

**Steuben County Industrial Development Agency**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Minutes of the Regular Meeting, February 23, 2023**

- I. Call to Order:** The Regular Meeting of the Steuben County Industrial Development Agency was called to order at 12:00 pm by Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

Present:	Mark Alger	Chair
	Scott VanEtten	Vice Chair
	Tony Russo	Treasurer
	Michelle Caulfield	Member
	Mike Davidson	Member

Absent:	Dean Strobel	Secretary
	Chris Sharkey	Member

Staff:	Jamie Johnson	Executive Director
	Jill Staats	IDA Staff
	Stacy Housworth	IDA Staff
	Russ Gaenzle	IDA Counsel
	Stephen Maier	IDA Council

**II. Secretary's Report:**

A motion to approve the January 26, 2022 Regular Meeting Minutes of the Steuben County Industrial Development Agency as presented in the board materials was made by Scott VanEtten, seconded by Tony Russo. All in favor. Approved.

**III. Treasurer's Report:**

A motion to approve the January 2023 financial statements as presented in the board materials was made by Mike Davidson, seconded by Scott VanEtten. All in favor. Approved.

**IV. Policy Review:**

Staff presented the annual policies which were reviewed by Harris Beach and determined that no changes were necessary.

A motion to approve these annual policies (a. – t. as presented in the board materials) of the Steuben County Industrial Development Agency was made by Michelle Caulfield, seconded by Tony Russo. All in favor. Approved.

Staff also presented those policies which were determined by Harris Beach to need updates. These changes were discussed by the board and a second motion to approve those annual policies with proposed amendments (u. – v. as presented in the board materials) of the Steuben County Industrial Development Agency was made by Scott VanEtten, seconded by Tony Russo. All in favor. Approved.

**V. Resolution for Record Retention & Disposal Schedule:**

Staff explained to the board that the agency was following the State’s record retention policy, but a formal policy had never been approved.

A motion to approve the Resolution for Record Retention & Disposal as presented in the board materials was made by Mike Davidson, seconded by Scott VanEtten. All in favor. Approved.

**VI. Appointment of Ethics and Procurement Officers:**

A motion to approve Member Chris Sharkey as Ethics Officer and SCIDA Executive Director Jamie Johnson as Procurement Officer was made by Scott VanEtten, seconded by Tony Russo. All in favor. Approved.

**VII. New Business:**

**a) NY Budget 2023 Policy Update Presented by Ryan Silva, Executive Director of the New York State Economic Development Council (NYSEDC):**

Ryan Silva gave the board a brief update from the Governor’s budget proposal and key legislative proposals that would impact economic development across NYS. The board thanked Ryan for his update.

**VIII. Old Business:**

**a) Final Resolution Finger Lakes Enviro-Tech:**

Executive Director Johnson presented the Final Resolution to the board, as presented in the board packet. Benefits include only sales tax exemption not to exceed \$131,600. A motion to approve the Final Resolution for Finger Lakes Land Holdings was made by Michelle Caulfield, seconded by Scott VanEtten. All in favor. Approved.

**b) TJA-NY-Cohocton Public Hearing:**

Deputy Director Staats informed the board that eight people attended the public hearing on February 14 and five of those who attended made comments on the project. One resident providing verbal comments also provided written testimony. The written testimony and resident comments will be part of the project file and available for Board Members to review. The Final Resolution is currently on hold as the project’s decommissioning plan is not finalized.

**IX. Other Business:**

**a) Project Updates:**

-Finance and Compliance Manager Housworth gave the board an update on how the PARIS and PILOT processes are progressing.

Staff also gave the board a brief update on several other key projects the agency has been working on.

**X. Adjournment:**

With no further business to discuss, a motion was made by Tony Russo to adjourn the meeting at 12:45pm, seconded by Scott VanEtten. All in favor. Approved.

A full recording of this meeting is available at: <https://steubencyida.com/2023-videos/>

Respectfully Submitted,

Dean Strobel  
Secretary