

**Steuben County Industrial Development Agency
Board of Director's Meeting Minutes
August 28, 2025**

- I. **Call To Order:** The Regular Meeting of the Steuben County Industrial Development Agency (IDA) was called to order at 12:05 pm by Chair Strobel, who confirmed that there was a quorum present.

Present:	Dean Strobel	Chairman
	Kelly Fitzpatrick	Vice Chair
	Mike Davidson	Secretary
	Tony Russo	Treasurer
	Sarah Creath	Member
	Michelle Caulfield	Member
	Mark Alger	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community & Infrastructure Dev
	Kelly Hortman	Administrative Assistant
Zoom:	Chris Andreucci	IDA Counsel
Guest:	Andrew Sloss	Walgreens
	Thomas Angora	Walgreens
	Kam Keeley	Three Rivers Development

- II. **Secretary's Report:** A motion to approve July 24, 2025, meeting minutes as presented in the board packet was made by Alger and seconded by Fitzpatrick. All voted in favor and the motion passed.

III. **Treasurer's Report:**

- a) **Treasurer's Report** – Russo reviewed July's Financial Position and Statement of Activity. There was not any substantial change to the Balance Sheet. The cash position continues to decline but is related to the timing of administrative fees. In August, the IDA received Belgioioso fee of \$52,419 and several projects are projected to close by the end of the year including Walgreens, Canisteo Wind, MM Development Advisors and Clear View Solar. In addition, the Baron Wind II 2nd payment of \$506,666 will be paid in November 2025 which will position the IDA to exceed the budgeted income for the year. The \$75,000 grant income for Site Development will not be received due to the delay of the project starting, however the funds are expected in 2026. Interest Income exceeded the budgeted amount by \$42,614.03 and the IDA will be booking an additional \$53,000.00 (estimated) received in August for CD's which matured during the month.

On the expense side the major changes for the month included postage expense remaining under budget due to termination of the postage meter and utilization of postage stamps. The Payroll Fee in the budget remained a line item from previous fee when payroll was in-house and will be removed for 2026. The 2026 budget will be ready in October, and a Finance Committee Meeting is projected to be scheduled in Sept. A motion to approve the Financials as presented in the Board Packet was made by Davidson and seconded by Alger. All voted in favor and the motion passed.

IV. New Business:

- a) **CDARS Maturity Ratification** – Johnson reviewed the Chemung Canal CDARS as had been communicated via email with the board's approval. The recommendation was to renew the CDAR investment at Chemung Canal totaling \$526,938.57, which matured August 11th. The recommended term was for 13 weeks at a rate of 3.75%. A motion was made by Alger to ratify the CDARS Renewal and seconded by Fitzpatrick. All voted in favor and the motion passed.
- b) **CD Renewal** - The IDA also had CD at Five Star totaling \$1.2 million mature the week of August 11th. Per a board communication in August staff recommended renewing the CD and for 6 months at 3.75%. A motion was made by Alger to ratify the CD Renewal and seconded by Fitzpatrick. All voted in favor and the motion passed.
- c) **Bath Walgreens Application** – Johnson reviewed the Bath Walgreens application with attachments. The Bath Walgreens has been deemed by the company as an at-risk location, and the company has requested a property tax benefit to help alleviate some of their cost to help them remain open to the community. Andrew Sloss and Thomas Angora were present representing the company and provided additional information about the cost structure of pharmaceutical reimbursements and Walgreens commitment to be the only pharmacy in Bath to provide access to the GLP 1 drugs. They have seen an increase in new patients using the pharmacy due to the recent closing of the Rite Aid Store/Pharmacy which has actually placed additional financial stress on the location because their pharmaceutical costs exceed the negotiated reimbursement amounts. The 10-year abatement will provide the company with the necessary time to allow for better reimbursement rates to be negotiated. Alger made a motion to approve the Initial Resolution as outlined in the Board Packet; Caulfield seconded the motion. All in favor and the motion passed.
- d) **Carpet Replacement Proposals** – Davidson stepped out due to conflict of interest. Staff reviewed the proposals for replacement of the office carpeting made by Davidson Furniture, Cutler's Carpet, and Mullen Factory Direct Carpets. Davidson's was the least expensive for a broadloom option at \$5,656 (plus approximately \$300 for freight costs). A motion to approve the carpet

replacement proposal by Davidson Furniture was made by Alger, seconded by Fitzpatrick. All voted in favor and the motion passed.

V. Old Business:

- a) **Siemens Energy Sales Tax Extension** – Johnson discussed the 12-month sales tax extension request by Siemens Energy. The company had to switch contractors causing delays in construction which resulted in the request for a one-time extension to allow the project to be completed. A motion was made by Alger and seconded by Creath to approve the extension as presented in the board packet. All voted in favor and the motion passed.

VI. Project/Policy Updates:

- a) **LGSS** - switching payroll services from ADP to SIMCO services.
- b) **Hornell Wastewater** - continuing to work with the municipalities on municipal agreements to get funding in place for a \$17 million system maintenance/replacement project covering three municipalities.
- c) **Curtis School Project** – The IDA should be receiving an application next month from MM Development Advisors to support the redevelopment project.
- d) **Park Grove Housing Project in Erwin** – The project will likely not start construction until next spring (2026). Expecting an application for the project this fall or early next year.

VII. Executive Session – Open Meeting Law – Article 7, Section 105 Paragraph F – Personnel and Paragraph H – Real Estate. Fitzpatrick made a motion to enter into Executive Session and Alger seconded the motion. All voted in favor and the motion passed.

- a) **Reopen Meeting** - Motion by Alger to reopen the meeting at 1:09 and seconded by Creath. All voted in favor and the motion passed.
- b) **Personnel** – Motion was made by Fitzpatrick and seconded by Creath to extend the Executive Director's employment contract by 5 years and increase the car allowance by 5% annually to keep up with inflationary costs. All voted in favor and the motion passed.
- c) **Personnel** – Fitzpatrick made a motion to reimburse the Executive Director's past increases to the car allowance which were never received during the past contract, seconded by Creath. All voted in favor and the motion passed.

VIII. Adjournment: Alger made a motion to adjourn the meeting at 1:10 pm, which was seconded by Fitzpatrick. All voted in favor and the motion passed.

Respectfully submitted,
Mike Davidson
Secretary