

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY

BOARD OF DIRECTORS MEETING

APRIL 26, 2017 @ 4:00 PM

DICKERT ROOM SARANAC LAKE FREE LIBRARY

109 MAIN STREET, SARANAC LAKE, NY 12983

A G E N D A

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (MARCH 22, 2017)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

- BOMBAY BUILDING

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING: MAY 24, 2017 (MALONE)

ADJOURNMENT

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, MARCH 22, 2017
Malone, New York

REGULAR MEETING

Chair Martin called the Regular Meeting of the IDA to order at 4:01 pm. The following were present at Roll Call:

Melinda "Lindy" Ellis
Justus Martin
Rodrique Lauzon (Left at 6:21 pm)
Karamarie Morton
David Yando
Paul Ellis, Interim CEO
Maria Bourgeois, Executive Assistant
Matthew McArdle, Agency Counsel
Frank DiFiore, Malone Telegram (Left at 5:48 pm)
Andrea Dumas, Franklin County Legislator (Left at 5:58 pm)
Pamela Halloran, Crowley & Halloran (Left at 4:48 pm)
S. Russ Kinyon, Franklin County Economic Development Director (Left at 6:38 pm)
Donna Kissane, Franklin County Manager (Left at 5:30 pm)
Carl Sherwin, Franklin County Legislator (Left at 5:58 pm)
Absent: James Ellis
David Roach

Mr. Martin welcomed everyone to the meeting, then welcomed new board member, Karamarie Morton and gave her the opportunity to provide a bit of information about herself. Ms. Morton stated that she is a real estate agent with Caldwell Banker and has 20 years of experience in marketing innovation.

Pamela Halloran then presented the 2016 IDA Audit in detail to the board, explaining that there was a material weakness with not booking the total agency fee from the Jericho Rise Wind Farm LLC in the amount of \$1.2 M as a receivable. Their opinion is unmodified. After presenting the audits and answering questions, Ms. Halloran left at 4:48 pm.

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The IDA board approved the Regular meeting minutes of February 22, 2017 on a motion by Ms. Ellis, seconded by Mr. Yando. All in favor.

Bills and Communications: Paul Ellis informed the board that he did a one-year contract extension with Westelcom, thereby letting the next CEO decide how to handle services with Westelcom.

Committee Reports: Mr. Martin asked Ms. Morton to fill the vacant seat on the Governance Committee and she agreed.

Treasurer's Report: Paul reviewed the February 2017 financials with the board, noting that there were no unusual income or expense items. He added that next month's report would show any adjustments following the audit.

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

Old & Unfinished Business:

Bombay Building: Mr. Martin informed the board that Curt Smith, who is the Judge in Bombay has agreed to be the security contact for the alarms at our buildings. He will take the keys to him and coordinate with Maria and Adirondack Alarms to change the settings.

Mr. Yando then told the board that he had gone out to the factory building and there are some immediate needs to be addressed, such as a hole in the wall and lighting dangling on the side of the building. He feels that the board should get a contractor to do a walk around to fix these items before it becomes a larger issue. After much discussion, Mr. Martin created a Building and Grounds committee which includes Karamarie Morton, David Yando and Mr. Martin. Mr. Yando will create an ad and send it to Maria to be placed in the local paper. Ms. Morton indicated she would get a blank contract template to send to board members.

Contract with DANC: Mr. Ellis explained that DANC had previously provided underwriting services for LDC loans but a contract for doing so was never finalized.

- Motion authorizing Paul Ellis to sign contract with DANC to provide loan underwriting services made by Mr. Yando, seconded by Mr. Lauzon. All in favor.

New Business:

2016 Audit: Following Ms. Halloran's presentation of the 2016 IDA Audit earlier in the meeting,

- Motion to accept the 2016 Audit as presented made by Mr. Lauzon, seconded by Ms. Ellis. All in favor.

PARIS Reporting: Paul stated that he and Maria are working on getting reports into the system.

Maria Vacation: Maria will be away on vacation from March 31 – April 9th and will change message on phone and put a sign on door indicating if there is a need for immediate attention to contact Mr. Martin and auto reply will be activated on email.

CEO Job Search: Paul explained that the job description he created has been sent out to local papers as well as monster.com and NYS Empire Development – he felt it was politically important that we advertise locally as well. Ms. Morton shared her thoughts about the job description and following a discussion, she agreed to send Paul a revised version of the job description tomorrow so that the ads can be updated.

