2018 IDA BUDGET

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING:    DECEMBER 13, 2017 (SARANAC LAKE)

ADJOURNMENT

**County of Franklin Industrial Development Agency  
2018 Budget**

INCOME	2018 Budget	2017 Budget
Interest	\$540	\$45
Leases/Rentals	\$19,904	\$17,500
Bond/PILOT Application Fees	\$0	\$0
Bond/PILOT Agency Fees	\$0	\$472,000
Property/Land Sales	\$0	\$0
Grant Income	\$25,000	\$87,900
Miscellaneous Income	\$200	\$2,534
<b>TOTAL INCOME:</b>	<b>\$45,644</b>	<b>\$579,979</b>

EXPENSE	2018 Budget	2017 Budget
CEO	\$80,000	\$84,500
Executive Assistant	\$48,000	\$47,476
Employer Taxes	\$9,792	\$10,097
Employee Benefits (Health Insurance & Retirement)	\$81,004	\$77,992
Insurance	\$16,384	\$14,184
Advertising/Marketing/Promotion	\$10,000	\$10,000
Dues/Memberships/Subscriptions	\$9,865	\$2,226
Professional Services	\$28,900	\$107,100
Office Expenses	\$26,449	\$24,681
Travel	\$5,000	\$3,000
Property, Parks & Buildings	\$42,189	\$28,615
Interest & Debt Expense, Depreciation	\$30,000	\$30,000
Miscellaneous Expense	\$1,000	\$1,000
<b>TOTAL EXPENSE:</b>	<b>\$388,583</b>	<b>\$440,871</b>

**NET INCOME (EXPENSE):**                      **(\$342,939)**                      **\$139,108**

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, OCTOBER 11, 2017  
Saranac Lake, New York

REGULAR MEETING

Chair Martin called the Regular Meeting of the IDA to order at 10:00 am. The following were present at Roll Call:

James Ellis  
Melinda "Lindy" Ellis  
Rodrique Lauzon (Arrived at 10:08 am)  
Justus Martin  
Karamarie Morton (Arrived at 10:01 am)  
David Yando  
Jeremy Evans, CEO  
Maria Bourgeois, Executive Assistant  
Frank DiFiore, Malone Telegram  
S. Russ Kinyon, Franklin County Economic Development Director (Arrived at 4:08)  
Absent: Sherry Langdon

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The IDA board approved the Regular meeting minutes of September 27, 2017 on a motion by Mr. Yando, seconded by Ms. L. Ellis. All in favor.

Bills and Communications: None

Committee Reports:

- Governance Committee – Jeremy reported that he has not had a chance to work on the Bylaw recommendations yet.

Treasurer's Report: The Board was presented with the financial reports for September 2017 and discussion followed.

- Motion to accept the September 2017 financial reports by Mr. Yando, seconded by Mr. J. Ellis. All in favor.

Old & Unfinished Business: Mr. J. Ellis mentioned that Judge Main ruled on the law for the Adirondack Scenic Railroad and that the State has the option of appealing his ruling if they wish. The Railroad Board will make a presentation later on and he will report back at that time.

New Business:

UTEP Discussion: Jeremy explained the importance of updating our current UTEP and let the Board know that Justin Miller (Harris Beach) would be joining us via phone to give us general information and to answer any questions the Board may have. He added that the four (4) primary questions he

intended to ask Justin were 1) What is a UTEP? 2) Why is it important? 3) What could be improved in our current UTEP? 4) What additional items should be included? At this point (10:17 am), Justin Miller joined the meeting (via phone) and gave a general overview of UTEP and addressed questions from the Board. Justin left the meeting at 10:42 am after answering all questions. After further discussion, the Board decided that the Governance Committee should work with Jeremy to set the parameters and then give the draft to an attorney (to be determined) for review. This is something that Jeremy would like to see as a priority.

Budget: Jeremy presented the proposed 2018 IDA Budget to the Board. Discussion followed.

- Motion to adopt the 2018 IDA Budget after it is amended to include a line item for maintenance of assets made by Ms. Morton, seconded by Ms. L. Ellis. All in favor.

