

**Steuben County Industrial Development Agency
Board of Director's Meeting Minutes
December 12, 2024**

- I. **Call To Order:** The Regular Meeting of the Steuben County Industrial Development Agency (IDA) was called to order at 12:04pm by Dean Strobel, Chairman, who noted that a quorum was present.

| | | |
|----------|--------------------|---|
| Present: | Dean Strobel | Chairman |
| | Kelly Fitzpatrick | Vice Chair |
| | Tony Russo | Treasurer |
| | Mark Alger | Member |
| | Michelle Caulfield | Member |
| | Sarah Creath | Member |
| | Mike Davidson | Secretary |
| | James Johnson | Executive Director |
| | Jill Staats | Deputy Director |
| | Matt Bull | Dir. of Community and Infrastructure Dev. |
| | Russ Gaenzle | IDA Counsel |
| | Kelly Hortman | IDA Administrative Assistant |

Guests: Kamala Keeley Three Rivers Development

- II. **Secretary's Report:** Davidson presented October 24, 2024, meeting minutes. A motion to approve them as presented in the board packet made by Alger and seconded by Creath. All voted in favor and the motion passed.
- III. **Treasurer's Report:** Russo presented the October 2024 and November 2024 financials. Johnson also reviewed year end projections which estimate a \$460,000 profit for the year. A motion to approve the financial statements as presented was made by Davidson and seconded by Alger. All voted in favor and the motion passed.

Johnson presented a proposal to open a \$1.2 million CD as documented in the board packet. The board had reviewed this proposal and approved unanimously electronically but formally ratified this action on a motion made by Fitzpatrick and seconded by Alger. All voted in favor and the motion passed.

IV. **New Business:**

- a) **Ratification of Rail Study Investment** – Johnson reviewed the rail demand study proposal as presented in the board packet. The work will be performed by Three Rivers Development in partnership with Southern Tier Economic Growth. The IDA has been asked for a \$9,600.00 investment which represents a third of the cost. A motion for

approval was made by Alger and seconded by Fitzpatrick. All voted in favor and the motion passed.

- b) **Nomination of Officers**- 2025 nominations were discussed, and no changes were made to those presented. Motion was made by Creath and seconded by Caulfield. All voted in favor and the motion passed.

V. **Old Business:**

- a) **McFarland Johnson FEMA Contract** – Johnson reviewed the proposal for project scoping to rehabilitate the rail bridge along B&H Railroad in the Town of Urbana, NY. The proposal will not exceed \$10,000 and has been secured as an emergency procurement. A motion to ratify the Executive Director’s action to enter [into](#) a contract with McFarland Johnson was made by Davidson and seconded by Alger. All voted in favor and the motion passed.
- b) **CRISI Award Authorization**- Johnson discussed the acceptance of this award as presented in the board packet. A motion to accept the CRISI Award of \$15,982,500.00 was made by Alger and seconded by Creath. All voted in favor and the motion passed.
- c) **Clean Tech Strategy**- Johnson reviewed the Clean Tech Strategy conference that was held on December 4, 2024.

- VI. **Adjournment:** Alger made a motion to adjourn the meeting at 12:53 pm, which was seconded by Fitzpatrick. All voted in favor and the motion passed.

Respectfully submitted,

Mike Davidson
Secretary