- Motion to recess the IDA meeting at 5:57 pm made by Mr. Lauzon, seconded by Ms. Ellis. All in favor.

Meeting resumed at 6:37 pm.

- Motion to enter into Executive Session at 6:38 pm for the purpose of discussing a legal matter made by Ms. Ellis, seconded by Ms. Morton. All in favor.

- Motion to exit Executive Session at 6:50 pm made by Ms. Ellis, seconded by Mr. Yando. All in favor.

Regular session resumed at 6:50 pm.

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Wednesday, April 26, 2017 at 4 p.m. in Saranac Lake and with no other business to conduct, Mr. Martin adjourned the meeting at 6:51 pm on a motion by Mr. Yando, seconded by Ms. Morton. All in favor.

County of Franklin Industrial Development Agency

Balance Sheet Prev Year Comparison

As of March 31, 2017

04/17/17

Accrual Basis

	Mar 31, 17	Feb 28, 17	Mar 31, 16
ASSETS			
Current Assets			
Checking/Savings			
Community Bank Checking	329,650.86	352,734.98	406,986.89
St. Lawrence Gas Account	100.00	100.00	100.00
Total Checking/Savings	329,750.86	352,834.98	407,086.89
Accounts Receivable			
Accounts Receivable	1,265,100.00	1,265,100.00	0.00
Total Accounts Receivable	1,265,100.00	1,265,100.00	0.00
Other Current Assets			
Prepaid Insurance	19,568.63	15,987.52	16,484.62
Total Other Current Assets	19,568.63	15,987.52	16,484.62
Total Current Assets	1,614,419.49	1,633,922.50	423,571.51
Fixed Assets			
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
Total Fixed Assets	936,288.06	936,288.06	972,647.35
Other Assets			
Deferred Outflows - ERS	76,148.00	76,148.00	26,902.00
Total Other Assets	76,148.00	76,148.00	26,902.00
TOTAL ASSETS	<u>2,626,855.55</u>	<u>2,646,358.56</u>	<u>1,423,120.86</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	8,111.65	3,863.40	5,801.93
Total Accounts Payable	8,111.65	3,863.40	5,801.93
Other Current Liabilities			
Compensated Absences	889.29	889.29	6,052.20
Pension Liability	57,180.00	57,180.00	12,230.00
Retirement (414H)	-3,223.38	-3,223.38	12,176.00
Total Other Current Liabilities	54,845.91	54,845.91	30,458.20
Total Current Liabilities	62,957.56	58,709.31	36,260.13
Long Term Liabilities			
Deferred Inflow - ERS			
Note to LDC	6,902.00	6,902.00	0.00
Total Long Term Liabilities	6,902.00	6,902.00	275,566.44
Total Liabilities	69,859.56	65,611.31	311,826.57
Equity			
Retained Earnings	2,600,923.28	2,600,923.28	866,848.12
Net Income	-43,927.29	-20,176.03	244,446.17
Total Equity	2,556,995.99	2,580,747.25	1,111,294.29
TOTAL LIABILITIES & EQUITY	<u>2,626,855.55</u>	<u>2,646,358.56</u>	<u>1,423,120.86</u>

