

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
JUNE 10, 2020 @ 10:00 AM
VIA ZOOM MEETING

A G E N D A

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (MAY 13, 2020)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING: JULY 8, 2020

ADJOURNMENT

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, MAY 13, 2020
Via Zoom Meeting

REGULAR MEETING

Chair Martin called the Regular Meeting of the IDA to order at 10:21 am. The following were present at Roll Call:

Sherry Boyea
James Ellis
Stephen Erman
Rodrique Lauzon
Justus Martin
Archie McKee
David Yando
Jeremy Evans, CEO
Maria Bourgeois, Operations Manager
Marcy Gotzmer, Marketing & Business Development Director
EJ Conzola, Malone Telegram

Mr. Martin welcomed everyone to the meeting and announced that this meeting will be livestreamed and recorded on our agency Facebook page. Because of the meeting being done via video, all votes were done by roll call conducted by Maria Bourgeois.

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The IDA board approved the Regular meeting minutes of April 15, 2020 on a motion by Mr. Lauzon, seconded by Mr. Yando. All in favor.

Bills and Communications: None.

Committee Reports: None.

Treasurer's Report: Jeremy reviewed the April 2020 financials with the board.

- Motion to accept the April 2020 financial reports by Mr. Erman, seconded by Mr. Lauzon. All in favor.

Old & Unfinished Business: None.

Motion to recess the IDA meeting at 10:25 am made by Mr. Ellis, seconded by Mr. Yando. All in favor.

Reopened IDA meeting at 12:13 pm.

New Business:

Motion to enter Executive Session at 12:13 pm for the purpose of discussing the proposed acquisition, sale or lease of real property made by Mr. Lauzon, seconded by Mr. Erman. All in favor.

Motion to exit Executive Session at 12:16 pm with no action taken made by Mr. Lauzon, seconded by Mr. Yando. All in favor.

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Wednesday, June 10, 2020 at 10 am via Zoom Meeting and with no other business to conduct, Mr. Martin adjourned the meeting at 12:16 pm on a motion by Mr. Lauzon, seconded by Ms. Boyea. All in favor.

County of Franklin Industrial Development Agency

Balance Sheet Prev Year Comparison

06/03/20

As of May 31, 2020

Accrual Basis

	May 31, 20	Apr 30, 20	May 31, 19
ASSETS			
Current Assets			
Checking/Savings			
CD 1003 Community Bank	0.00	0.00	150,000.00
CD 1004 Champlain National Bank	300,000.00	300,000.00	0.00
Community Bank Checking	292,856.53	284,920.66	240,223.98
Total Checking/Savings	592,856.53	584,920.66	390,223.98
Accounts Receivable			
1200 · Accounts Receivable	312,200.00	312,200.00	625,070.86
Total Accounts Receivable	312,200.00	312,200.00	625,070.86
Other Current Assets			
1220.00 · Prepaid Insurance	21,251.34	21,251.34	21,251.34
Total Other Current Assets	21,251.34	21,251.34	21,251.34
Total Current Assets	926,307.87	918,372.00	1,036,546.18
Fixed Assets			
Land	154,794.26	154,794.26	154,794.26
1301.00 · Buildings	1,285,948.16	1,285,948.16	1,285,948.16
1302.00 · Equipment	40,737.92	40,737.92	40,737.92
1320.00 · Accumulated Depreciation	-603,635.45	-603,635.45	-603,635.45
Total Fixed Assets	877,844.89	877,844.89	877,844.89
Other Assets			
1500.00 · Deferred Outflows - ERS	47,366.00	47,366.00	47,366.00
Total Other Assets	47,366.00	47,366.00	47,366.00
TOTAL ASSETS	<u>1,851,518.76</u>	<u>1,843,582.89</u>	<u>1,961,757.07</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	277.42	3,348.83
Total Accounts Payable	0.00	277.42	3,348.83
Credit Cards			
First BankCard	0.00	0.00	2,016.32
Total Credit Cards	0.00	0.00	2,016.32
Other Current Liabilities			
Retirement (414H)	-2,637.00	-2,051.00	0.00
2002.00 · Accrued Payroll	2,898.49	2,898.49	2,898.49
2005.00 · Compensated Absences	3,059.85	3,059.85	3,059.85
2010.00 · Employer Taxes	-755.37	-755.37	-755.37
2052.00 · Pension Liability	5,968.00	5,968.00	5,968.00
Total Other Current Liabilities	8,533.97	9,119.97	11,170.97
Total Current Liabilities	8,533.97	9,397.39	16,536.12
Long Term Liabilities			
2053.00 · Deferred Inflow - ERS	26,157.00	26,157.00	26,157.00
Total Long Term Liabilities	26,157.00	26,157.00	26,157.00
Total Liabilities	34,690.97	35,554.39	42,693.12
Equity			
3000.00 · Retained Earnings	1,896,622.69	1,896,622.69	2,030,996.96
Net Income	-79,794.90	-88,594.19	-111,933.01

