

**COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY**

**BOARD OF DIRECTORS MEETING**

**JULY 11, 2018 @ 10:00 AM**

**IDA OFFICES**

**10 ELM STREET, SUITE 2, MALONE, NEW YORK 12953**

**A G E N D A**

**REGULAR MEETING**

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (JUNE 13, 2018)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING: AUGUST 8, 2018 (SARANAC LAKE)

ADJOURNMENT

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY  
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, JUNE 13, 2018  
Saranac Lake, New York

REGULAR MEETING

Vice-Chair J. Ellis 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  
Sherry Langdon  
Rodrique Lauzon  
Justus Martin (Arrived at 10:05 am)  
David Yando  
Jeremy Evans, CEO  
Maria Bourgeois, Executive Assistant  
S. Russ Kinyon, Franklin County Economic Development Office  
Frank DiFiore, Malone Telegram  
Absent: Andrea Dumas

Mr. Ellis welcomed the board and guests to the meeting.

Public Comment Period: None

Approval of Previous Meeting Minutes:

- The IDA board approved the Regular meeting minutes of May 9, 2018 on a motion by Ms. L. Ellis, seconded by Mr. Lauzon. All in favor.

Bills and Communications: None

Committee Reports:

Governance Committee: Ms. L. Ellis reported that the committee had met prior to the board meeting regarding two matters – first in reviewing the Investment Policy. The Governance Committee proposes the board accept the modifications to the current policy, which reflect updating the banks which can be considered as depositories as well as adjusting the maximum amounts and simplifying the types of securities. Jeremy has been working with Paul Ellis to update this policy and it needed to be revised before we can put CDs out to bid. Items in red are being removed if board approves amended policy.

- Motion to adopt the revised investment policy as attached made by Mr. Lauzon, seconded by Mr. Yando. All in favor.

Ms. L. Ellis then explained that the second item the Governance Committee discussed was creating the tool for the Manager's Evaluation. They looked at the existing template, as well as a form that Maria completed on Jeremy and one that Jeremy presented which is a template from IEDC. After discussion, the committee decided to use the base format from the evaluation Maria

completed on Jeremy and to incorporate some items from the IEDC form which the committee will review and present to the full board.

Chair Martin arrived at 10:05 am and resumed his role as Chair to continue the meeting.

Building and Grounds Committee: Jeremy informed the board that the contract with RSI Roofing has been fully executed for repairs to the roof at the Bombay Factory. Although repairs are scheduled to happen this summer, no date has been set yet. Additionally, Jeremy informed the board that Brian Cartier will have completed his first phase of cleanup of the grounds of the factory by the end of this week weather permitting. This has not been addressed in two years, so Jeremy feels we are making progress.

Treasurer's Report: Jeremy reviewed the May 2018 financials with the Board, noting that the numbers in accounts receivable are unusually high because we have invoiced the County for \$2.5M which will, in turn be disbursed to St. Lawrence Gas. This is part of an ESD grant from several years ago, in which the County is the recipient of the grant funds and the IDA then accepts funds from the County and turns around and writes a check to St. Lawrence Gas.

- Motion to accept the May 2018 financial reports by Mr. J. Ellis, seconded by Mr. Lauzon. All in favor.

Old and Unfinished Business:

CAI Update: Jeremy asked Russ Kinyon to provide an update to the board following CAI's 2-day recent visit to Franklin County. Mr. Kinyon explained that he and Jeremy spent two days with reps from CAI, who stayed at the Hotel Saranac and had arranged multiple meetings and visits to various businesses and locations throughout Franklin County. He explained that the CAI reps found the visit very helpful in working on their plan for Franklin County, which is scheduled to be completed by the end of August. Discussion followed.

New Business: None

Public Comment Period: None

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Wednesday, July 11, 2018 at 10 am at the IDA offices in Malone and with no other business to conduct, Mr. Martin adjourned the meeting at 10:37 am on a motion by Mr. Lauzon, seconded by Mr. J. Ellis.

# COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY

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

## IDA LEASE REPORT JUNE 30, 2018

Lease Date	Company	Amount Owning 6/30/18	Term	Lease Payment	Last Paid Date	Status
1/1/15	JCEO	\$0.00	Month-to-Month	\$1,458.33	6/5/18	In Effect
<b>Total:</b>		<b>\$0.00</b>				

**FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION**

**BOARD OF DIRECTORS MEETING**

**JULY 11, 2018 @ 10:00 AM**

**IDA OFFICES**

**10 ELM STREET, SUITE 2, MALONE, NEW YORK 12953**

**A G E N D A**

**REGULAR MEETING**

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (JUNE 13, 2018)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

- MAIN STREET GRANT RESOLUTION #2018-02

PUBLIC COMMENT

DATE OF NEXT MEETING: AUGUST 8, 2018 (SARANAC LAKE)

ADJOURNMENT

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, JUNE 13, 2018  
Saranac Lake, New York

REGULAR MEETING

Chair Martin called the Regular Meeting of the LDC to order at 10:37 am. The following were present at Roll Call:

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

Mr. Martin welcomed the board and guests to the meeting.

Public Comment Period: None

Approval of Previous Meeting Minutes:

- The LDC board approved the Regular meeting minutes of May 9, 2018 on a motion by Mr. Lauzon, seconded by Mr. J. Ellis. All in favor.

Bills and Communications: None

Committee Reports: None

Treasurer's Report: Jeremy reviewed the May 2018 financials with the Board, noting nothing out of the ordinary. In reviewing the Revolving Loan Fund report, Jeremy noted that we still have not received payment from the guarantor of Wisebuys and he will follow up with Corporate Counsel, who sent a letter to guarantor in May.

- Motion to accept the May 2018 financial reports by Mr. Lauzon, seconded by Mr. Lauzon. All in favor.

Old and Unfinished Business:

JC Soups: Jeremy presented the board with a Loan Recommendation form from the Loan Committee as well as the summary from DANC as underwriters. He explained that Jim Collette of JC Soups is requesting a \$75K loan for a term of 10 years at 6.75%. The last page of the Loan Recommendation form is proposed contingencies which are standard but meant to establish collateral. Although this project does not strictly meet the loan guidelines, Jeremy has discussed

this loan with Corporate Counsel, Matt McArdle and he sees no reason not to approve the loan. Mr. Yando stated that he needs to recuse himself from voting as he is representing the Collette's as buyers of the property. Jeremy stated that the Collette's need to close by the end of July or they will need a new lease. AEDC is having a loan committee meeting tomorrow (June 14<sup>th</sup>) to recommend a \$75K loan as well and our Counsel is working on a commitment letter pending approval of AEDC's loan.

- Motion to approve the issuance of a loan to JC Soups in the amount of \$75K for a term of 10 years and at an interest rate of 6.75% made by Mr. Lauzon, seconded by Mr. J. Ellis. All in favor, except for Mr. Yando, who recused himself prior to the vote.

The Hub: Jeremy explained that Cherie Whitten of The Hub has formally requested that her payments for May and June be deferred to September 1<sup>st</sup> and that her September payment would include principal payments for May and June. She would make regular payments for July and August. The Loan committee recommends interest only payments for May and June and to proceed with the rest per Ms. Whitten's request. After some discussion, Jeremy indicated he will speak to Corporate Counsel to determine the amount of the interest payments.

- Motion to allow The Hub to make interest only payments for the months of May and June and proceed with regular payments for July and August, and to allow May and June's principal payments to be made with September's regular payments made by Mr. J. Ellis and seconded by Mr. Lauzon. All in favor.

#### New Business:

Investment Policy Amendment: Ms. L. Ellis reported that the Governance committee had met prior to the board meeting to review proposed amendments to the Investment Policy. The Governance Committee proposes the board accept the modifications to the current policy, which reflect updating the banks which can be considered as depositories as well as adjusting the maximum amounts and simplifying the types of securities. Jeremy has been working with Paul Ellis to update this policy and it needed to be revised before we can put CDs out to bid. Items in red are being removed if board approves amended policy.

- Motion to adopt the revised investment policy as attached made by Mr. Lauzon, seconded by Mr. Yando. All in favor.

