

**Steuben County IDA  
Governance Committee Meeting  
February 26, 2026  
Minutes**

Present: Mark Alger, Chair  
Michelle Caulfield, Member  
Sarah Creath, Member  
James Johnson, Executive Director  
Jill Staats, Deputy Director

Absent: None

Alger called the meeting to order at 11:33 am.

Caulfield motioned to approve the meeting minutes from January 22, 2026, and Creath seconded. All voted in favor and the motion passed.

Johnson presented an application for benefits from Louisiana Pacific, also known as LP. The company would like to build a 46,200 sq. ft. addition onto their existing Bath facility. The \$17 million project would provide production and indoor storage space and add four new jobs. Johnson noted the plant now has 71 employees, which is more than the total LP committed to originally. LP is requesting sales and property tax assistance. Johnson explained that the existing PILOT schedule would be amended given the agreement is only three years old. The benefit to cost ratio stands at 8:1. LP hopes to start construction in April. Creath motioned to advance the request for assistance to the Board, which was seconded by Caulfield. All voted in favor and the motion passed.

Johnson presented an application for benefits from Crystal Pointe Apartments, a housing project presented by Park Grove. This will be a 90-unit, market-rate townhouse project in the Town of Erwin. Johnson noted that a demand analysis was provided to support the need for housing. The \$30.3 million project will support two FT jobs and has a 2:1 benefit to cost ratio. Park Grove is requesting sales, mortgage, and property tax assistance and hopes to start construction in April. Caulfield motioned to advance the request for assistance to the Board, which was seconded by Creath. All voted in favor and the motion passed.

Johnson advised the group that all IDA policies were reviewed again by Harris Beach Murtha with no changes recommended. IDA staff did revise the Project Progress Assessment and Employment Verification Policy to reflect the difficulty companies can have meeting the employment requirements every year of a ten or 20-year project. Therefore, verbiage was added to allow companies that have met or exceeded the employment requirements for five consecutive years to have met the employment goal for the life of the project. Creath voted to recommend to the board that it approve the policy as amended, and Caulfield seconded. All voted in favor and the motion passed.

Caulfield motioned to adjourn the meeting at 11:50 am, which was seconded by Creath. All voted in favor and the motion passed.