Motion to recess the IDA meeting at 11:16 am made by Mr. J. Ellis, seconded by Ms. Morton. All in favor.

12:03 pm IDA meeting reconvened.

Public Comment Period: Mr. Kinyon stated that Jack Sullivan asked him to extend an invitation to everyone to attend the Malone Town Board meeting tonight at 6 pm with Geronimo Energy.

Office Location:

- Motion to enter into Executive Session at 12:05 pm for the purpose of discussing negotiations made by Mr. J. Ellis, seconded by Mr. Lauzon. All in favor.

Mr. Kinyon & Mr. DiFiore left at this time.

- Motion to exit Executive Session at 12:44 pm made by Mr. J. Ellis, seconded by Mr. Lauzon. All in favor.
- Motion to allow Jeremy to communicate with Community Bank for different terms of potential stay made by Ms. Morton, seconded by Mr. J. Ellis. All in favor.

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held at 10 am on November 1, 2017 at the IDA Offices in Malone and with no other business to conduct, Mr. Martin adjourned the meeting at 12:46 pm on a motion by Mr. J. Ellis, seconded by Mr. Lauzon. All in favor.

**County of Franklin Industrial Development Agency**  
**Balance Sheet Prev Year Comparison**  
As of October 31, 2017

	Oct 31, 17	Sep 30, 17	Oct 31, 16
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Community Bank Checking	511,820.12	216,540.83	564,035.87
St. Lawrence Gas Account	100.00	100.00	100.00
<b>Total Checking/Savings</b>	511,920.12	216,640.83	564,135.87
<b>Accounts Receivable</b>			
Accounts Receivable	953,100.00	1,265,100.00	0.00
<b>Total Accounts Receivable</b>	953,100.00	1,265,100.00	0.00
<b>Other Current Assets</b>			
Prepaid Insurance	23,694.07	23,694.07	17,104.06
<b>Total Other Current Assets</b>	23,694.07	23,694.07	17,104.06
<b>Total Current Assets</b>	1,488,714.19	1,505,434.90	581,239.93
<b>Fixed Assets</b>			
Accumulated Depreciation	-539,261.98	-539,261.98	-502,902.69
Buildings	1,285,948.16	1,285,948.16	1,285,948.16
Equipment	34,807.62	34,807.62	34,807.62
Land	154,794.26	154,794.26	154,794.26
<b>Total Fixed Assets</b>	936,288.06	936,288.06	972,647.35
<b>Other Assets</b>			
Deferred Outflows - ERS	76,148.00	76,148.00	26,902.00
<b>Total Other Assets</b>	76,148.00	76,148.00	26,902.00
<b>TOTAL ASSETS</b>	<b>2,501,150.25</b>	<b>2,517,870.96</b>	<b>1,580,789.28</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	6,703.93	5,515.37	105.95
<b>Total Accounts Payable</b>	6,703.93	5,515.37	105.95
<b>Other Current Liabilities</b>			
Compensated Absences	889.29	889.29	6,052.20
Employer Taxes	-40.77	-40.77	0.00
Pension Liability	57,180.00	57,180.00	12,230.00
Retirement (414H)	-3,223.38	-3,223.38	12,524.00
<b>Total Other Current Liabilities</b>	54,805.14	54,805.14	30,806.20
<b>Total Current Liabilities</b>	61,509.07	60,320.51	30,912.15
<b>Long Term Liabilities</b>			
Deferred Inflow - ERS	6,902.00	6,902.00	0.00
Note to LDC	0.00	0.00	275,566.44
<b>Total Long Term Liabilities</b>	6,902.00	6,902.00	275,566.44
<b>Total Liabilities</b>	68,411.07	67,222.51	306,478.59
<b>Equity</b>			
Retained Earnings	2,600,923.28	2,600,923.28	866,848.12
Net Income	-168,184.10	-150,274.83	407,462.57
<b>Total Equity</b>	2,432,739.18	2,450,648.45	1,274,310.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,501,150.25</b>	<b>2,517,870.96</b>	<b>1,580,789.28</b>