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

	Mar 17	Feb 17	Mar 16	Jan - Mar...
Ordinary Income/Expense				
Income				
Interest Income	35.05	2.76	3.54	41.10
Miscellaneous Income	0.00	15.99	0.00	15.99
Rental Income	2,916.66	0.00	1,458.33	5,833.32
Total Income	2,951.71	18.75	1,461.87	5,890.41
Expense				
Advertising	869.62	0.00	0.00	869.62
Depreciation	0.00	0.00	0.00	2,794.95
Dues/Subscriptions/Conferences	0.00	200.00	0.00	486.69
Employee Benefits				
Health Insurance	1,967.66	2,073.07	4,045.42	3,829.91
Total Employee Benefits	1,967.66	2,073.07	4,045.42	3,829.91
Insurance	-395.26	-2.40	1,110.42	-791.72
Marketing				
Website Expense	0.00	372.00	0.00	372.00
Marketing - Other	450.00	0.00	350.00	450.00
Total Marketing	450.00	372.00	350.00	822.00
Miscellaneous Expenses	6,027.90	11.90	923.98	6,051.70
Office Expenses				
Cleaning Service	125.00	100.00	100.00	325.00
Internet & Phone	226.38	226.86	331.14	678.73
Office Rent	1,161.30	1,161.30	1,161.30	3,483.90
Postage	191.88	0.00	15.99	191.88
Supplies	0.00	0.00	188.96	0.00
Total Office Expenses	1,704.56	1,488.16	1,797.39	4,679.51
Operations				
Bombay Factory	493.89	1,018.28	277.62	1,660.10
Bombay Warehouse	59.37	925.69	45.70	1,044.51
Chateaugay Business Park	0.00	0.00	0.00	500.00
Total Operations	553.26	1,943.97	323.32	3,204.61
Payroll Expenses	480.36	298.48	802.12	1,077.32
Payroll Processing	249.00	166.00	167.98	692.42
Professional Services	9,232.59	4,025.85	625.00	13,258.44
Salaries	5,511.92	3,192.32	9,692.32	11,896.56
Travel	51.36	226.83	0.00	945.69
Total Expense	26,702.97	13,996.18	19,837.95	49,817.70
Net Ordinary Income	-23,751.26	-13,977.43	-18,376.08	-43,927.29
Net Income	-23,751.26	-13,977.43	-18,376.08	-43,927.29

COUNTY OF FRANKLIN 
INDUSTRIAL DEVELOPMENT AGENCY

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

IDA LEASE REPORT
MARCH 31, 2017

Lease Date	Company	Amount Owing 3/31/17	Term	Lease Payment	Last Paid Date	Status
1/1/15	JCEO	\$0.00	Month-to-Month	\$1,458.33	3/20 & 27/17	In Effect
Total:		\$0.00				

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
APRIL 26, 2017 @ 4:00 PM
DICKERT ROOM SARANAC LAKE FREE LIBRARY
109 MAIN STREET, SARANAC LAKE, NY 12983

A G E N D A

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (MARCH 22, 2017)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

- LOAN COMMITTEE: THE HUB – TUPPER LAKE

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING: MAY 24, 2017 (MALONE)

ADJOURNMENT

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, MARCH 22, 2017
Malone, New York

REGULAR MEETING

Chair Martin called the Regular Meeting of the LDC to order at 5:58 pm. The following were present at Roll Call:

Melinda “Lindy” Ellis
Justus Martin
Rodrique Lauzon (Left at 6:21 pm)
Karamarie Morton
David Yando
Paul Ellis, Interim CEO
Maria Bourgeois, Executive Assistant
Matthew McArdle, Corporate Counsel
S. Russ Kinyon, Franklin County Economic Development Director
Absent: James Ellis
David Roach

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The LDC board approved the Regular meeting minutes of February 22, 2017 on a motion by Ms. Ellis, seconded by Mr. Yando. All in favor.

Bills and Communications:

The Health Hub – Tupper Lake Loan Application: Paul Ellis informed the board that a loan application has been received from The Health Hub – Tupper Lake, requesting a loan in the amount of \$85,000. He added that we will execute a contract with DANC to provide underwriting services for any incoming loans and the application packet will be sent to them. Mr. Martin then created a loan committee to review loans and make recommendations to the board which will be chaired by Ms. Morton and will include Mr. J. Ellis and Mr. Lauzon. Discussion followed about including a banker on this committee and Paul said he would contact Bryon Tuthill from Community Bank to see if he would agree to be part of this committee.

Committee Reports: None

Treasurer’s Report: Paul presented the February 2017 financials to the board. Corporate Counsel McArdle spoke to the Board regarding the payments from Wisebuys being inconsistent and sporadic. After some discussion, the board agreed to have Counsel send the guarantor a letter providing the option to pay a discounted amount of \$12,000 by July 1st.

- Motion to accept the February 2017 financial reports by Mr. Yando, seconded by Ms. Morton. All in favor.

Old & Unfinished Business: None

New Business:

2016 Audit: Prior to the start of the meeting, Pamela Halloran of Crowley Halloran presented the 2016 LDC Audit in detail to the Board. There was an unmodified opinion and no material weaknesses were found.

- Motion to accept the 2016 Audit as presented made by Ms. Ellis, seconded by Mr. Yando. All in favor.

