



**Minutes** of the  
County of Lewis Industrial Development Agency  
June 4, 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, Gerald Cayer

**Board Members Excused:** Jared Thisse

Others Present: Brittany Davis, Cheyenne Steria, Kevin McArdle

**Executive Director's Report:**

- Brittany Davis noted her previously distributed Director's Report.

**Correspondence:**

- Executive Director Brittany Davis and Chairman Joe Lawrence received a resignation letter from Board Vice Chairman Jared Thisse. The Board will seek to back fill that vacancy on the Board to bring the members back up to 7. The Board thanks Jared for his service and contributions to the Board.

**Items for Approval**

- **The minutes** of the May 7, 2020 meeting were approved upon a motion made by Darlene Rowsam and seconded by Ron Burns. All present were in favor and the motion carried.
- Notes from the May 19, 2020 **Finance Committee** were reviewed.
- **April Financial Reports** were presented and approved upon a motion by Ron Burns and seconded by Tom Gillette. All present were in favor.
- US Light Energy requested an assignment of their Route 26 Denmark project to **Carthage Solar Fund, LLC**, also under US Light Energy. IDA Counsel has reviewed the documents and is satisfied with edits noted. The change was approved upon a motion by Ron Burns and seconded by Jerry Cayer. All present were in favor.
- Updates to the **Retirement Plan, Paid Time Off Bank** and **Family and Medical Leave** employee polices were presented as suggested by the Finance Committee. There are no anticipated financial impacts of these changes. Board members noted formalizing a time-off request form, making tracking of the accrual visible and having a complementary Short Term Disability policy. The updates to all three policies were approved upon a motion by Jerry Cayer and seconded by Darlene Rowsam. All present were in favor.
- The **CDBG Microenterprise Grant** Review Committee has recommended awarding of grants to Black River Valley Natural in the amount of \$34,650 and Cummings Creamline Milk in the amount of \$35,000.

- The grant award to Black River Valley Natural was approved upon a motion by Tom Gillette and a second by Ron Burns. All present were in favor.
- The grant award to Cummings Creamline Milk was approved upon a motion by Jerry Cayer and a second by Tom Gillette. All present were in favor.
- The LCIDA **UTEP** update is still in progress as staff work through renewable energy PILOT verbiage with legal counsel guidance. Staff will continue to work on the policy and bring it to the Governance Committee in June for further discussion.

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

- Staff gave an update on **COVID-19** response efforts. Notables include LCED partnering with the Chamber of Commerce and Lewis County on Reboot LC reopening PPE kits.
- Staff gave updates on the following projects:
  - **Lyonsdale Property** and substation
  - **Duke Energy Leyden Solar PILOT**
  - **Omni Navitas Solar Denmark PILOTs**
- Executive Director Davis noted that 33 applications were received for the **Economic Development Specialist** position. Staff will be reviewing applications and working to schedule interviews in the coming weeks.
- Staff gave an update on a planned move to a downtown location.

#### **Executive Session:**

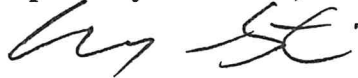
- none

#### **Upcoming Meetings:**

- Audit Committee – **June 9, 2020 – 8:30 AM**
- Finance Committee – **June 16, 2020 – 8:30 AM**
- Governance Committee – **June 25, 2020 – 9 AM**
- Regular Board Meeting – **July 2, 2020 – 8 AM**

**A motion to adjourn was made at 9:28 by Darlene Rowsam, seconded by Ron Burns and approved.**

Respectfully submitted,



**Cheyenne Steria  
Secretary/Treasurer**