

Steuben County Industrial Development Agency
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Minutes of the Regular Meeting March 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 (via Zoom)
	Scott VanEtten	Vice Chair
	Dean Strobel	Secretary
	Mike Davidson	Member
	Christine Sharkey	Member
	Michelle Caulfield	Member
Absent:	Tony Russo	Treasurer
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. SECRETARY'S REPORT:** A motion to approve the February 24, 2022 Regular Meeting Minutes of the Steuben County Industrial Development Agency as presented in the board materials was made by Mike Davidson, seconded by Chris Sharkey. All in favor. Approved.

III. TREASURER'S REPORT:

a) February 2022 Financial Statements:

The February 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 Scott VanEtten, seconded by Dean Strobel. All in favor. Approved.

- b)** Kristie Beach and Chris Johnston from EFPR gave a fiscal year 2021 financial presentation to the Board. Items reviewed were the financial statements for 2021, an overview of changes from 2020 to 2021 and a management opinion.

The board had no questions for EFPR and all related materials can be found on the IDA website at <https://steubencountyida.com/>.

A motion to approve the 2021 financial statements as presented in the board packet was made by Dean Strobel, seconded by Chris Sharkey. All in favor. Approved.

IV. NEW BUSINESS

a) 2021 PARIS Report

A motion to approve the 2021 PARIS Annual Report to NYS as presented in the board materials was made by Scott VanEtten and seconded by Dean Strobel. All in favor. Approved.

b) 2021 Board Evaluation

A motion to approve the 2021 Board Evaluation as presented in the board packet and sent to the NYS Authorities Budget Office was made by Chris Sharkey, seconded by Dean Strobel. All in favor. Approved.

This led to a quick board discussion about retaining a consultant to help engage the board in an exercise to help define board goals for the next 3 years.

c) 2021 NYS ST-62

A motion to approve the 2021 NYS ST-62 as presented in the board packet was made by Scott VanEtten, seconded by Chris Sharkey. All in favor. Approved. The IDA did not re-capture any sales tax benefit in 2021.

d) CRM Discussion

Deputy Director Staats provided an information presentation to the board on the benefits and potential costs of the IDA purchasing Customer Relationship Management software to help manage communication with all projects. The board asked that quotes be obtained and brought back to the April meeting for further discussion.

e) Demographic Drought Discussion

Executive Director Johnson provided a link to a presentation on future workforce, demographic and population data. He encouraged the board to watch the presentation. Executive Director Johnson asked the board to consider the IDA sponsoring an event locally with the author of the presentation to include community workforce leaders attending. A motion was made by Dean Strobel for a \$5,000 sponsor, seconded by Mark Davidson. Chris Sharkey abstained the motion due to her Chair role with Three Rivers Development who is putting the event on.

V. Old Business

a) RT54 Turning Lane Contract

Executive Director Johnson presented a letter from Hunt Engineering stating the results for the RT54 bid and their recommendation for the lowest bidder. Hunt Engineers recommended Dalrymple Construction be awarded the construction contract. This contract would be contingent on an executed Escrow Agreement with the funding partners. A motion to accept this recommendation was made by Scott VanEtten, seconded by Chris Sharkey. All in favor. Approved.

VI. Other Business:

a) Dana Lyons Project Update: Executive Director Johnson stated that the SEQR process will be completed by the Village and the Final Resolution will come to the IDA Board in April. The project will have a 5-year PILOT and a recent housing analysis includes a restructuring of income-based units to include more lower-income units.

b) LP Project: Executive Director Johnson stated that LP will be in town on April 19 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

VII. Executive Session— Public Officers Law, Article 7 Open Meetings Law – Section 105, Paragraph 1f - The employment history of a particular person.

The board entered into Executive Session at 1:00pm. A motion to enter Executive Session was made by Dean Strobel, seconded by Scott VanEtten. All in favor. Approved.

The board left Executive Session at 1:25pm. A motion to leave Executive Session was made by Scott VanEtten, seconded by Dean Strobel. All in favor. Approved.

A motion to approve the salary increase for Executive Director Johnson was made by Mike Davidson, seconded by Dean Strobel. All in favor. Approved.

VIII. ADJOURNMENT

With no further business to discuss, a motion was made by Scott VanEtten to adjourn the meeting at 1:27 pm, seconded by Chris Sharkey. All in favor. Approved.

Respectfully submitted,

Dean Strobel
Secretary

