

**Steuben County Industrial Development Agency
7234 Route 54N, P.O. Box 393, Bath, NY 14810**

Minutes of the Regular Meeting January 28, 2021

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Andrew Cuomo's Executive Order EO No. 202.79 allowing for the extension of public meetings to be held remotely until January 1, 2021, the Steuben County Industrial Development Agency (the "Agency") held this Board meeting via electronic webinar instead of a public meeting open for the public to attend in person.

- I. CALL TO ORDER:** The Regular Meeting of the Steuben County Industrial Development Agency (SCIDA) was called to order at 12:18 p.m. by Chairman, Mark Alger. Chairman Alger confirmed that there was a quorum present via Zoom meeting.

Present:	Mark Alger	Chairman
Board	Dean Strobel	Secretary
	Tony Russo	Treasurer
	Christine Sharkey	Member
	Mike Nisbet	Member
	Mike Davidson	Member
Staff:	James Johnson	Executive Director
	Jill Staats	IDA Staff
	Keri Allison	IDA Staff
	Russ Gaenzle	SCIDA Counsel
Other:	Jim Griffin	Hornell IDA
	Susan Payne	Three Rivers Corp.

- II. ADMINISTRATIVE OATH:** Steuben County Deputy Clerk Sue Cranmer administered the oath of office to newly elected board member Michael Davidson.

- III. SECRETARY'S REPORT:** A motion to approve the December 10, 2020 Steuben County Industrial Development Agency's Regular Meeting minutes was made by Chris Sharkey, seconded by Dean Strobel. All in favor. Approved.

IV. TREASURER'S REPORT:

- a. The December 2020 financials were presented to the board by Treasurer Tony Russo. Jamie Johnson discussed with the board that operationally, the Agency ended the year \$62,852 on the positive side, considering

income and expenses. However, the \$250,000 contribution to the REDEC loan fund is taken into account and without it, the final number would have been \$312,852.00. A motion to approve the financials for was made by Mike Nisbet, seconded by Christine Sharkey. All in favor. Approved.

- b. Prior to the board meeting, the finance committee met with EFPR Group and were presented with the 2020 Annual Audit Plan. Jamie Johnson provided a brief overview to the board, whom had been previously provided with the plan in written format. A motion was made to approve the 2020 Annual Audit Plan by Chris Sharkey, seconded by Dean Strobel. All in favor. Approved.

V. **NEW BUSINESS**

a. **Committee Appointments**

No action was needed for the committee appointments, as they are made directly by Chairman Mark Alger. The committee appointments are as follows:

Governance

Chris Sharkey, Chair
Dean Strobel
Mike Davidson

Finance/Audit

Tony Russo, Chair
Chris Sharkey

Personnel/Nominating

Mike Nisbet, Chair
Mark Alger

b. **Personnel Benefits**

Jamie Johnson presented to the board the updated personnel benefit policy. The only change needed was to adjust the accrual of vacation and make additions to the qualifying uses to align with the NY State Law. A motion was made to approve the new policy by Chris Sharkey, seconded by Mike Nisbet. All in favor. Approved.

c. **Policy Review**

Jamie requested the Board to ratify the Agency's policies, which had been reviewed by Harris Beach, PLLC. A motion was made by Chris Sharkey, seconded by Tony Russo. All in favor. Approved.

All Agency policies can be found on our website here:

<https://www.steubencountyida.com/documents/>

d. **Three Rivers Development Contract**

Jamie presented the 2021 annual Three Rivers Development contract for services in the amount of \$25,000 to the board. The focus of this year's

initiatives is the advancement of Steuben County workforce retention, re-positioning and development, and advancing commercialization of innovation. A motion was made to approve the contract by Mike Nisbet, seconded by Dean Strobel. All in favor. Approved. (Christine Sharkey abstained from participating in the vote as she is the Chair of the Three Rivers Board.)

e. Long Run Communication Contract

Jill Staats presented the 2021 contract for marketing services by Long Run Communications to the board. A motion was made to approve the contract by Dean Strobel, seconded by Chris Sharkey. All in favor. Approved.

f. Clark Specialty Application & Initial Resolution

Jamie Johnson presented to the board an application and initial inducement resolution for Clark Specialty Company, Inc. The sale of the Babcock Ladder property currently owed by the Agency is anticipated to close within the next month, and the environmental easement has been filed with the State. The project entails a total project investment of \$100,000 to install new equipment which will allow the company to remain competitive in the manufacturing market. The company anticipates creating ten new jobs, and will receive a PILOT benefit. A motion was made to approve the application and initial resolution by Mike Nisbet, seconded by Chris Sharkey. All in favor. Approved.

The Clark Specialty Company, Inc. project documents can be found on our website at:

<https://www.steubencountyida.com/docs/2021/01/29/2021-clark-specialty-company-inc/>

VI. OLD BUSINESS

a. 2019 PARIS Annual Report Correction

Upon request from the Comptroller's office, staff researched and provided answers to questions regarding the 2019 PARIS report, which resulted in the need to make several changes to the report. Jamie requested that the board approve the changes made to the 2019 PARIS report. A motion was made to ratify these changes by Chris Sharkey, seconded by Tony Russo. All in favor. Approved.

b. CPMCo C Building Sales Tax Exemption Extension

Jamie presented the board with a request from CPMCo to extend the length of time for their Sales Tax Exemption and to increase the total benefit amount; the extension and increase is directly related to complications arising from the COVID pandemic. A motion was made to approve the extension and increase by Dean Strobel, seconded by Tony Russo. All in favor. Approved. (Chris Sharkey abstained from the vote)

c. NY Troupsburg I, LLC Decommissioning Plan Extension

Jill Staats presented to the board a request from NY Troupsburg I, LLC to extend their decommissioning plan, due to a delay resulting from the necessity of the Town of Troupsburg holding a second public hearing. There was a motion made to extend the decommissioning plan to the end of February by Mike Nisbet, seconded by Chris Sharkey. All in favor. Approved.

d. Riedman Purcell CH II Sales Tax Exemption Extension

Jamie presented the board with a request to extend the sales tax exemption for Riedman Purcell CH II, due to delays directly related to the COVID pandemic. This extension will apply to both Riedman Purcell CH II, LLC and Riedman Purcell CH II, LLC Phase 2 projects. A motion was made to approve this extension by Chris Sharkey, seconded by Dean Strobel. All in favor. Approved.

e. Project Updates

i. Providence Housing – Dana Lyon

Jamie provided the board with an update on the progress of the Providence Housing Dana Lyon project, including the finalization of a PILOT schedule and the completion of a business plan for the Waterman Arts Center.

ii. Wind Project Updates

Jamie discussed the feedback he has received from multiple wind projects, indicating that two wind projects are anticipated to close and begin construction in the second quarter of 2021, and a third project expects to close later in the year.

iii. Legislative Updates

The board was provided with a detailed packet from NYSEDC outlining current NYS legislative updates.

VII. ADJOURNMENT

With no further business to discuss, a motion was made by Mike Nisbet to adjourn the meeting at 1:14 p.m., seconded by Chris Sharkey. All in favor. Approved.

Meeting was adjourned at 1:14 p.m.

Respectfully submitted,

Dean Strobel
Secretary

A complete recording of the meeting can be found at
<https://www.steubencountyida.com/meetings/>