10:31 AM

County of Franklin Industrial Development Agency

Balance Sheet Prev Year Comparison

06/03/20

As of May 31, 2020

Accrual Basis

	<u>May 31, 20</u>	<u>Apr 30, 20</u>	<u>May 31, 19</u>
Total Equity	1,816,827.79	1,808,028.50	1,919,063.95
TOTAL LIABILITIES & EQUITY	<u>1,851,518.76</u>	<u>1,843,582.89</u>	<u>1,961,757.07</u>

County of Franklin Industrial Development Agency

Profit & Loss Prev Year Comparison

May 2020

	May 20	Apr 20	May 19	Jan - May...
Ordinary Income/Expense				
Income				
Gain on Sale of Property	22,875.37	0.00	0.00	22,875.37
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for Services				
4112 · Agency Fees (Bond & PILOT)	0.00	200.00	245.01	200.00
Total 4110 · Charges for Services	0.00	200.00	245.01	200.00
4120 · Rental Income				
4122 · Bombay Factory	0.00	0.00	500.00	600.00
4124 · Gleaning Warehouse	1,458.33	1,458.33	1,458.33	7,291.65
Total 4120 · Rental Income	1,458.33	1,458.33	1,958.33	7,891.65
Total 4100 · OPERATING REVENUES	1,458.33	1,658.33	2,203.34	8,091.65
4200 · NON-OPERATING REVENUES				
4210 · Investment Earnings	17.76	29.66	26.03	150.35
Total 4200 · NON-OPERATING REVENUES	17.76	29.66	26.03	150.35
Total 4000 · REVENUE & FINANCIAL SOURCES	1,476.09	1,687.99	2,229.37	8,242.00
Total Income	24,351.46	1,687.99	2,229.37	31,117.37
Gross Profit	24,351.46	1,687.99	2,229.37	31,117.37
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · CEO	6,538.46	6,538.46	0.00	35,961.53
5112 · Operations Manager	3,846.16	3,846.16	0.00	21,059.68
5110 · Salaries and Wages - Other	0.00	0.00	10,115.40	0.00
Total 5110 · Salaries and Wages	10,384.62	10,384.62	10,115.40	57,021.21
5120 · Other Employee Benefits				
5121 · Disability Insurance	-32.84	-32.84	-20.28	-180.37
5122 · Health Insurance	3,244.34	3,244.34	3,228.41	16,047.81
5123 · Dental Insurance	170.73	170.73	0.00	850.62
5124 · NYS Retirement System	-586.00	-586.00	0.00	-3,223.00
5125 · Payroll Taxes	767.86	767.86	748.72	4,355.19
5127 · Workers' Compensation	0.00	0.00	0.00	-502.00
Total 5120 · Other Employee Benefits	3,564.09	3,564.09	3,956.85	17,348.25
5130 · Professional Services Contracts				
5131 · Auditing Services	0.00	4,100.00	0.00	4,100.00
5132 · Legal Services	675.00	1,350.00	600.00	9,504.22
5133 · Payroll Services	268.80	280.95	234.96	1,587.10
Total 5130 · Professional Services Contracts	943.80	5,730.95	834.96	15,191.32
5140 · Supplies & Materials				
5141 · Association Dues	0.00	0.00	0.00	1,391.00
5142 · Business Insurances	-195.83	-195.83	-195.83	4,621.70
5143 · Conferences, Travel & Training	32.32	65.56	2,367.10	1,110.10
5144 · General Office Supplies	0.00	44.67	0.00	1,906.19
5145 · Internet & Phone	439.98	439.98	316.01	1,877.27
5146 · Marketing & Promotion	0.00	150.00	0.00	320.01
5148 · Service Contracts/Subscriptions	185.00	145.00	125.00	2,391.92
5149 · Postage	0.00	7.75	0.00	50.20
Total 5140 · Supplies & Materials	461.47	657.13	2,612.28	13,668.39