Grant Opportunities: Jeremy explained that CFA applications are due by the end of July and that there are many different projects in our County that will be applying for funding. He said he would like the LDC to apply for a NY Main Street Program Grant for Tupper Lake and Saranac Lake which would be for façade improvements. Because this is a reimbursement grant, property owners must upfront all the cash but that isn't viable for all property owners. Jeremy would like to propose that the LDC upfront cash in the form of short term construction loans to property owners who may qualify for this program if application is approved.

- Motion to allow CEO to complete CFA application for the NY Main Street Program Grant and to provide support made by Mr. Lauzon, seconded by Mr. J. Ellis. All in favor.

Office Move: Jeremy explained that we are looking to move probably some time around August and that Alden Stevens has begun to go through all the records in the vault to organize and purge – this project is expected to take one and a half weeks.

Hiring Update: Jeremy stated that he is pretty much done with the ad for the Economic Development Specialist and that it will be advertised in several places in the next few days. He

added that Paul Ellis has been helping him with finding firms to reach out to regarding setting up a 401K plan for the new employee and we will be reaching out to three firms.

Mr. Martin then wished Ms. L. Ellis good luck in her new role as Franklin County Legislator and she indicated that intends to remain on our boards till the end of the year and will seek a suitable replacement with Mr. Martin.

Public Comment Period: None

Adjournment: After stating that the next regular meeting of the LDC is scheduled to be held on Wednesday, July 11, 2018 at 10 am at the IDA offices in Malone and with no other business to conduct, Mr. Martin adjourned the meeting at 11:18 am on a motion by Mr. J. Ellis, seconded by Mr. Lauzon.



**Franklin County Local Development Corporation**  
**Balance Sheet Prev Year Comparison**  
**As of June 30, 2018**

	<u>Jun 30, 18</u>	<u>May 31, 18</u>	<u>Jun 30, 17</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Community Bank	2,705,544.33	2,699,451.45	2,759,927.55
<b>Total Checking/Savings</b>	2,705,544.33	2,699,451.45	2,759,927.55
<b>Accounts Receivable</b>			
Accounts Receivable	1,071,272.62	1,074,647.96	976,457.37
<b>Total Accounts Receivable</b>	1,071,272.62	1,074,647.96	976,457.37
<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>	3,498,708.51	3,495,990.97	3,458,276.48
<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>3,498,708.51</u>	<u>3,495,990.97</u>	<u>3,458,276.48</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Current Liabilities			
Deferred Revenue	400,632.88	400,632.88	400,632.88
<b>Total Other Current Liabilities</b>	400,632.88	400,632.88	400,632.88
<b>Total Current Liabilities</b>	400,632.88	400,632.88	400,632.88
<b>Total Liabilities</b>	400,632.88	400,632.88	400,632.88
<b>Equity</b>			
Opening Bal Equity	1,027,691.20	1,027,691.20	1,027,691.20
Retained Earnings	2,043,291.03	2,043,291.03	2,002,923.43
Net Income	27,093.40	24,375.86	27,028.97
<b>Total Equity</b>	3,098,075.63	3,095,358.09	3,057,643.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>3,498,708.51</u>	<u>3,495,990.97</u>	<u>3,458,276.48</u>

**Franklin County Local Development Corporation**  
**Profit & Loss Prev Year Comparison**  
**June 2018**

	<u>Jun 18</u>	<u>May 18</u>	<u>Jun 17</u>	<u>Jan - Ju...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest - Bank	266.49	277.96	269.90	1,631.25
Interest - Loan	2,451.05	7,931.53	11,586.07	29,217.19
Late Fees	0.00	52.44	0.00	52.44
<b>Total Income</b>	<u>2,717.54</u>	<u>8,261.93</u>	<u>11,855.97</u>	<u>30,900.88</u>
<b>Expense</b>				
Miscellaneous Expense	0.00	275.00	0.00	275.00
Professional Fees	0.00	3,270.00	0.00	3,270.00
<b>Total Expense</b>	<u>0.00</u>	<u>3,545.00</u>	<u>0.00</u>	<u>3,545.00</u>
<b>Net Ordinary Income</b>	<u>2,717.54</u>	<u>4,716.93</u>	<u>11,855.97</u>	<u>27,355.88</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Computer Equipment and Software	0.00	262.48	0.00	262.48
<b>Total Other Expense</b>	<u>0.00</u>	<u>262.48</u>	<u>0.00</u>	<u>262.48</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>-262.48</u>	<u>0.00</u>	<u>-262.48</u>
<b>Net Income</b>	<u><u>2,717.54</u></u>	<u><u>4,454.45</u></u>	<u><u>11,855.97</u></u>	<u><u>27,093.40</u></u>

