

**Steuben County Industrial Development Agency
Board of Director's Meeting
Minutes of the Regular Meeting October 26, 2023**

- I. **Call To Order:** The Regular Meeting of the Steuben County Industrial Development Agency (IDA) was called to order at 12:08 pm by Chairman Mark Alger. Alger confirmed that there was a quorum present.

Present:	Mark Alger	Chairman
	Scott Van Etten	Vice Chair
	Dean Strobel	Secretary
	Tony Russo	Treasurer
	Michelle Caulfield	Member
	Mike Davidson	Member
	Chris Sharkey	Member
	Steve Maier	IDA Counsel
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Russ Gaenzle	IDA Counsel (via Zoom)

Absent: None

Guests: Kam Keeley Three Rivers Development

- II. **Secretary's Report:** A motion to approve the September 28, 2023 meeting minutes of the IDA as presented in the board packet was made by Russo and seconded by Van Etten. All voted in favor and the motion passed.
- III. **Treasurer's Report:** Russo provided an overview of the September 2023 financials. A motion to approve the financial statements as presented and included in the board packet was made by Davidson and seconded by Strobel. All voted in favor and the motion passed.
- IV. **New Business:**
- a) **2024 Budget** – Johnson provided an overview of the 2024 budget. On the revenue side, he noted that administrative income was reduced by approximately \$300,000 from the 2023 total due to an anticipated slowdown of projects next year. The agency expects additional county funding to turn JC Smith's position into full-time. Sharkey questioned how income in future budget years is projected on the PARIS report; Johnson responded that an informal analysis on income was made for those projections. On the expense side, Johnson noted that a few lines items including health insurance and payroll will increase due to the modified Office Manager and infrastructure/community

development positions being added next year. He also highlighted increased site development costs and technology upgrades. Van Etten questioned the “Allowances” category, and Johnson noted it comprises auto expense paid monthly for Johnson’s vehicle. Overall, the budget anticipates an increase in net assets of about \$491,000. Strobel motioned to approve the budget as presented, and Russo seconded. All voted in favor and the motion passed.

- b) November/December Board Meeting Date** – Johnson noted that the November and December meetings are typically combined into an early December meeting and offered the 7th or 14th as options. Members agreed on December 7 for the final meeting of the year.

V. Old Business:

- a) Baron Winds Sales Tax Extension** – Johnson reminded the group that the project was approved for up to \$8 million in sales tax assistance and the project is under that total. RWE requested additional time beyond the September 30 expiration to use the benefit, so Johnson approved an extension through December 31, 2023. He asked if any Board members had objections to the extension; none were offered.
- b) Update on Cleantech Proposal** – Johnson updated the group on the cleantech strategy to be completed with the other IDAs in the Southern Tier. The proposal from Newmark was accepted and should solidify what the IDAs think the opportunities are and what cleantech companies need from a site selection standpoint. Johnson proposed using \$50,000 from the site development budget to support the effort and noted that Broome and Chemung Counties would also be contributing \$50,000 each. Meetings with the other IDAs, ESD, and Binghamton University will take place to determine their interest in contributing towards the study. Davidson asked about the allocation of resources between all the IDAs, and Johnson noted that more time would be spent analyzing opportunities for the larger contributing IDAs. Davidson made a motion to use \$50,000 from the site development account to support the study, and Strobel seconded the motion. All voted in favor and the motion passed.

VI. Project Updates – Johnson provided updates on several projects:

- a)** The contractor working on the sewer project in Hammondsport is running the laterals to businesses in Village Square to connect them to the system. All work should be completed by the end of the year.
- b)** The Family Life Network project in Erwin has started, with initial site development work started. The project should have full site plan approval very soon.
- c)** Alstom has begun to install robotic welding equipment at the new car shell facility in Hornell. A formal ribbon cutting for the facility is forthcoming.
- d)** Assemblyman Palmesano and Johnson met with local management from Instant Brands regarding the sale of the company’s assets. Management is excited about the opportunities of being acquired by Anchor Hocking; the closing is scheduled

for November 7. Plans for a tank rebuild continue, during which time voluntary layoffs will be offered.

- e) The closing process on the Scudder property is moving forward. Adjacent property owners have been contacted to correct their infringement on the Scudder land. This will likely include the sale of a small portion of the land to Shirley's Lumber.

VII. Adjournment: Van Etten made a motion to adjourn the meeting at 12:52 pm, which was seconded by Sharkey. All voted in favor and the motion passed.

Respectfully submitted,
Dean Strobel
Secretary