County of Franklin Industrial Development Agency

Profit & Loss Prev Year Comparison

06/03/20

May 2020

Accrual Basis

	<u>May 20</u>	<u>Apr 20</u>	<u>May 19</u>	<u>Jan - May...</u>
Total 5100 · OPERATING EXPENDITURES	15,353.98	20,336.79	17,519.49	103,229.17
5200 · NON-OPERATING EXPENDITURES				
5260 · Other Non-Operating Expenditure				
5262 · Bombay Factory	156.82	148.88	5,071.35	1,066.33
5263 · Bombay Warehouse	0.00	63.71	1,694.45	2,125.40
5264 · Chateaugay Business Park	0.00	0.00	0.00	500.00
5265 · Tupper Lake Business Park	0.00	0.00	0.00	3,950.00
5266 · Miscellaneous Expenditures	41.37	0.00	0.00	41.37
Total 5260 · Other Non-Operating Expenditure	198.19	212.59	6,765.80	7,683.10
Total 5200 · NON-OPERATING EXPENDITURES	198.19	212.59	6,765.80	7,683.10
Total 5000 · EXPENDITURES	15,552.17	20,549.38	24,285.29	110,912.27
Total Expense	15,552.17	20,549.38	24,285.29	110,912.27
Net Ordinary Income	8,799.29	-18,861.39	-22,055.92	-79,794.90
Net Income	<u>8,799.29</u>	<u>-18,861.39</u>	<u>-22,055.92</u>	<u>-79,794.90</u>

COUNTY OF FRANKLIN

INDUSTRIAL DEVELOPMENT AGENCY

355 WEST MAIN STREET – SUITE 428
 MALONE, NEW YORK 12953
 TEL: (518) 483-9472

IDA LEASE REPORT MAY 31, 2020

Lease Date	Company	Amount Owing 5/31/20	Term	Lease Payment	Last Paid Date	Status
1/1/15	JCEO	\$0.00	Month-to-Month	\$1,458.33	5/7/20	In Effect
12/17/18	Tim McCarthy, Architect (10,000 sf at Bombay Factory)	\$400.00	January, 2019 – January 2021	\$400.00*	3/6/20	In Effect
Total:		\$400.00				

***Dormant Rate per Lease Agreement.**

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
JUNE 10, 2020 @ 10:00 AM
VIA ZOOM MEETING

A G E N D A

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

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BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

DATE OF NEXT MEETING: JULY 8, 2020

ADJOURNMENT

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, MAY 13, 2020
Via Zoom Meeting

REGULAR MEETING

Chair Martin called the Regular Meeting of the LDC to order at 10:27 am. The following were present at Roll Call:

Sherry Boyea
James Ellis
Stephen Erman
Rodrique Lauzon
Justus Martin
Archie McKee
David Yando
Jeremy Evans, CEO
Maria Bourgeois, Operations Manager
Marcy Gotzmer, Marketing & Business Development Director
EJ Conzola, Malone Telegram

Mr. Martin welcomed everyone to the meeting and announced that this meeting will be livestreamed and recorded on our agency Facebook page. Because of the meeting being done via video, all votes were done by roll call conducted by Maria Bourgeois.

Public Comment Period: None

Approval of Previous Meeting Minutes:

- The LDC board approved the Regular meeting minutes of April 15, 2020 and the Special meeting minutes of April 29, 2020 on a motion by Mr. Lauzon, seconded by Mr. McKee. All in favor.

Bills and Communications: None.

Committee Reports: None.

Treasurer's Report: Jeremy reviewed the April 2020 financials with the board.

- Motion to accept the April 2020 financial reports by Mr. Lauzon, seconded by Mr. Yando. All in favor.

Old & Unfinished Business: None.

New Business:

Strategic Plan Update – Jeremy presented a Strategic Plan Update via PowerPoint to the board to highlight the different points and achievements both the IDA and LDC have made and are making. He added that we are developing tools to market our agencies and to attract businesses and make a broader audience aware of what we have to offer. Finally he said that part of the marketing

strategy is to develop new mission statements for all three agencies and that he has spoken with both Mr. Martin and Mr. Ellis and they decided that the Governance Committee would undertake this project and create new mission statements to present to the Board.

Entered Executive Session at 11:03 am on a motion by Mr. Lauzon, seconded by Mr. Erman for the purpose of discussing the employment history of a particular person or corporation. All in favor.

Exited Executive Session at 12:12 pm with no action taken on a motion by Mr. Lauzon, seconded by Mr. Ellis. All in favor.

Adjournment: After stating that the next regular meeting of the LDC is scheduled to be held on Wednesday, June 10, 2020 at 10 am via Zoom Meeting and with no other business to conduct, Mr. Martin adjourned the meeting at 12:12 pm on a motion by Mr. Erman, seconded by Mr. Lauzon. All in favor.

