



Minutes of the
County of Lewis Industrial Development Agency
January 9, 2020
7840 State Route 26
Lowville, New York

Chairman Joseph Lawrence called the meeting to order at 8:08am.

Board Members Present: Joseph Lawrence, Jared Thisse, Gagan Singh, Thomas Gillette, Ron Burns, Gerald Cayer

Board Members Excused: None

Others Present: Brittany Davis, Cheyenne Steria, Tim Petersen, Ryan Piche, Larry Dolhof, Kevin McArdle, Christie Andrus-Nakano

Privilege of the Floor:

- Christie Nakano detailed the Naturally Lewis Strategic Planning process to be kicked off this month. Those present were able to inquire on the process.

Executive Director's Report:

- Brittany Davis reviewed her previously distributed Interim Director's Report, highlighting efforts to ensure compliance to new ABO standards and CFA award announcements.

Items for Approval

- **The minutes** of the December 5, 2019 meeting were approved upon a motion made by Jared Thisse and seconded by Gerald Cayer. All present were in favor and the motion carried.
- Notes from the November 17, 2019 **Finance Committee** were reviewed.
- **November Financial Reports** were presented and approved upon a motion by Gagan Singh and seconded by Ronald Burns. All present were in favor.
- A lease extension to February 15, 2020 for **ReEnergy** at the Lyonsdale property was discussed. The company has requested this extension for additional time to complete clean up of the property. Interim Executive Director Brittany Davis was authorized to sign an extension upon a motion by Ron Burns, seconded by Thomas Gillette. All present were in favor and the motion carried.
- The **Economic Development contract** with Lewis County was discussed. The County Manager and the Board discussed methods of making this a multi-year commitment on both sides. Chairman Joseph was authorized to sign the contract contingent on Lewis County accepting the changes proposed by legal counsel upon a motion by Gerald Cayer, seconded by Jared Thisse. All present were in favor and the motion carried.
- Brittany Davis proposed a temporary administrative support arrangement with the Lewis County Chamber of Commerce, utilizing their Administrative Assistant. The Board had

previously approved temporary support in October. Interim Executive Director Brittany Davis and Chairman Lawrence will finalize the details.

Agenda Items for the Month

- An update was given by Cheyenne Steria on the **Duke Leyden Solar** PILOT negotiation. Thomas Gillette noted that staff needs to work toward getting the Economic Development Community Fund framework formalized. County Manager Piche shared some insight into Jefferson County's process for energy projects and assessment related to them.
- Chairman Lawrence gave a **New Board Member** update. The search process is ongoing.
- The deadline for **Executive Director** applications is 1/10/20, with a few received already. Gerald Cayer suggested using a scoring matrix as an addendum. The County has a template.
- A doodle poll will be distributed to schedule the Phase 1b **Strategic Planning** Session. The initial communication regarding the process was discussed.

Correspondence:

- Chairman Lawrence read a card from former Executive Director Eric Virkler expressing his gratitude for the Board's support through his campaign and transition from the agency to County Treasurer.

Upcoming Meetings:

- Governance Committee – **January TBA, 2020 – 9:00 AM**
- Finance Committee – **January 15, 2020 – 8:30 AM**
- Regular Board Meeting – **February 6, 2020 – 8:00 AM**

A motion to adjourn was made at 9:27 by Ronald Burns, seconded by Gagan Singh and approved.

Respectfully submitted,



**Joseph Lawrence
Chairman**