

Steuben County Industrial Development Agency
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Minutes of the Regular Meeting June 22, 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 Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

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| Present: | Mark Alger | Chairman |
| | Dean Strobel | Secretary |
| | Mike Davidson | Member |
| | Christine Sharkey | Member |
| | Michelle Caulfield | Member |
| Absent: | Scott VanEtten | Vice Chair |
| | 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 |
| | WETM | WETM News (Zoom) |

II. SECRETARY'S REPORT:

A motion to approve the April 27, 2023, Regular Meeting Minutes of the Steuben County Industrial Development Agency as presented in the board materials was made by Chris Sharkey, seconded by Michelle Caulfield. All in favor. Approved.

III. TREASURER'S REPORT: April and May 2023 Financial Statements:

The April and May 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 Dean Strobel. All in favor. Approved.

IV. 2022 Final Performance Report:

Executive Director Johnson reported on the employment analytics of the SCIDA's PILOT beneficiaries. According to the report, as presented in the board material, all projects are doing well and are making their way through this labor environment. Executive Director Johnson walked through each project that had not maintained project goals and reviewed the reasoning why before making individual recommendations. A motion to accept the report and approve staff recommendations was made by Dean Strobel, seconded by Chris Sharkey. All in favor. Approved.

V. New Business:

a) Updated Sexual Harassment Policy:

Executive Director Johnson presented the board with an updated sexual harassment policy as written by NYS and approved for the IDA by Harris Beach. A memo is included in the board packet detailing the changes per NYS. A motion to accept this updated policy was made by Michelle Caulfield, seconded by Mike Davidson. All in favor. Approved.

b) Sky Corning Pulteney Plaza:

The Pulteney Plaza owners requested via letter to have their jobs numbers on the original application reduced from 80 to 40 employees. The original estimate included employees needed to operate Top's Food Market on a 24-hour basis. Top's Food Market never established a 24-hour operation. After board discussion, it was recommended to maintain the project's current numbers.

VI. Old Business:

a) TJA-NY Cohocton Solar Farm Final Resolution:

A motion to approve the final resolution for TJA-NY Cohocton Solar Farm as presented in the board packet was made by Chris Sharkey, seconded by Dean Strobel. All in favor. Approved.

b) Senator Skoufis Response:

Executive Director Johnson gave the board an overview of the second 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.

c) Facilities Maintenance:

- i. Larry's Paving Quote:** The IDA solicited Request for Quotes from qualified vendors for sealcoating the parking lot. Larry's Paving was the only vendor to respond. A motion to accept this quote was made by Mike Davidson, seconded by Dean Strobel. All in favor. Approved.
- ii. Tom Sestak Construction:** The IDA contacted a local contractor to address a few minor issues that came out of the Building Conditions

Study. A motion to accept this quote was made by Chris Sharkey, seconded by Michelle Caulfield. All in favor. Approved.

- iii. **Insurance deductible replacement of basement French door:** The IDA has received the insurance check to replace the broken French door in the basement. It was the total cost of replacement minus a \$500 deductible.

VII. Other Business:

a) Legislative Update:

Executive Director Johnson updated the board on the 2023 Legislative Session Update. A detailed memo outlining changes in legislation is included in the board packet materials.

Executive Session: – Public Officers Law, Article 7 Open Meetings Law – Section 105, Paragraph 1f - The employment history of a particular person. Public Officers Law, Article 7 Open Meetings Law – Section 105, Paragraph 1g, proposed acquisition of real property. The board entered Executive Session at 1:07pm. A motion to enter Executive Session was made by Dean Strobel, seconded by Chris Sharkey. All in favor. Approved. The board left Executive Session at 1:24pm. A motion to leave Executive Session was made by Chris Sharkey, seconded by Dean Strobel. All in favor. Approved.

a) Part-Time Employment Contract:

A motion to accept the part-time employment contract between Stacy Housworth and the IDA was made by Dean Strobel, seconded by Chris Sharkey. All in favor. Approved.

b) Acquisition of Real Property:

A motion to approve the sale agreement for vacant land in the Town of Bath 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 Chris Sharkey to adjourn the meeting at 1:27 pm, seconded by Mike Davidson. All in favor. Approved.

Respectfully submitted,

Dean Strobel
Secretary