

**Steuben County Industrial Development Agency
Board of Director's Meeting Minutes
March 19, 2026**

- I. **Call To Order:** The Regular Meeting of the Steuben County Industrial Development Agency (IDA) was called to order at 2:01 pm by Secretary Davidson, who confirmed that there was a quorum present.

Present:	Kelly Fitzpatrick	Vice Chair
	Tony Russo	Treasurer
	Mike Davidson	Secretary
	Sarah Creath	Member
	Michelle Caulfield	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community & Infrastructure Dev
	Russ Gaenzle	IDA Counsel
	Kelly Hortman	Administrative Assistant
Zoom:	Dean Strobel	Chairman (did not vote)
	Mark Alger	Member (did not vote)
Guests:	Kristie Beach	Kristie M. Beach CPAs (Zoom)
	Julie Marshall	Harris Beach Murtha (Zoom)
	Kamala Keeley	Three Rivers Development

- II. **Secretary's Report:** A motion to approve February 26, 2026, meeting minutes as presented in the board packet were made by Fitzpatrick and seconded by Russo. All voted in favor and the motion passed.
- III. **Treasurer's Report:**
- a) **February 2026 Financials** – Russo highlighted the monthly financial reports as presented in the Board Packet. A motion to approve the financial statements as presented was made by Creath and seconded by Fitzpatrick. All voted in favor and the motion passed.
 - b) **Audit Presentation** – Kristie Beach of Kristie M. Beach CPAs, PLLC reviewed the financial audit for 2025. She reported that there were no findings or deficiencies. Russo made a motion to approve the audit as presented, and Creath seconded. All voted in favor and the motion passed.
- IV. **New Business:**
- a) **Ratification of 125 Plan** – Johnson presented the 125 Plan policy. Creath motioned to approve ratification as presented, and Fitzpatrick seconded. All voted in favor, and the motion passed.
 - b) **Ratification of PARIS Report:** Julie Marshall, of Harris Beach Murtha, provided an overview of this year's reporting results, noting there are 58 active projects. A few

minor changes to the report were discussed and adjustments were going to be made. Russo motioned to accept the PARIS report with the adjustments made and authorize its submission. Caulfield seconded, and all voted in favor. The motion passed.

- i. **Operations and Accomplishments Report** – Johnson presented the report which is also included with PARIS. Fitzpatrick motioned to approve the report as presented, and Creath seconded the motion. All voted in favor and the motion passed.
 - ii. **Performance Measurements** – Johnson presented the report that lists the agency’s performance goals. He reviewed the questions at the end to verify the Board’s agreement. Caulfield motioned to approve the report as presented, and Creath seconded the motion. All voted in favor and the motion passed.
 - iii. **Management Assessment of Effectiveness of Internal Controls** – Johnson presented the document which outlines and certifies the various internal control policies in place. Fitzpatrick motioned to approve the document, amending it with the 2025 date, and Creath seconded the motion. All voted in favor and the motion passed.
- c) **2025 Board Evaluations** - Johnson presented the 2025 Board Evaluation results. Russo motioned to accept the results and Caulfield seconded the motion. All voted in favor and the motion passed.
- d) **LP Building Solutions Final Resolution** - Johnson noted that the public hearing was held on March 19, 2026, at 11:00 a.m. There were no attendees and no written comments. A motion for final approval of the project was made by Creath and seconded by Fitzpatrick. All voted in favor and the motion passed.
- e) **Crystal Pointe Final Resolution** - Johnson noted that the public hearing was held March 18, 2026. Five community members commented on the project, all of whom had also submitted written comments which were included in the hearing minutes. The primary concerns raised were the project’s legal authority to construct a driveway off Aurene Drive, the economic impact the project will have on the community, and the IDA’s ability to incent housing. Gaenzle referenced a 1985 Comptrollers opinion which provided each agency the authority to make its own determination to support housing based on economic impact. After discussion, a motion to approve the Final Resolution as presented was made by Russo and seconded by Creath. All voted in favor and the motion passed.

V. **Old Business:**

- a) **NYS Power Up Resolution** – Johnson discussed the need for electrical infrastructure improvements at the Wayland Business Park to better accommodate industrial and commercial uses with significant power demands. A motion to approve a resolution authorizing submission of the grant application and the commitment to provide gap funding during construction was made by Fitzpatrick and seconded by Creath. All voted in favor, and the motion passed.

VI. **Project/Policy Updates:**

- a) Johnson noted ongoing discussions regarding potential solutions and options for the future of the B&H rail line north of State Route 54 and informed the board that a formal recommendation would be made in April.
- b) Johnson provided an update regarding the former Phillips site, reporting that a review of current cleanup activities by McFarland Johnson recommended any formal land transaction wait for the finalized certificate of completion.
- c) Johnson provided an update regarding Gunlocke, noting that by April 2026 the company expects to have a clearer timeline for layoffs. He also reported that Jones Lang LaSalle is working to identify possible single- or multi-user companies for the facility.

VII. **Executive Session- Open Meeting Law-** At 2:43 p.m., Russo made a motion to enter into Executive Session to discuss the employment history of a particular person. Fitzpatrick seconded, and all voted in favor. The motion passed.

At 12:51 p.m., Russo motioned to leave Executive Session and to approve the Executive Director's salary adjustment as discussed during Executive Session. Fitzpatrick seconded the motion, and all members voted in favor. The motion passed.

VIII. **Adjournment:** Creath made a motion to adjourn the meeting at 2:52 pm, which was seconded by Russo. All voted in favor and the motion passed.

Respectfully submitted,
Mike Davidson
Secretary