



Minutes of the
County of Lewis Industrial Development Agency
May 7, 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 8:01am.

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, Ryan Piche, Larry Dolhof

Executive Director's Report:

- Brittany Davis reviewed her previously distributed Director's Report,.

Correspondence:

- Staff noted a Assessment Change Notice received for the 3823 Marmon Rd, Lyonsdale property. Implications of the new assessment were discussed. Staff will follow the Town process to challenge the assessment.

Items for Approval

- **The minutes** of the April 2, 2020 meeting were approved upon a motion made by Ron Burns and seconded by Darlene Rowsam. All present were in favor and the motion carried.
- Notes from the March 31, 2020 and April 16, 2020 **Governance Committee** and April 21, 2020 **Finance Committee** were reviewed.
- **March Financial Reports** were presented and approved upon a motion by Gagan Singh and seconded by Tom Gillette. All present were in favor.
- Updates to the By Laws, Compensation & Attendance Policy, Freedom of Information Law Policy and Whistleblower Protection Policy as well as a newly drafted Annual Assessment Policy were approved upon a motion by Ron Burns. Darlene Rowsam provided the second and all present voted in favor of approval.
- A proposal was received for outsourcing of **bookkeeping and payroll services**. The Board voted to approve this service for 4 months to cover an upcoming maternity leave. A longer term arrangement will be considered at the end of that period. Darlene Rowsam brought the approving motion forward, Ron Burns provided the second and all present were in favor. It was noted that the bookkeeping that the IDA is contracted to provide for the LCDC will remain in-house.
- Executive Director Davis provided an outline of spending from the Economic Development Reserve fund for **the COVID-19 Economic Recovery Initiative (Reboot LC)**. The proposal caps spending at \$50,000, with \$15,000 over 2 years being allocated to technical services to build a website hub for Lewis County businesses. Darlene Rowsam moved to approve the

total spend, with a second by Ron Burns and all in favor. Ron Burns moved to approve the \$15,000 spend, with a second by Tom Gillette and all in favor of that as well.

Agenda Items for the Month

- The Director of Finance & Incentives provided a summary of interests that have approached the IDA regarding the **Lyonsdale** commercial property. An initial analysis of financial benefit to the community was also reviewed. The Board discussed the options and gave staff direction to try to accommodate as many of the local interests as possible.
- Executive Director Davis provided an update on the **Strategic Planning** process that was put on hold due to COVID-19. Staff held remote sessions with The Human Factor and set some short term priorities to give direction until the larger group can meet again to finalize the process.
- An **Audit Committee** meeting will be scheduled prior to the upcoming annual audit. A doodle poll will be distributed.

Executive Session:

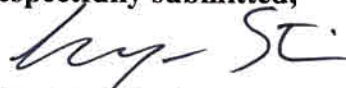
- none

Upcoming Meetings:

- Audit Committee – TBD
- Finance Committee – **May 19, 2020 – 8:30 AM**
- Governance Committee – **June 18, 2020 – 9 AM**
- Regular Board Meeting and Annual Meeting – **June 4, 2020 – 8 AM**

A motion to adjourn was made at 9:21 by Ron Burns, seconded by Tom Gillette and approved.

Respectfully submitted,



Cheyenne Steria
Secretary/Treasurer