**FRANKLIN COUNTY  
LOCAL DEVELOPMENT CORPORATION**

10 ELM STREET – SUITE 2  
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**FRANKLIN COUNTY LDC REVOLVING LOAN FUND  
JUNE 30, 2018**

<b>Closing Date</b>	<b>Company</b>	<b>Original Loan Amount</b>	<b>Principal Balance 6/30/18</b>	<b>Rate</b>	<b>Term</b>	<b>Last Payment</b>	<b>Last Paid Date</b>	<b>Status*</b>
2/16/07	Asept Pak, Inc.	\$400,000.00	\$291,214.46	5.25%	Modified	\$4,525.66	5/1 & 24/18	S
12/31/08	Asept Pak, Inc.	\$735,000.73	\$232,247.84	4.80%	Modified	\$12,000.00	5/1 & 24/18	S
9/21/09	Asept Pak, Inc.	\$250,000.00	\$148,652.90	5.25%	Modified	\$2,349.28	5/1 & 24/18	S
5/27/10	Branch Commercial Development	\$250,000.00	\$58,627.77	5.25%	10 years	\$2,682.29	6/25/18	S
1/19/18 4/2/18 5/18/18	MCM Development Malone LLC	\$250,000.00	\$250,000.00	6.25%	10 years	\$1,354.17	6/5/18	S
5/22/17	The Hub	\$30,000.00	\$27,204.21	6.00%	7 years	\$269.00*	6/28/18	S
7/24/17 10/6/17	The Hub (\$55K Loan)	\$55,000.00	\$52,232.78	6.00%	10 years	\$520.93*	6/28/18	S
7/30/04	WiseBuys Stores, Inc.	\$250,000.00	\$11,092.66	N/A	Modified	\$1,000.00	6/15/18	U
<b>Total</b>		<b>\$2,220,000.73</b>	<b>\$1,071,272.62</b>					

**\*Status Key:**

S = Satisfactory

U = Unsatisfactory

\*LDC Board approved interest only payments for the Hub for May/June.

**FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION**  
**10 ELM STREET, SUITE 2**  
**MALONE, NY 12953**  
**(518) 483-9472**

**Resolution 2018-02**

**Resolution approving and endorsing an application to NYS Homes and Community Renewal for funding under the New York Main Street Program for building renovation projects in the villages of Saranac Lake and Tupper Lake**

WHEREAS, the Franklin County Local Development Corporation (FCLDC) desires to apply for \$500,000 in financial assistance through the 2018 Consolidated Funding Application under the New York Main Street Program; and

WHEREAS, the application proposes funding to assist mixed-use building renovation projects along Main Street and Broadway in the Village of Saranac Lake and along Park Street in the Village of Tupper Lake; and

WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts in both communities; and

WHEREAS, it is within the mission and goals of the FCLDC to support and promote local main street revitalization efforts in Franklin County; and

WHEREAS, FCLDC has the administrative capacity and experience to administer a Main Street Program grant award on behalf of these communities; and

WHEREAS, securing sufficient interim and/or construction financing to undertake renovations is difficult for some property owners and it is within FCLDC's ability and mission to provide such financing to property owners when necessary; and

NOW, THEREFORE, BE IT RESOLVED, that the Franklin County Local Development Corporation Board of Directors approves and endorses the preparation and submission of a 2018 Consolidated Funding Application under the New York Main Street Program for building renovation projects in the villages of Saranac Lake and Tupper Lake and upon award agrees to be the Local Program Administrator; and

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the CEO to dedicate the staff resources necessary to successfully administer the award; and

BE IT FURTHER RESOLVED, that the Board of Directors appropriates \$375,000 from its revolving loan fund for interim and construction financing available to property owners who are awarded NYMS funds but who cannot secure financing from other sources.

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David J. Yando, Secretary