

**Steuben County Industrial Development Agency**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Minutes of the Regular Meeting April 28, 2022**

- I. **CALL TO ORDER:** The Regular Meeting of the Steuben County Industrial Development Agency (SCIDA) was called to order at 12:07 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
	Mike Davidson	Member
	Christine Sharkey	Member (via Zoom)
	Michelle Caulfield	Member (via Zoom)
Absent:	Tony Russo	Treasurer
Staff:	James Johnson	Executive Director
	Jill Staats	IDA Staff
	Stacy Housworth	IDA Staff
	Russ Gaenzle	SCIDA Counsel
Guests:	Kam Keeley	Three Rivers Development

- II. **SECRETARY'S REPORT:** A motion to approve the March 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 Scott VanEtten. All in favor. Approved.

III. **TREASURER'S REPORT:**

a) **March 2022 Financial Statements:**

The March 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 Mike Davidson. All in favor. Approved.

#### **IV. NEW BUSINESS**

##### **a) BLW Properties Sales Tax Extension**

The current NYS sales tax exemption for the expansion project of BLW Properties is set to expire on April 30, 2022. BLW Properties has requested an extension of that benefit until December 31, 2022. The extension is needed due to shipping delays of construction materials as per the letter contained in the board packet. A motion to approve the sales tax extension for BLW Properties was made by Mike Davidson, seconded by Scott VanEtten. All in favor. Approved.

##### **b) NY Pulteney I Sales Tax Extension**

Under the terms of the original contract, the NYS sales tax benefits are scheduled to expire on May 31, 2022 and Delaware Solar River has asked to extend those benefits for one year (May 31, 2023). The extension is required due to procurement delays of major components as per the letter contained in the board packet. A motion to approve the sales tax extension for NY Pulteney I was made by Scott VanEtten, seconded by Mike Davidson. All in favor. Approved.

##### **c) NY Troupsburg I Transfer of Benefits and Sales Tax Re-Authorization**

Generate Capital is requesting a Transfer of Benefits and Sales Tax Re-Authorization due to the purchase of NY Troupsburg I Project. A motion to approve the transfer contingent on receiving a formal letter from the parent company was made by Scott VanEtten, seconded by Mike Davidson. All in favor. Approved.

##### **d) Transfer of Hawkes PILOT:**

The SCIDA Board received a request from South Hill Holdings LLC, a New York Limited Liability Company, to transfer the PILOT benefits from Hawkes, LLC to them as a condition of the sale of the building. South Hill Holdings will agree to the terms and conditions of the original agreement. A motion to approve the Hawkes transfer was made by Scott VanEtten, seconded by Mike Davidson. All in favor.

#### **V. Old Business**

##### **a) LP Final Resolution**

Executive Director Johnson presented a project update and Final Resolution for the LP Project. There was a minor change to the Resolution under Section 11, it needs to include the name of the board's most recent member, Michelle Caulfield. The corrected Final Resolution will be posted to the IDA's website under Documents & Video, 2021 Projects, 2021-7 Louisiana-Pacific Corporation. A motion to approve the Final Resolution was made by Dean Strobel, seconded by Scott VanEtten. All in favor. Approved.

**b) Dana Lyon Project Final Resolution**

Executive Director Johnson presented the Final Resolution for the Dana Lyon Project. There was a minor change to the Resolution under Section 11, it needs to include the name of the board's most recent member, Michelle Caulfield. The corrected Final Resolution will be posted to the IDA's website under Documents & Video, 2020 Projects, Providence housing Development Corporation. A motion to approve the Final Resolution was made by Dean Strobel, seconded by Scott VanEtten. All in favor. Approved.

**c) CRM Discussion**

Deputy Director Staats stated that 3 CRM vendors were contacted and the following decisions were made internally; one vendor's product was much more advanced than what the IDA feels it needs for their purposes. The second vendor was a Microsoft based product and still seems to be more advanced than what the IDA needs. Executive Pulse 2022 CRM is the preferred vendor and product for the SCIDA. It is a web-based platform designed specifically for government, economics and workforce development professionals. A motion to approve the SCIDA to enter into a contract with Executive-Pulse was made by Scott VanEtten, seconded by Dean Strobel. All in favor. Approved.

**d) Strategic Plan Update**

Executive Director Johnson presented Susan Payne's PowerPoint to the board and asked them to reflect over the next couple of weeks on the dynamics impacting Steuben County and SCIDA's future.

Ryan Silva, Executive Director of NY EDC, gave the IDA board an update on the NYS 22-2023 budget, including funding available for regional economic development.

A board retreat with Susan Payne is tentatively scheduled for June 23.

**VI. Other Business:**

**a) Project Updates:**

Executive Director Johnson stated that all documents related to the construction of the turning lane on RT-54 have been signed.

**b) Open Meetings Law:**

Executive Director Johnson provided a memo (as included in the board packet) to the Board and explained the most recent changes to the NYS Open Meetings Law. The IDA staff will work internally to develop a policy that aligns with NYS law and will present to the board for formal adoption.

**c) Future Meetings:**

The board will move its May meeting from May 26 to May 19 due to IDA staff attending the NYS EDC conference.

**VII. ADJOURNMENT**

With no further business to discuss, a motion was made by Scott VanEtten to adjourn the meeting at 1:14 pm, seconded by Dean Strobel. All in favor. Approved.

Respectfully submitted,

Dean Strobel  
Secretary