Franklin County Local Development Corporation

Balance Sheet Prev Year Comparison

As of May 31, 2020

Accrual Basis

	May 31, 20	Apr 30, 20	May 31, 19
ASSETS			
Current Assets			
Checking/Savings			
Certificates of Deposit			
CD 5006 Champlain National	0.00	0.00	500,000.00
CD 5007 Champlain National	0.00	0.00	1,000,000.00
CD 5008 · Champlain National	750,000.00	750,000.00	0.00
Total Certificates of Deposit	750,000.00	750,000.00	1,500,000.00
Community Bank	1,794,826.54	1,770,773.61	1,405,509.05
Total Checking/Savings	2,544,826.54	2,520,773.61	2,905,509.05
Accounts Receivable			
1200 · Accounts Receivable	1,012,095.28	1,007,914.07	922,534.74
Total Accounts Receivable	1,012,095.28	1,007,914.07	922,534.74
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	3,278,813.38	3,250,579.24	3,549,935.35
Fixed Assets			
Computer Equipment	11,299.86	11,299.86	11,299.86
1500-01 · Accumulated Depreciation	-9,426.13	-9,426.13	-9,426.13
Total Fixed Assets	1,873.73	1,873.73	1,873.73
TOTAL ASSETS	3,280,687.11	3,252,452.97	3,551,809.08
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	1,654.12	31,097.03
Total Accounts Payable	0.00	1,654.12	31,097.03
Other Current Liabilities			
Employer Taxes	40.32	40.32	40.32
2210-00 · Deferred Revenue	164,558.39	164,558.39	164,558.39
Total Other Current Liabilities	164,598.71	164,598.71	164,598.71
Total Current Liabilities	164,598.71	166,252.83	195,695.74
Total Liabilities	164,598.71	166,252.83	195,695.74
Equity			
3000 · Opening Bal Equity	1,027,691.20	1,027,691.20	1,027,691.20
3900 · Retained Earnings	2,081,874.48	2,081,874.48	2,306,872.64
Net Income	6,522.72	-23,365.54	21,549.50
Total Equity	3,116,088.40	3,086,200.14	3,356,113.34
TOTAL LIABILITIES & EQUITY	3,280,687.11	3,252,452.97	3,551,809.08

Franklin County Local Development Corporation

Profit & Loss Prev Year Comparison

May 2020

	May 20	Apr 20	May 19	Jan - May...
Ordinary Income/Expense				
Income				
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for services	25,534.34	11,798.03	0.00	115,805.23
4130 · Other Operating Revenues				
4131 · Interest - Loan	4,885.79	4,301.25	4,469.94	22,483.34
Total 4130 · Other Operating Revenues	4,885.79	4,301.25	4,469.94	22,483.34
Total 4100 · OPERATING REVENUES	30,420.13	16,099.28	4,469.94	138,288.57
4200 · NONOPERATING REVENUES				
4210 · Investment Earnings				
4211 · Interest - Bank	106.21	177.48	142.37	871.22
4210 · Investment Earnings - Other	0.00	0.00	0.00	18,333.33
Total 4210 · Investment Earnings	106.21	177.48	142.37	19,204.55
Total 4200 · NONOPERATING REVENUES	106.21	177.48	142.37	19,204.55
Total 4000 · REVENUE & FINANCIAL SOURCES	30,526.34	16,276.76	4,612.31	157,493.12
Total Income	30,526.34	16,276.76	4,612.31	157,493.12
Gross Profit	30,526.34	16,276.76	4,612.31	157,493.12
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · EDD - Kinyon	5,153.84	5,153.84	0.00	28,238.44
5112 · MBDD - Gotzmer	5,153.84	5,153.84	0.00	28,305.71
5113 · RDM-Malone	3,615.38	3,615.38	0.00	17,173.06
5114 · RDM-Saranac Lake	3,615.38	3,615.38	0.00	17,173.06
5110 · Salaries and Wages - Other	-23,200.00	0.00	10,078.46	-23,200.00
Total 5110 · Salaries and Wages	-5,661.56	17,538.44	10,078.46	67,690.27
5120 · Other Employee Benefits				
5121 · Disability Insurance	-57.64	-57.64	-20.22	-299.24
5122 · Health Insurance	1,195.08	1,195.08	1,188.44	5,832.40
5123 · Dental Insurance	67.98	67.98	0.00	339.90
5124 · Retirement Plan	526.16	309.24	302.36	1,917.74
5125 · Payroll Taxes	1,338.96	1,421.04	832.57	8,777.41
5127 · Workers' Compensation	0.00	0.00	0.00	40.00
5128 · Health Buyout	250.00	250.00	0.00	1,250.00
Total 5120 · Other Employee Benefits	3,320.54	3,185.70	2,303.15	17,858.21
5130 · Professional Services Contracts				
5132 · Legal Services	1,800.00	1,250.00	540.00	13,412.50
5133 · Payroll Services	246.10	258.25	387.15	1,619.16
5134 · Other Consulting Services				
MS2020 · Main Street Expenses	0.00	0.00	0.00	30.52
Total 5134 · Other Consulting Services	0.00	0.00	0.00	30.52
Total 5130 · Professional Services Contracts	2,046.10	1,508.25	927.15	15,062.18
5140 · Supplies and Materials				
5141 · Association Dues	0.00	600.00	0.00	600.00
5143 · Conferences, Travel & Training	0.00	175.38	329.44	1,026.27
5144 · General Office Supplies	0.00	60.00	0.00	11,759.42
5146 · Marketing and Promotion	0.00	27.57	0.00	27,870.60
5147 · Office Rent	900.00	900.00	0.00	4,500.00
5148 · Service Contracts/Subscriptions	0.00	0.00	0.00	4,562.70
5149 · Postage	0.00	7.75	0.00	7.75

