

Steuben County Industrial Development Agency
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Minutes of the Regular Meeting September 22, 2022

- I. **CALL TO ORDER:** The Regular Meeting of the Steuben County Industrial Development Agency (SCIDA) was called to order at 12:13 pm, by Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

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

- II. **SECRETARY'S REPORT:** A motion to approve the August 25, 2022, Regular Meeting Minutes of the Steuben County Industrial Development Agency as presented in the board materials was made by Mike Davidson, seconded by Michelle Caulfield. All in favor. Approved.

III. **TREASURER'S REPORT:**

a) **August 2022 Financial Statements:**

The August 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 Tony Russo, seconded by Michelle Caulfield. All in favor. Approved.

b) **Auditing Services Proposal:**

It was reported that the IDA received two proposals from the auditing services RFP that was sent out. Kristie M. Beach, CPA, PLLC and Insero both responded with a proposal. The Finance Committee reviewed both proposals on September 8, 2022 and recommended that the Kristie M. Beach proposal be forwarded to the Board as the preferred proposal. The Board stated that both firms are highly qualified, but preferred Kristie's proposal due to a slightly lower cost and that

she has extensive knowledge of the IDA books from her auditing of them while employed at EFPR Group.

A motion to approve Kristie M. Beach CPA, PLLC proposal was made by Tony Russo, seconded by Michelle Caulfield. All in favor. Approved.

c) 2023 Proposed Budget and PARIS Format:

Staff reviewed the 2023 proposed budget with the board. This budget was also reviewed by the Finance Committee earlier in the month and was recommended for approval. A motion was made by Mike Davidson, seconded by Tony Russo to approve the 2023 IDA Proposed budget and the same budget in PARIS formatting as presented in the board packet. All in favor. Approved.

IV. NEW BUSINESS

a) Automated Cells & Equipment Acquisition Assignment Resolution:

On August 31, 2022, Automated Cells & Equipment, LLC d/b/a Adaptec Solutions, LLC entered into a Contract of Sale relating to certain real property located in the Town of Erwin with Gordon Euclid, LLC. A transfer of the PILOT agreement has been requested. A motion to approve the Acquisition Assignment Resolution as presented in the board packet was made by Mike Davidson, seconded by Michelle Caulfield. All in favor. Approved.

V. OLD Business

a) CPMCO/Studio Next Final Application:

A motion to approve the final resolution for sales tax benefit for CPMCO/Studio Next as presented in the board packet was made by Michelle Caulfield, seconded by Tony Russo. All in favor. Approved.

b) Open Meetings Law:

On September 12, 2022, the Executive Declaration for Open Meetings Law attendance and vote via virtual platform expired. Going forward, there are provisions that do allow for virtual attendance and vote; however, the IDA board agreed it is not necessary to adopt these policies and procedures and will continue to require in-person attendance.

VI. OTHER BUSINESS:

a) Baron Winds Site Visit:

The board has been invited to tour the Baron Winds project site on September 27, 2022. The group will meet at the IDA office at 8:30am to car pool.

b) 50th Anniversary Celebration:

The 50th Anniversary celebration was a great success. The IDA staff received much praise for a great evening and the board was pleased with the event turnout.

c) Sexual Harassment Training:

A reminder to the board that training is due by September 30, 2022.

d) Village of Painted Post Foundry Site Redevelopment (added agenda item):

The IDA Board agreed to contribute \$5,000 out of the 2023 Project Costs to the Village of Painted Post to pay for consulting and an engineering plan for the old Foundry Site for redevelopment. Executive Director Johnson will serve on the committee to select the consultant and develop plans for the future of the site. A motion to send a commitment letter for the funds to the Village of Painted Post was made by Mike Davidson and seconded by Tony Russo. All in favor. Approved.

e) Project Updates:

RT54 Turning Lane – This project is complete and under budget. Appreciation to Dalrymple and Hunt for quick and smooth work. A final project accounting will be prepared for the remaining escrow funds.

LP Building Solutions – On September 21, 2022 the NYS DEC issued the air quality permits so LP may begin putting pipe in the ground on their site. Executive Director Johnson and Deputy Director Staats met with the new plant manager, Jonathan OHora. His previous experience includes working with the local Siemens Energy.

Amazon – Dolomite will begin paving the Amazon site soon and a mid-November opening is still expected.

Community Health Building – Deputy Director Staats reported that a few supply chain issues have hindered construction of the new building, but the project is still on target for completion in December.

Northside Place – Riedman Construction plans to begin construction in early October. There will be a new house started every 10 days until construction of all 23 homes are complete.

VII. EXECUTIVE SESSION

The board did not enter into Executive Session at this meeting.

VIII. ADJOURNMENT

With no further business to discuss, a motion was made by Tony Russo to adjourn the meeting at 1:04pm, seconded by Mike Davidson. All in favor. Approved.

Respectfully submitted,

Mark Alger

Chair