Adjournment: After stating that the next regular meeting of the LDC is scheduled to be Wednesday, April 26, 2017 at 4 p.m. in Saranac Lake (Ms. Ellis to check the availability of the library) and with no other business to conduct, Mr. Martin adjourned the meeting at 6:36 pm on a motion by Ms. Morton, seconded by Ms. Ellis. All in favor.

Franklin County Local Development Corporation

Balance Sheet Prev Year Comparison

As of March 31, 2017

04/17/17

Accrual Basis

	Mar 31, 17	Feb 28, 17	Mar 31, 16
ASSETS			
Current Assets			
Checking/Savings			
Community Bank	2,742,061.40	2,718,976.67	2,191,745.48
Total Checking/Savings	2,742,061.40	2,718,976.67	2,191,745.48
Accounts Receivable			
Accounts Receivable	980,830.36	999,603.74	1,483,477.84
Total Accounts Receivable	980,830.36	999,603.74	1,483,477.84
Other Current Assets			
Loans Receivable			
Allowance for Loans Receivable	-278,108.44	-278,108.44	-278,108.44
Total Loans Receivable	-278,108.44	-278,108.44	-278,108.44
Total Other Current Assets	-278,108.44	-278,108.44	-278,108.44
Total Current Assets	3,444,783.32	3,440,471.97	3,397,114.88
Fixed Assets			
Accumulated Depreciation	-7,552.40	-7,552.40	-6,568.33
Computer Equipment	7,552.40	7,552.40	7,552.40
Total Fixed Assets	0.00	0.00	984.07
TOTAL ASSETS	3,444,783.32	3,440,471.97	3,398,098.95
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Deferred Revenue	400,632.88	400,632.88	521,651.22
Total Other Current Liabilities	400,632.88	400,632.88	521,651.22
Total Current Liabilities	400,632.88	400,632.88	521,651.22
Total Liabilities	400,632.88	400,632.88	521,651.22
Equity			
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	13,535.81	9,224.46	-283,514.56
Total Equity	3,044,150.44	3,039,839.09	2,876,447.73
TOTAL LIABILITIES & EQUITY	3,444,783.32	3,440,471.97	3,398,098.95

Franklin County Local Development Corporation

Profit & Loss Prev Year Comparison

04/17/17

Accrual Basis

March 2017

	<u>Mar 17</u>	<u>Feb 17</u>	<u>Mar 16</u>	<u>Jan - Mar...</u>
Ordinary Income/Expense				
Income				
Interest - Bank	277.50	20.69	18.38	320.96
Interest - Loan	3,783.85	5,242.73	6,591.16	12,964.85
Loan Application Fees	250.00	0.00	0.00	250.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Total Income	<u>4,311.35</u>	<u>5,263.42</u>	<u>6,609.54</u>	<u>13,535.81</u>
Expense				
Depreciation Expense	0.00	0.00	165.35	0.00
Loan Processing Expense				
Bank Service Fees	0.00	-5.00	0.00	0.00
Total Loan Processing Expense	<u>0.00</u>	<u>-5.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expense	<u>0.00</u>	<u>-5.00</u>	<u>165.35</u>	<u>0.00</u>
Net Ordinary Income	<u>4,311.35</u>	<u>5,268.42</u>	<u>6,444.19</u>	<u>13,535.81</u>
Net Income	<u><u>4,311.35</u></u>	<u><u>5,268.42</u></u>	<u><u>6,444.19</u></u>	<u><u>13,535.81</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
MARCH 31, 2017

Closing Date	Company	Original Loan Amount	Principal Balance 3/31/17	Rate	Term	Last Payment	Last Paid Date	Status*
2/16/07	Asept Pak, Inc.	\$400,000.00	\$330,858.96	5.25%	Modified	\$4,525.66	3/27/17	S
12/31/08	Asept Pak, Inc.	\$735,000.73	\$370,749.30	4.80%	Modified	\$12,000.00	3/27/17	S
9/21/09	Asept Pak, Inc.	\$250,000.00	\$169,380.66	5.25%	Modified	\$2,349.28	3/27/17	S
5/27/10	Branch Commercial Development	\$250,000.00	\$93,748.78	5.25%	10 years	\$2,682.29	3/24/17	S
7/30/04	WiseBuys Stores, Inc.	\$250,000.00	\$16,092.66	N/A	Modified	\$1,000.00	3/7/16	U
Total		\$1,885,000.73	\$980,830.36					

***Status Key:**

S = Satisfactory

U = Unsatisfactory