Franklin County Local Development Corporation

Profit & Loss Prev Year Comparison

06/03/20

May 2020

Accrual Basis

	May 20	Apr 20	May 19	Jan - May...
5150 · Bank Service Fees	33.00	0.00	0.00	33.00
Total 5140 · Supplies and Materials	933.00	1,770.70	329.44	50,359.74
Total 5100 · OPERATING EXPENDITURES	638.08	24,003.09	13,638.20	150,970.40
5200 · NONOPERATING EXPENDITURES				
5250 · Grants and Donations				
FCMG-02 · FC Microenterprise Grant Expens	0.00	0.00	31,097.03	0.00
Total 5250 · Grants and Donations	0.00	0.00	31,097.03	0.00
Total 5200 · NONOPERATING EXPENDITURES	0.00	0.00	31,097.03	0.00
Total 5000 · EXPENDITURES	638.08	24,003.09	44,735.23	150,970.40
Total Expense	638.08	24,003.09	44,735.23	150,970.40
Net Ordinary Income	29,888.26	-7,726.33	-40,122.92	6,522.72
Net Income	<u>29,888.26</u>	<u>-7,726.33</u>	<u>-40,122.92</u>	<u>6,522.72</u>

FRANKLIN COUNTY
 LOCAL DEVELOPMENT CORPORATION
 355 WEST MAIN STREET – SUITE 428
 MALONE, NEW YORK 12953
 TEL: (518) 483-9472

FRANKLIN COUNTY LDC REVOLVING LOAN FUND
MAY 31, 2020

Closing Date	Company	Original Loan Amount	Principal Balance 5/31/20	Rate	Term	Last Payment	Last Paid Date	Status*
2/16/07	Asept Pak, Inc.	\$400,000.00	\$214,096.95	5.25%	Modified	\$4,525.66	5/29/20	S
9/21/09	Asept Pak, Inc.	\$250,000.00	\$108,342.24	5.25%	Modified	\$2,349.28	5/29/20	S
12/19/19	BMJ Midway Market	\$155,000.00	\$155,000.00	5.75%	10 years	\$742.71	5/5/20	S
7/25/19	Bowe & Arrow LLC	\$100,000.00	\$100,000.00	7.5%	7 years	\$625.00	5/18/20	S
5/27/10	Branch Commercial Development	\$250,000.00	\$112.62	5.25%	10 years	\$2,682.29	5/29/20	S
3/23/20	Carpe Insectae, LLC	\$6,000.00	\$6,000.00	3.5%	6 Mos	\$1,010.97*	5/15/20	U
4/15/20	Hosler's Family Restaurant	\$10,100.00	\$10,100.00	4.25%	2 years	NA	NA	NA
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	4/10/20	S
5/22/17	The Hub #1	\$30,000.00	\$25,564.33	6.00%	7 years	\$883.56	10/17/19	U
7/24/17 10/6/17	The Hub #2	\$55,000.00	\$50,245.35	6.00%	10 years			U
8/24/18	2 Soup Gurus, LLC dba JC Soups	\$75,000.00	\$66,044.15	6.75%	10 years	\$900.00	2/25/20	S
Total		\$1,581,100.00	\$996,343.18					

***Status Key:**

S = Satisfactory

U = Unsatisfactory

NOTES: *Carpe Insectae first payment returned due to insufficient funds + \$18.00 fee (bank)

2 Soup Gurus is granted a 90-day deferment due to COVID -19 (Mar-May)

The Hub Status: Awaiting Legal Action.

WEBSITE: www.franklinida.org

EMAIL: admin@franklinida.org