

**Steuben County Industrial Development Agency
Board of Director's Meeting
Minutes of the Regular Meeting December 7, 2023**

- I. **Call To Order:** The Regular Meeting of the Steuben County Industrial Development Agency (IDA) was called to order at 12:03 pm by Vice Chair Van Etten, who confirmed that there was a quorum present.

Present:	Scott Van Etten	Vice Chair
	Dean Strobel	Secretary
	Mike Davidson	Member
	Christine Sharkey	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	JC Smith	Community Infrastructure Specialist
	Steve Maier	IDA Counsel
	Russ Gaenzle	IDA Counsel

Absent:	Mark Alger	Chairman
	Tony Russo	Treasurer
	Michelle Caulfield	Member

Guests:	Kam Keeley	Three Rivers Development
	Sarah Creath	BCK Partners

- II. **Secretary's Report:** A motion to approve the October 26, 2023 meeting minutes of the IDA as presented in the board packet was made by Davidson and seconded by Van Etten. All voted in favor and the motion passed.
- III. **Treasurer's Report:** Johnson reviewed the October and November 2023 financials, and provided an update on the financial outlook through the end of the year. A motion to approve the financial statements as presented and included in the board packet was made by Sharkey and seconded by Strobel. All voted in favor and the motion passed.
- IV. **New Business:**
- a) **Nomination of Officers** – Johnson reviewed the Nominating Committee report, which included the 2024 slate of Directors and Officers. As Directors, Van Etten was nominated for another one-year term as the legislative appointee, while Davidson and Sarah Creath were nominated for three-year terms. Creath was nominated to replace Sharkey on the board due to her retirement. Since current Chairman Alger has served his three-year term leading the Board, Strobel has been nominated to be the new Board Chair. Van Etten would continue as Vice Chair and Russo would continue as Treasurer. Davidson was nominated to

replace Strobel as Secretary. Sharkey motioned to approve the slate of candidates as presented, and Van Etten seconded. All voted in favor and the motion passed. The Board members must be approved by the legislature at its January meeting.

V. Old Business:

- a) Update on cleantech proposal** – Johnson reminded members about the cleantech proposal and the work he and Stacey Duncan from Broome County IDA are doing to garner financial support from the other IDAs in the Southern Tier. They anticipate having enough money to fund the study which will be started early next year. Duncan and Johnson are also talking with other entities about funding for the initial report’s add-ons that would offer additional insight into cleantech opportunities.
- b) Staffing Update** – Johnson noted that an offer has been made to a candidate for the Office Manager position. He also added that funding to expand JC’s position to full-time was approved in the 2024 county budget so a posting to hire for that position will occur soon.
- c) Annual Report** – Johnson reviewed highlights as listed in the 2023 annual report.

VI. Recognitions – Johnson recognized the contributions of JC Smith as IDA staff and of Sharkey as a long-term Board member.

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