



**Minutes of the**  
County of Lewis Industrial Development Agency  
February 6, 2020  
7840 State Route 26  
Lowville, New York

Chairman Joseph Lawrence called the meeting to order at 8:12am.

**Board Members Present:** Joseph Lawrence, Jared Thisse, Gagan Singh, Thomas Gillette (by phone), Ron Burns, Darlene Rowsam

**Board Members Excused:** Gerald Cayer

Others Present: Brittany Davis, Cheyenne Steria, Tim Petersen, Larry Dolhof, Kevin McArdle

**Privilege of the Floor:**

- Tom Gillette has spoken with the Town of Turin Supervisor and South Lewis School, who are in favor of moving forward with the US Light Energy Turin Solar PILOT.

**Executive Director's Report:**

- Brittany Davis reviewed her previously distributed Interim Director's Report, highlighting the renewal of the CBIT contract, PILOT payments received, Business Leaders Breakfast RSVPs.

**Items for Approval**

- **The minutes** of the January 9, 2020 meeting were approved upon a motion made by Gagan Singh and seconded by Ron Burns. All present were in favor and the motion carried.
- Notes from the January 15, 2020 **Finance Committee** and January 21, 2020 **Governance Committee** were reviewed.
- **December Financial Reports** were presented and approved upon a motion by Jared Thisse and seconded by Gagan Singh. All present were in favor.
- The **2020-21 Budget** was presented as recommended by the Finance Committee. The Budget was approved upon a motion by Jared Thisse, seconded by Ron Burns. All present were in favor.
- The transfer of the **ReEnergy** Lyonsdale property to the IDA was discussed. ReEnergy is ready to take formal action to accomplish that. Title search results received just prior to the meeting uncovered a previously unknown lien that needs to be addressed.
  - A motion was made to approve signing the Termination of Lease Agreement, PILOT Agreement and General Lease by Ron Burns. The motion was seconded by Jared Thisse and passed with all in favor.
- The current resident of the **Lyonsdale residential** property at 7803 Lyonsdale Road in Lyonsdale, NY that ReEnergy has offered to the IDA has made the IDA an offer to then acquire the property. The appraised value is \$25,000-\$30,000. The Board authorized Interim Director Brittany Davis to sign documents required to acquire the property upon a motion by

Gagan Singh, seconded by Ron Burns. After consideration of listing costs, repairs, etc. the Board passed a motion to authorized Interim Director Brittany Davis to sign the necessary paperwork to sell the property for \$20,000. The motion was made by Ron Burns, seconded by Gagan Singh.

- An update to the IDA's **Code of Ethics** policy was approved upon a motion by Darlene Rowsam, seconded by Jared Thisse.
- An update to the IDA's **Real Property Acquisition Policy** was approved upon a motion by Jared Thisse, seconded by Ron Burns.
- A review of the IDA's **Compensation & Attendance Policy** was tabled pending update to Administrative manual.
- An update to the IDA's **Defense & Indemnification** was approved upon a motion by Darlene Rowsam, seconded by Ron Burns.

#### **Agenda Items for the Month**

- Brittany Davis updated the Board on staff progress on ensuring **Compliance** with ABO requirements. The Board was provided with the PILOT Process flow chart that details the steps and documentation involved in adopting a PILOT. The Board suggested a public-facing and taxing jurisdiction-facing version.
- Tim Petersen has provided a letter of intent addressing his ability to assist the IDA going forward. The Interim Executive Director presented a proposed Organizational Chart as the Board moves forward with filling **Staffing** roles. The Board discussed staffing over the next several months and years.
- The **ABO Acknowledgement of Fiduciary Duty** form was distributed to the Board for annual signature.

#### **Executive Session:**

- The Board entered into Executive Session to discuss personnel matters at 9:12am upon a motion by Jared Thisse, seconded by Gagan Singh. All present were in favor and the motion carried.
- Executive Session was closed at 9:35am upon a motion by Jared Thisse, seconded by Gagan Singh. All present were in favor and the motion carried.
- No action was taken in Executive Session.

#### **Upcoming Meetings:**

- Governance Committee – **February 20, 2020 – 9:00 AM**
- Finance Committee – **February 25, 2020 – 8:30 AM**
- Regular Board Meeting – **March 5, 2020 – 8:00 AM**

**A motion to adjourn was made at 9:37 by Jared Thisse, seconded by Ron Burns and approved.**

Respectfully submitted,

  
**Joseph Lawrence**  
**Chairman**