

**Steuben County Industrial Development Agency**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Minutes of the Regular Meeting February 24, 2022**

- I. CALL TO ORDER:** The Regular Meeting of the Steuben County Industrial Development Agency (SCIDA) was called to order at 12:00 pm, by Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

Present:	Mark Alger	Chairman
	Scott VanEtten	Vice Chair
	Dean Strobel	Secretary
	Tony Russo	Treasurer
	Mike Davidson	Member
	Christine Sharkey	Member (via Zoom)
	Michelle Caulfield	Member
Staff:	James Johnson	Executive Director
	Jill Staats	IDA Staff
	Stacy Housworth	IDA Staff
	Russ Gaenzle	SCIDA Counsel (via Zoom)
Guests:	Kam Keeley	Three Rivers Development

- II. Oath of Office Board Members:** Sue Cleland, Deputy Clerk for Steuben County, gave the following members their Oath of Office:

Mark Alger, Chairman

- III. SECRETARY'S REPORT:** A motion to approve the January 27, 2022 Regular Meeting Minutes of the Steuben County Industrial Development Agency as presented in the board materials was made by Dean Strobel, seconded by Scott VanEtten. All in favor. Approved.

- IV. TREASURER'S REPORT:**  
a) **January 2022 Financial Statements:**

The January 2022 financial reports were reported to the board. A motion to approve the financial statements as presented and included in the board materials was made by Dean Strobel, seconded by Scott VanEtten. All in favor. Approved.

Executive Director Johnson discussed a proposed change to the FY22 budget. ED Johnson would like to add a new expense account line titled “Manufacturing Day Videos”. The proposal is to increase the budget by \$24,528 which is the amount that Instant Brands returned to the IDA in fiscal year 2021 under the terms of the CBDG Loan. A motion to approve the fiscal year 2022 budgetary adjustment as presented was made by Chris Sharkey, seconded by Scott VanEtten. All in favor. Approved.

Finance and Compliance Manager S. Housworth gave a quick update on the progress of the fiscal year 21 audit and PARIS Report. It was noted that the majority of the field work for the audit has been completed and that all of the received annual questionnaires from PILOT beneficiaries have been entered into the PARIS system. Work on these two items will continue through March and be ready to present to the board for approval at the March meeting.

## **V. NEW BUSINESS**

### **a) Policy Review**

Harris Beach performed their annual review of the IDA’s policies as required by NYS and all policies have been updated and posted to the website for 2022. The policies can be found here:

<https://steubencountyida.com/public-documents/>

Executive Director Johnson spoke in detail on the Project Evaluation Criteria policy as it is a requirement of IDA’s and the current policy was developed by NYS-EDC as a best practice. This policy provides staff and boards with guidance on how to evaluate projects being considered for benefits by establishing standard criteria by specific industry cluster. A motion to approve the policies for 2022 was made by Dean Strobel and seconded by Scott VanEtten. All in favor. Approved.

### **b) Appointment of Ethics and Procurement Officers**

This is an annual appointment for the board. It was proposed to appoint Chris Sharkey as Ethics Officer and Executive Director Johnson as Procurement Officer. A motion to approve the appointments for 2022 was made by Scott VanEtten and seconded by Tony Russo. All in favor. Approved.

### **c) 50<sup>th</sup> Anniversary**

Executive Director Johnson asked the board to begin thinking about what events, if any, they would like to plan to celebrate the IDA's 50<sup>th</sup> anniversary. The IDA is creating a 50<sup>th</sup> anniversary video with cameos from past employees, board members and members of the community. The board suggested an outdoor event in the Summer might be appropriate. Plans will be kept fluid with an eye on Covid rates and restrictions.

**d) Solar Assessment Module**

NYS has implemented an online database for assessors to enter information and assess the value of solar and wind property parcels. Deputy Director Staats explained to the board that one particular model in the newly created state system is showing a lower tax rate model for a solar project than would be calculated in the IDA's standard \$5,500 per megawatt PILOT model. The solar company suggested a proposal to reduce the IDA's standard per megawatt's fee from \$5,500 to \$4,500. After questions and discussions from the board, it was decided to not offer a reduction of fees and to wait to see how other IDA's are going to handle the State's new assessment modeling.

**VI. OLD BUSINESS**

**a) 54 West Market Street**

A motion to approve a one-year PILOT extension as presented in the board materials was made by Scott VanEtten and seconded by Dean Strobel. All in favor. Approved.

**VII. Other Business:**

**a) RT 54 Turning Lane:** Executive Director Johnson stated that Hunt Engineers has completed the bid notice and bid spec packet. The legal notice will be advertised in the Hornell Tribune, Corning Leader and Star Gazette on Monday February 28, 2022. As well as advertised on the NYS Contractor Reporter website. Executive Director Johnson stated that the bid spec require construction to be completed by October 2022.

**b) LP Project:** Executive Director Johnson stated that LP will be in town in April for discussions with local leaders and is moving forward quickly. LP anticipates completing SEQRA and site plan review efforts by early June and start construction in July or August with the expectation to have the building completed by Q2 of 2023

**c) Barron Winds:** Executive Director Johnson and Deputy Director Staats met with the Project Manager of Barron Winds. Barron Winds is clearing pads and building roads in the beginning construction steps. The company has also been meeting with the Town of Freemont regarding advancing the Phase II portion of the project in the Town. Currently, the proposed turbines do not meet the height restrictions of the Town law.

- d) **8-Point Wind:** The IDA has received the Administration Fee Revenue for this project. They have begun clearing trees.
- e) **Canisteo Wind:** This project is scheduled to close in March.
- f) **Babcock Property:** On February 17, 2022, Executive Director Johnson signed the paperwork to transfer the remaining Babcock property over to the Bath Fire Department.
- g) **Finger Lakes Community Health:** Ground work has been completed and is waiting for construction on the building to begin.
- h) **Wilkins RV:** Construction on the expansion has started with steel beams being put into place.

There was a scheduled Executive Session— Public Officers Law, Article 7  
Open Meetings Law – Section 105, Paragraph 1f - The employment history of a  
particular person scheduled on the agenda. This was postponed until further notice.

#### **VIII. ADJOURNMENT**

With no further business to discuss, a motion was made by Scott VanEtten to adjourn the meeting at 1:07 pm, seconded by Dean Strobel. All in favor. Approved.

Respectfully submitted,

Dean Strobel  
Secretary