

**Steuben County Industrial Development Agency
Board of Director's Meeting
Minutes of the Regular Meeting July 27, 2023**

- I. Call To Order:** The Regular Meeting of the Steuben County Industrial Development Agency (IDA) was called to order at 12:01 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
	Tony Russo	Treasurer
	Michelle Caulfield	Member
	Mike Davidson	Member
Absent:	Christine Sharkey	Member
Staff:	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Russ Gaenzle	IDA Counsel (via Zoom)
Guests:	Kam Keeley	Three Rivers Development

- II. Secretary's Report:** A motion to approve the June 22, 2023 Regular Meeting Minutes of the IDA as presented in the board materials was made by Russo and seconded by Caulfield. All voted in favor and the motion passed.
- III. Treasurer's Report:** Russo provided an overview of the June 2023 financials. A motion to approve the financial statements as presented and included in the board materials was made by Davidson and seconded by Strobel. All voted in favor and the motion passed.
- IV. New Business:**
- a) Empire Long Distance Corporation Application:** This request was tabled for the month.
 - b) Private Activity Bond Allocation:** Johnson advised members of the state's annual bond allocation to IDAs, noting Steuben County IDA has not used this year's allocation. He forwarded Monroe County IDA's request to transfer this year's allocation to support a large project in Monroe County, also noting that the IDA would lose the allocation if not used and recommended the transfer. VanEtten motioned to transfer Steuben County IDA's allocation to Monroe County IDA, which was seconded by Russo. All voted in favor and the motion passed.

- c) **B&H Railroad/Urbana:** Johnson advised members that the Town of Urbana requested a Letter of Intent to support its development of the IDA-owned railroad path into a trail. The rail in this section outside of Hammondsport was removed years ago and the town has been planning to convert the path into a trail to connect the Pleasant Valley Wine area with downtown Hammondsport. Board members noted they were comfortable with the request.

V. Old Business:

- a) **ARC Railroad Upgrades:** Johnson advised members of the recent visit to the LP facility by members of Appalachian Regional Commission, who were in town to review ARC-funded projects. This led to his request to enter into a Memorandum of Understanding (MOU) with B&H Railroad to accept ARC funding for upgrades to the rail outside of the LP facility and the rail crossing at Route 415 in Bath. VanEtten motioned to allow Johnson to sign the MOU, and Strobel seconded. All voted in favor and the motion passed.
- b) **Facility Update:** Johnson provided updates on the paving of the parking lot and the improvements to be made to the office building per the building study. He also noted the vapor system installed on behalf of Signify due to the cleanup of the former Philips property.

- VI. Project Updates:** Johnson provided an update on the IDA information requested by Senator Skoufis per the Senate Investigations Committee. Johnson and Staats then provided updates on various projects in the county.

- VII. 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 12:56pm. The motion was made by VanEtten and seconded by Russo. All voted in favor and the motion passed.

The Board left Executive Session at 1:12pm. A motion to leave was made by Strobel and seconded by VanEtten. All voted in favor and the motion passed.

- VIII. Adjournment:** VanEtten made a motion to adjourn the meeting at 1:12pm, which was seconded by Strobel. All voted in favor and the motion passed.

Respectfully submitted,

Dean Strobel
Secretary