

**Steuben County Industrial Development Agency  
Board of Director's Meeting Minutes  
January 25, 2024**

- 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 Strobel, who confirmed that there was a quorum present.

Present:	Dean Strobel	Chairman
	Kelly Fitzpatrick	Vice Chair
	Mike Davidson	Secretary
	Tony Russo	Treasurer
	Mark Alger	Member
	Sarah Creath	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Steve Maier	IDA Counsel
Absent:	Michelle Caulfield	Member
Guests:	Kam Keeley	Three Rivers Development
	Kristie Beach	IDA Financial Auditor
	Brian Corrigan	Invenergy

- II. Audit Presentation:** Kristie Beach of Kristie M. Beach CPAs, PLLC reviewed the financial audit plan and explained members' roles in the process. Statements will be completed by the end of March.
- III. Secretary's Report:** A motion to approve the December 7, 2023 meeting minutes of the IDA as presented in the board packet was made by Alger and seconded by Strobel. Fitzpatrick abstained because she was not a member of the board in 2023. All others voted in favor and the motion passed.
- IV. Treasurer's Report:** Russo reviewed the December 2023 financials and provided a year-end overview to the board. A motion to approve the financial statements as presented and included in the board packet was made by Davidson and seconded by Alger. All voted in favor and the motion passed.
- V. New Business:**
- a) **Committee Appointments** – Johnson advised members of their committee assignments as listed in the board packet.
  - b) **2024 Meeting Dates** – Johnson reminded members of the 2024 meeting dates as listed in the board packet.

- c) **Financial Disclosure and Other Forms** – Johnson advised members they need to complete several due diligence forms and return them to the IDA or the county.

**VI. Old Business:**

- a) **Canisteo Wind Update** – Brian Corrigan from Invenenergy provided an update on the Canisteo Wind project, noting that it has not received the needed power contract from NYSERDA yet. Invenenergy is still committed to the project and it will be re-bid in the next NYSERDA round with applications due at the end of January. Alger motioned to extend approval of IDA benefits through the next round of NYSERDA funding, and Russo seconded the motion. All voted in favor and the motion passed.
- b) **Momentum of Western NY Extension Request** – Staats reviewed the Momentum project which received IDA approval in 2022. The Board approved the first extension in August 2022, so this represents the second extension request. The delay has been caused by the DEC permitting process. The permit is needed to receive site plan approval. DEC approval was received in January 2024 and Momentum management believes they will have final approvals in the coming weeks and be ready to break ground in the spring. Management is requesting this second extension through April 28, 2024. Alger motioned to approve the extension as requested and Davidson seconded. All voted in favor and the motion passed.
- c) **Clean Tech Study MOU** – Johnson updated members on the status of the study, noting that all IDAs in the Southern Tier have financially supported the effort. While the Board had authorized the IDA’s contribution in past meetings, Johnson asked that members officially ratify the MOU so the IDA can pay its \$50,000 share of the study’s cost. Davidson motioned to approve the MOU and Alger seconded the motion. All voted in favor and the motion passed.

**VII. Operation Updates**

- a) **Stacy’s contract** – Johnson updated members on the status of Stacy Housworth’s contractual assistance with the IDA, noting the extra time she has devoted to the IDA after the previous office manager abruptly left. Her contract was open-ended, but Johnson would like to set a February 29 expiration because Housworth has accepted a new position and would like to end her work with the IDA. Alger motioned to set an expiration date of February 29, 2024, which was seconded by Creath. All voted in favor and the motion passed.
- b) **2024 Bank Signatories** – Previous signatories on the IDA’s bank accounts included Housworth, Alger, Russo, and Johnson. In light of Housworth’s departure from the IDA and Alger moving out of the Chairman’s role, Strobel would be added as the new Chairman leaving three signatories including Johnson and Russo. Johnson prefers having a fourth signatory because some checks require two signatures and members are not always available to assist, so he requested that Alger remain as a signatory on bank accounts. Russo motioned to approve himself, Johnson, Alger, and Strobel as signatories and remove

Housworth. Fitzpatrick seconded the motion, and all voted in favor. The motion passed.

- c) **Contract with Harris Beach** – Johnson provided an overview of the state reporting process with the system known as PARIS. Reporting to PARIS must be completed by the end of March. As that function is completed through the office manager position which is now vacant, Johnson acknowledged the IDA needs outside assistance to complete the project. Harris Beach provides PARIS reporting services and could complete the project for less than \$5,000 so it falls within the procurement guidelines. Alger made a motion to approve the contract for up to \$5,000 at \$230 an hour for PARIS reporting, and Russo seconded the motion. All voted in favor and the motion passed.

**VIII. Executive Session – Open Meetings Law, Article 7 – Public Officers Law, Section 105 – Conduct of Executive Sessions, Paragraph 1f – Employment history of a particular person** – Alger motioned to enter into Executive Session at 12:48pm, with Fitzpatrick providing a second. All voted in favor and the motion passed. Alger motioned to leave Executive Session at 1:15pm and Fitzpatrick seconded. All voted in favor and the motion passed.

**IX. Emergency Procurement** – Maier noted that a motion would be needed to approve a certain contract with Local Government Support Services regarding services they provide given this is an emergency under the IDA’s procurement policy. Alger made a motion to approve the contract and Creath offered a second. All voted in favor and the motion passed.

**X. Adjournment:** Alger made a motion to adjourn the meeting at 1:17pm, which was seconded by Fitzpatrick. All voted in favor and the motion passed.

Respectfully submitted,  
Mike Davidson  
Secretary