

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

- I. **CALL TO ORDER:** The Regular Meeting of the Steuben County Industrial Development Agency (SCIDA) was called to order at 12:02 pm, by Vice Chairman Scott VanEtten. Vice Chairman VanEtten confirmed that there was a quorum present.

Present:	Mark Alger	Chairman (via Zoom)
	Scott VanEtten	Vice Chair
	Tony Russo	Treasurer
	Mike Davidson	Member
	Christine Sharkey	Member
Absent:	Dean Strobel	Secretary
	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. **SECRETARY'S REPORT:** A motion to approve the February 23, 2023, Regular Meeting Minutes of the Steuben County Industrial Development Agency as presented in the board materials was made by Chris Sharkey, seconded by Tony Russo. All in favor. Approved.

III. **TREASURER'S REPORT:**

a) **February 2023 Financial Statements:**

The February 2023 financial statements were reported to the board. A motion to approve the financial statements as presented and included in the board materials was made by Mike Davidson, seconded by Chris Sharkey. All in favor. Approved.

b) **2022 Annual Audit Presentation:**

Kristie Beach from Kristie M. Beach, CPA gave a fiscal year 2022 financial presentation to the Board. Items reviewed were the financial statements for

2022, an overview of changes from 2021 to 2022 and a management opinion. The board had no questions for Kristie and all related materials can be found on the IDA website at <https://steubencountyida.com/>.

A motion to approve the 2022 financial statements as presented in the board packet was made by Tony Russo, seconded by Mike Davidson. All in favor. Approved.

IV. NEW BUSINESS:

a) 2022 PARIS Report:

A motion to approve the 2022 PARIS Annual Report to NYS as presented in the board materials was made by Chris Sharkey and seconded by Tony Russo. All in favor. Approved.

b) 2022 Operations and Accomplishments:

A motion to approve the 2022 Operations and Accomplishment Report as included in the 2022 PARIS Report and as presented in the board packet was made by Mike Davidson and seconded by Tony Russo. All in favor. Approved.

c) 2022 Assessment of Effectiveness & Internal Control:

A motion to approve the 2022 Assessment of Effectiveness & Internal Control Report as included in the 2022 PARIS Report and as presented in the board packet was made by Scott VanEtten and seconded by Chris Sharkey. All in favor. Approved.

d) 2022 Performance Measures:

A motion to approve the 2022 Performance Measures Report as included in the 2022 PARIS Report and as presented in the board packet was made by Mike Davidson and seconded by Tony Russo. All in favor. Approved.

e) 2022 Board Evaluation:

A motion to approve the 2022 Board Evaluation as presented in the board packet and sent to the NYS Authorities Budget Office was made by Tony Russo, seconded by Chris Sharkey. All in favor. Approved.

f) 2022 NYS ST-62:

A motion to approve the 2022 NYS ST-62 as presented in the board packet was made by Tony Russo, seconded by Scott VanEtten. All in favor. Approved. The IDA did not re-capture any sales tax benefit in 2022.

V. Other Business:

a) Project Updates:

Executive Director Johnson briefly remarked on the progress of the LP Building and Amazon projects. Storeflex continues to work with Corning Inc. on the sale of their building. ED Johnson stated there is an upcoming meeting between Bath Electric and Gas and the Dana Lyons to discuss utilities.

b) Senator Skoufis Request/ IDA Response Letter:

Executive Director Johnson gave the board an overview of the request from Senator Skoufis regarding his investigation of IDA's and project need. Executive Director Johnson shared the response by the IDA as presented in the board packet. Russ Ganzel of Harris Beach, IDA counsel, stated that our response was factual in nature and agrees with the response. A motion to accept this response, retroactively, was made by Chris Sharkey, seconded by Scott VanEtten. All in favor. Approved.

c) State Budget Update:

Executive Director Johnson shared the 2023-2024 One-House Budget Update with the board.

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

The board entered Executive Session at 12:50pm. A motion to enter Executive Session was made by Mike Davidson, seconded by Scott VanEtten. All in favor. Approved.

The board left Executive Session at 12:59pm. A motion to leave Executive Session was made by Chris Sharkey, seconded by Scott VanEtten. All in favor. Approved.

VII. ADJOURNMENT

With no further business to discuss, a motion was made by Chris Sharkey to adjourn the meeting at 1:00 pm, seconded by Scott VanEtten. All in favor. Approved.

Respectfully submitted,

Dean Strobel
Secretary