



Minutes of the
County of Lewis Industrial Development Agency
April 2, 2020
7840 State Route 26
Lowville, New York

In accordance with restrictions in place due to COVID-19, this meeting was held via videoconference.

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

Board Members Present: Joseph Lawrence, Gagan Singh, Ron Burns, Darlene Rowsam, Thomas Gillette.

Board Members Excused: Gerald Cayer, Jared Thisse

Others Present: Brittany Davis, Cheyenne Steria, Kevin McArdle

Executive Director's Report:

- Brittany Davis reviewed her previously distributed Director's Report, highlighting her recent visit with Harrisville town representatives as part of her plan to visit each township in Lewis County each year.

Items for Approval

- **The minutes** of the March 6, 2020 meeting were approved upon a motion made by Ron Burns and seconded by Thomas Gillette. All present were in favor and the motion carried.
- Notes from the March 24, 2020 **Finance Committee** were reviewed.
- **February Financial Reports** were presented and approved upon a motion by Thomas Gillette and seconded by Ron Burns. All present were in favor.
- Executive Director Davis gave an overview of the previously distributed **COVID-19 Loan Deferment** offer from the IDA to their debtors. The Board approved of the plan upon a motion by Darlene Rowsam, seconded by Ron Burns. All present were in favor of moving ahead with the plan.
- The Board reviewed the **Duke Energy Leyden Solar** project incentive application and payment terms as recommended by the Finance Committee. Staff walked the Board through the Cost-Benefit analysis, with Chairman Lawrence suggesting a comparison to current land use be prepared as well. Local labor usage and how the IDA can encourage that was discussed. Staff also updated the Board on where this project stands in the reference to the PILOT Process flow chart. Staff will move ahead with scheduling a Public Hearing for the project.
- Several **personnel** changes were adopted:
 - The Board formally named Brittany Davis **Executive Director** of Economic Development upon a motion by Ron Burns, seconded by Thomas Gillette. All present were in favor.
 - Executive Director Davis proposed a new position, **Director of Finance & Incentive Programs**, to be filled by current staff member Cheyenne Steria. This was approved upon a motion by Ron Burns, seconded by Thomas Gillette. All present were in favor.

- Executive Director Davis requested authorization to bring the IDA back up to 3 FTEs with a third position, **Economic Development Specialist**. The Board approved filling this position upon a motion by Ron Burns, seconded by Thomas Gillette. All present were in favor.
- An updated **Organizational Chart** was presented by Brittany Davis. The Board suggested some edits to clarify reporting and accountability, but approved the update contingent on those edits being made. Darlene Rowsam made the motion to approve, with Ron Burns providing the second and all present in favor.

Agenda Items for the Month

- Staff gave an update on plans to relocate upon conclusion of the IDA's current lease. While revitalizing properties still remains of interest, the current PAUSE orders have redirected efforts to finding a long term lease option instead of a purchase at this time. This will allow more staff time to focus on rebooting businesses and the local economy.
- The Board discussed how Lewis County Economic Development and the IDA can best assist in **COVID-19 economic recovery**. They supported efforts to refer businesses to private lending sources first and to compile a list of what local lenders are offering in response to the pandemic. The IDA will continue to market their existing loan funds and seek additional loan funds to offer, but won't look to convert other pools of money to loan funds. Instead, those funds will be directed at subsidizing consulting services for businesses and other creative opportunities to be determined.

Executive Session:

- none

Upcoming Meetings:

- Strategic Planning Phase II Session 2 – TBD
- Governance Committee – **April 16, 2020 – 9 AM**
- Finance Committee – **April 21, 2020 – 8:30 AM**
- Regular Board Meeting – **May 7, 2020 – 8 AM**

A motion to adjourn was made at 9:20 by Ron Burns, seconded by Gagan Singh and approved.

Respectfully submitted,



**Cheyenne Steria
Secretary/Treasurer**