**County of Franklin Industrial Development Agency**  
**Profit & Loss Prev Year Comparison**  
 October 2017

	Oct 17	Sep 17	Oct 16	Jan - Oct ...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Agency Fees (Bond & PILOT)	0.00	0.00	156,000.00	0.00
Interest Income	50.99	22.39	4.25	260.30
Miscellaneous Income	0.00	0.00	0.00	21.91
Rental Income				
Gleaning Warehouse	1,458.33	1,458.33	0.00	2,916.66
Rental Income - Other	0.00	0.00	0.00	15,458.97
<b>Total Rental Income</b>	<b>1,458.33</b>	<b>1,458.33</b>	<b>0.00</b>	<b>18,375.63</b>
<b>Total Income</b>	<b>1,509.32</b>	<b>1,480.72</b>	<b>156,004.25</b>	<b>18,657.84</b>
<b>Expense</b>				
Advertising	0.00	0.00	0.00	904.42
Depreciation	0.00	0.00	0.00	2,794.95
Dues/Subscriptions/Conferences	25.00	0.00	0.00	2,836.69
Employee Benefits				
Health Insurance	4,146.14	3,935.32	4,045.42	30,779.82
<b>Total Employee Benefits</b>	<b>4,146.14</b>	<b>3,935.32</b>	<b>4,045.42</b>	<b>30,779.82</b>
Insurance	306.69	-219.06	-265.80	100.16
Marketing				
Website Expense	0.00	0.00	0.00	372.00
Marketing - Other	0.00	0.00	0.00	450.00
<b>Total Marketing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>822.00</b>
Miscellaneous Expenses	603.95	820.95	180.95	9,688.51
Office Expenses				
Cleaning Service	100.00	125.00	100.00	1,075.00
computer charges	0.00	0.00	0.00	-629.93
Copier	0.00	0.00	0.00	883.98
Internet & Phone	252.26	259.11	277.48	2,306.18
Office Rent	2,322.60	0.00	1,161.30	11,613.00
Postage	0.00	0.00	0.00	191.88
Supplies	0.00	0.00	79.99	0.00
Office Expenses - Other	81.25	218.75	0.00	837.50
<b>Total Office Expenses</b>	<b>2,756.11</b>	<b>602.86</b>	<b>1,618.77</b>	<b>16,277.61</b>
Operations				
Bombay Factory	137.50	2,290.24	1,196.91	9,008.25
Bombay Warehouse	60.08	1,664.87	1,111.95	6,093.79
Chateaugay Business Park	0.00	0.00	0.00	500.00
<b>Total Operations</b>	<b>197.58</b>	<b>3,955.11</b>	<b>2,308.86</b>	<b>15,602.04</b>
Payroll Expenses	708.10	1,062.15	741.46	5,619.43
Payroll Processing	194.96	275.94	184.62	2,077.53
Professional Services	1,000.00	0.00	0.00	27,519.85
Salaries	9,256.16	13,884.24	9,692.32	69,417.76
Travel	223.90	193.19	299.70	2,401.17
<b>Total Expense</b>	<b>19,418.59</b>	<b>24,510.70</b>	<b>18,806.30</b>	<b>186,841.94</b>
<b>Net Ordinary Income</b>	<b>-17,909.27</b>	<b>-23,029.98</b>	<b>137,197.95</b>	<b>-168,184.10</b>
<b>Net Income</b>	<b>-17,909.27</b>	<b>-23,029.98</b>	<b>137,197.95</b>	<b>-168,184.10</b>

COUNTY OF FRANKLIN   
INDUSTRIAL DEVELOPMENT AGENCY

10 ELM STREET – SUITE 2  
MALONE, NEW YORK 12953  
TEL: (518) 483-9472

**IDA LEASE REPORT**  
**OCTOBER 31, 2017**

<b>Lease Date</b>	<b>Company</b>	<b>Amount Owing 10/31/17</b>	<b>Term</b>	<b>Lease Payment</b>	<b>Last Paid Date</b>	<b>Status</b>
1/1/15	JCEO	\$0.00	Month-to-Month	\$1,458.33	10/23/17	In Effect
<b>Total:</b>		<b>\$0.00</b>				

**FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION**

**BOARD OF DIRECTORS MEETING**

**NOVEMBER 20, 2017 @ 10:00 AM**

**IDA OFFICES**

**10 ELM STREET, SUITE 2, MALONE, NY 12953**

**A G E N D A**

**REGULAR MEETING**

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (OCTOBER 11<sup>TH</sup>, 2017)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING:    DECEMBER 13, 2017 (SARANAC LAKE)

ADJOURNMENT



FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, OCTOBER 11, 2017  
Saranac Lake, New York

REGULAR MEETING

Chair Martin called the Regular Meeting of the LDC to order at 11:16 am. The following were present at Roll Call:

James Ellis  
Melinda "Lindy" Ellis  
Rodrique Lauzon  
Justus Martin  
Karamarie Morton  
David Yando  
Jeremy Evans, CEO  
Maria Bourgeois, Executive Assistant  
Frank DiFiore, Malone Telegram  
S. Russ Kinyon, Franklin County Economic Development Director  
Absent: Sherry Langdon

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The LDC board approved Regular meeting minutes of September 27, 2017 on a motion by Mr. Lauzon, seconded by Ms. L. Ellis. All in favor.

Bills and Communications: None

Committee Reports: None

Treasurer's Report: The Board was presented with the financial reports for September 2017. Jeremy explained that Asept Pak is still one month behind, but making regular payments.

- Motion to accept the September 2017 financial reports by Mr. Lauzon, seconded by Mr. Yando. All in favor.

Old & Unfinished Business: Jeremy informed the Board that Carpe Insectae will be withdrawing their loan application as they have secured private investment and that he is meeting with Chicota Inc. today.

New Business:

Budget: Jeremy presented the proposed 2018 LDC Budget to the Board. Discussion followed.

- Motion to adopt the 2018 LDC Budget as presented made by Mr. J. Ellis, seconded by Mr. Lauzon. After additional discussion and approving the amendment, all in favor.
- Motion to amend the previous motion to include shifting a total amount of \$40K out of salary and employee benefits into professional services to reflect the discussed \$40K contract for

marketing made by Ms. L. Ellis, seconded by Ms. Morton. All in favor of the amendment, with the exception of Ms. Morton, who opposed.

Adjournment: After stating that the next regular meeting of the LDC is scheduled to be held at 10 am on November 1, 2017 at the IDA Offices in Malone and with no other business to conduct, Mr. Martin adjourned the meeting at 12:02 pm on a motion by Mr. Lauzon, seconded by Mr. Yando. All in favor.

## Franklin County Local Development Corporation

## Balance Sheet Prev Year Comparison

11/02/17

Accrual Basis

As of October 31, 2017

	<u>Oct 31, 17</u>	<u>Sep 30, 17</u>	<u>Oct 31, 16</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Community Bank	2,794,132.62	2,776,699.31	2,349,380.95
<b>Total Checking/Savings</b>	2,794,132.62	2,776,699.31	2,349,380.95
<b>Accounts Receivable</b>			
Accounts Receivable	953,887.69	963,361.36	1,349,374.25
<b>Total Accounts Receivable</b>	953,887.69	963,361.36	1,349,374.25
<b>Other Current Assets</b>			
Loans Receivable			
Allowance for Loans Receivable	-278,108.44	-278,108.44	-278,108.44
<b>Total Loans Receivable</b>	-278,108.44	-278,108.44	-278,108.44
<b>Total Other Current Assets</b>	-278,108.44	-278,108.44	-278,108.44
<b>Total Current Assets</b>	3,469,911.87	3,461,952.23	3,420,646.76
<b>Fixed Assets</b>			
Accumulated Depreciation	-7,552.40	-7,552.40	-7,552.40
Computer Equipment	7,552.40	7,552.40	7,552.40
<b>Total Fixed Assets</b>	0.00	0.00	0.00
<b>TOTAL ASSETS</b>	<u>3,469,911.87</u>	<u>3,461,952.23</u>	<u>3,420,646.76</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Current Liabilities			
Deferred Revenue	400,632.88	400,632.88	521,651.22
<b>Total Other Current Liabilities</b>	400,632.88	400,632.88	521,651.22
<b>Total Current Liabilities</b>	400,632.88	400,632.88	521,651.22
<b>Total Liabilities</b>	400,632.88	400,632.88	521,651.22
<b>Equity</b>			
Opening Bal Equity	1,027,691.20	1,027,691.20	1,027,691.20
Retained Earnings	2,002,923.43	2,002,923.43	2,132,271.09
Net Income	38,664.36	30,704.72	-260,966.75
<b>Total Equity</b>	3,069,278.99	3,061,319.35	2,898,995.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>3,469,911.87</u>	<u>3,461,952.23</u>	<u>3,420,646.76</u>

## Franklin County Local Development Corporation

## Profit &amp; Loss Prev Year Comparison

October 2017

11/02/17

Accrual Basis

	<u>Oct 17</u>	<u>Sep 17</u>	<u>Oct 16</u>	<u>Jan - O...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest - Bank	283.75	273.58	19.75	2,259.01
Interest - Loan	7,675.89	653.74	3,871.18	42,190.63
Late Fees	0.00	21.91	0.00	21.91
Loan Application Fees	0.00	0.00	0.00	1,000.00
Miscellaneous Income	0.00	0.00	0.00	3.31
<b>Total Income</b>	<u>7,959.64</u>	<u>949.23</u>	<u>3,890.93</u>	<u>45,474.86</u>
<b>Expense</b>				
Depreciation Expense	0.00	0.00	-8.03	0.00
Insurance	0.00	0.00	0.00	925.00
<b>Loan Processing Expense</b>				
Bank Service Fees	0.00	17.25	0.00	17.25
Loan Processing Expense - Other	0.00	0.00	0.00	80.00
<b>Total Loan Processing Expense</b>	<u>0.00</u>	<u>17.25</u>	<u>0.00</u>	<u>97.25</u>
<b>Total Expense</b>	<u>0.00</u>	<u>17.25</u>	<u>-8.03</u>	<u>1,022.25</u>
<b>Net Ordinary Income</b>	<u>7,959.64</u>	<u>931.98</u>	<u>3,898.96</u>	<u>44,452.61</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Computer Equipment and Software	0.00	0.00	0.00	5,788.25
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,788.25</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-5,788.25</u>
<b>Net Income</b>	<u><u>7,959.64</u></u>	<u><u>931.98</u></u>	<u><u>3,898.96</u></u>	<u><u>38,664.36</u></u>

FRANKLIN COUNTY  
 LOCAL DEVELOPMENT CORPORATION  
 10 ELM STREET – SUITE 2  
 MALONE, NEW YORK 12953  
 TEL: (518) 483-9472

**FRANKLIN COUNTY LDC REVOLVING LOAN FUND  
 OCTOBER 31, 2017**

Closing Date	Company	Original Loan Amount	Principal Balance 10/31/17	Rate	Term	Last Payment	Last Paid Date	Status*
2/16/07	Asept Pak, Inc.	\$400,000.00	\$313,862.39	5.25%	Modified	\$4,525.66	10/2 & 30/17	U
12/31/08	Asept Pak, Inc.	\$735,000.73	\$308,723.83	4.80%	Modified	\$12,000.00	10/2 & 30/17	U
9/21/09	Asept Pak, Inc.	\$250,000.00	\$160,482.83	5.25%	Modified	\$2,349.28	10/2 & 30/17	U
5/27/10	Branch Commercial Development	\$250,000.00	\$77,717.50	5.25%	10 years	\$2,682.29	10/30/17	S
5/22/17	The Hub**	\$30,000.00	\$27,631.43	6.00%	7 years	\$1,314.78	10/6 & 17/17	S
7/24/17 10/6/17	The Hub** (\$55K Loan)	\$55,000.00	\$52,377.05	6.00%	10 years	\$1,831.83	10/6 & 17/17	S
7/30/04	WiseBuys Stores, Inc.	\$250,000.00	\$13,092.66	N/A	Modified	\$1,000.00	9/18/17	U
<b>Total</b>		<b>\$1,970,000.73</b>	<b>\$953,887.69</b>					

**\*Status Key:**

S = Satisfactory

U = Unsatisfactory

\*\* The Hub made payments for 3 months – will not be due for another payment until February 1, 2018.