



Board Members Present: Joe Lawrence, Herb Frost, Darlene Rowsam, Thomas Gillette, McKenzie Lehman, and Gagan Singh

Others Present: Brittany Davis, Jenna Kraeger, Cheyenne Steria, Kevin McArdle

Others Present Virtually: Joe Scott (Hodgson Russ), Nadene Zeigler (Hodgson Russ)

Excused: Ron Burns

I. Call to Order – Naturally Lewis Mission Statement

- a. Chairman Joseph Lawrence called the meeting to order at 8:16 am.
- b. Chairman Lawrence read the Naturally Lewis mission statement.

II. Port Leyden Portal SEQR Public Hearing

- a. Chairman Joe Lawrence opened the Port Leyden Portal public hearing at 8:17am regarding the project's Environmental Assessment Form and the Project's environmental significance. No one was present in-person or virtually for comment. The public hearing would remain open for the duration of the meeting.

III. Minutes of the November 4, 2021 Regular Meeting

8:18 – 8:18am

- a. **The minutes for November 4, 2021 Regular Meeting** were approved upon a motion made by Darlene Rowsam and seconded by Herb Frost. All present were in favor and motion carried.

IV. Financial Reports for October

8:18 – 8:22am

- a. The LCIDA Board reviewed the **October Financial Reports** as reviewed by the Finance Committee. Report was approved upon a motion by Tom Gillette and seconded by Gagan Singh. All present were in favor and motion carried.

V. Items for Approval

8:22 – 8:56am

- a. **Finance Committee Report** - Finance Committee Chairman, Tom Gillette, updated the board on the **Finance Committee** discussion including Tug Hill Artisan Roasters Incentive Application, Black Moose Mortgage Request, Request for Remote Internship by Kaylee Tabolt, IDA Fiscal Year Change research, and IDA Compensation Policy Revisions. As recommended by the finance committee the following items of approval were discussed:
 - i. The board reviewed the **Tug Hill Artisan Roasters (THAR) Incentive Application** including sales tax exemption, mortgage recording tax exemption, and real property tax exemption. THAR project includes the revitalization and re-use of the currently vacant Lowville Old Jail Building on State Street. Based on the nature of the project being a targeted industry/manufacturing it falls under a Schedule A exemption in the LCIDA Universal Tax Exemption Policy; resulting in a 15-year PILOT with a total exemption of 50% over the life of the PILOT. The board reviewed the cost benefit analysis demonstrating that estimated property taxes received with the PILOT (\$100,296) are significantly more than without the project (\$63,387), especially considering the property has been vacant and tax exempt for several years and would likely continue that way without this project.



1. Staff is suggesting the project be evaluated based on the **Adaptive Reuse, Community Development project** type in our Project Evaluation Policy.
 2. A motion to approve the **public hearing resolution** for Tug Hill Artisan Roasters Project to hold a public hearing regarding the IDA's consideration of financial incentives was made by Tom Gillette and seconded by McKenzie Lehman. Roll call:
 - Joseph Lawrence - Yes
 - Darlene Rowsam - Yes
 - McKenzie Lehman - Yes
 - Ron Burns - Excused
 - Gagan Singh - Yes
 - Thomas Gillette -Yes
 - Herbert Frost – YesMotion carried.
- ii. The board reviewed **public hearing minutes** from the Public Hearing for Number Three Wind, LLC and Revised Financial Assistance held on November 29, 2021. The reason for the public hearing is that project costs have increased to an outside number of \$217 million, which is a significant increase from the first public hearing back in 2019 where project costs were approximately \$150 million. No public comments were received at the public hearing.
1. Hodgson Russ disclosed and waived any potential conflict that a staff member has also worked as counsel for Number Three Wind Project and Invenergy LLC.
 2. A motion to approve the amended **approving resolution** for the Number Three Wind LLC project was made by Tom Gillette and seconded by Darlene Rowsam. Roll call:
 - Joseph Lawrence - Yes
 - Darlene Rowsam - Yes
 - McKenzie Lehman - Yes
 - Ron Burns - Excused
 - Gagan Singh - Yes
 - Thomas Gillette -Yes
 - Herbert Frost – YesMotion carried.
- iii. The board discussed a proposed **paid spring remote internship for Kaylee Tabolt**. Staff is proposing funding Kaylee's remote internship at minimum wage, up to 10 hours per week, up to 17 weeks; totaling just under \$2500. A motion to approve funding Kaylee Tabolt's internship up to \$2500 was made by Gagan Singh and seconded by Mckenzie Lehman. All present were in favor and motion carried.
- iv. The board reviewed draft changes to the **compensation policy** and revisions related to cost of living and pay for performance salary adjustments based on variety of factors. The cost of living adjustment would stand alone and be



calculated based on the government rates. The finance committee discussed two options including a target salary percentage increase or open-ended increase. After discussion, a motion was made to adopt the compensation policy with the pay per performance increases to be determined by the board of directors by Gagan Singh and seconded by McKenzie Lehman. All present were in favor and motion carried.

- b. **Governance Committee Report** – Staff updated the board on the Governance Committee discussion regarding **UTEP Revisions** reviewed by both the Finance and Governance Committees. A motion was made to send out revised Universal Tax Exemption Policy to the affected taxing jurisdictions for feedback by Darlene Rowsam and seconded by Herb Frost. All present were in favor and motion carried.

VI. Executive Director’s Report

8:56 – 9:02am

- a. Brittany Davis noted the previously distributed **Directors Report** updating the board on the Commerce Park under consideration with Cazenovia Equipment and Lowville Farmers Co-op as potential anchor tenants. Staff is currently working closely with both businesses along with BCA Architects & Engineers to map out options and a path forward. Staff disclosed that Board Member McKenzie Lehman is an employee of BCA Architects & Engineers and was part of the project team in 2016-17 when the project initially started and when BCA was hired as the LCIDA engineer. It was discussed that it makes sense to continue work with BCA since approximately \$70,000 in project costs have already been incurred with the firm and all reports are still relevant. If the LCIDA continues work with BCA, Mckenzie will recuse herself from all conversations relating to the Commerce Park Project.

VII. New Business

9:02 – 9:07am

- a. IDA Staff has researched the steps to take in order to change the **IDA Fiscal Year** to line up with the calendar year. It would require the IDA to carry out fiscal year through the end of May 2022 with the annual audit and then supplement with a “stub” audit in December 2022, with the intention to start the new fiscal year January 2023. The change would mean an increase in audit fees for 2022 and additional communication with the ABO to make the change. Aligning the IDA fiscal year with the calendar year would also allow for additional alignment with the County and the LCDC.
- b. IDA Board is invited to attend a combine **Holiday Party** with IDA, LCDC Chamber of Commerce Boards at Tavern230 on December 29th.
- c. Staff reviewed the **Proposed Board Meeting Structure Starting 2022** to keep board meetings on the first Thursday of the month beginning at 8:15am. Staff is coordinating LCDC meetings to occur on the same day at a later time.

VIII. Executive Session

9:07-9:50am

- a. A motion to enter into executive session at 9:07am to discuss attorney client discussions regarding contract negotiations and personnel matters was made by McKenzie Lehman and seconded by Darlene Rowsam. All present were in favor and motion carried.



- b. The Board exited executive session at 9:07am with no official action to be taken on the contract negotiation matter with Black Moose.
 - c. A motion to **approve salary adjustments** discussed in executive session was made by Herb Frost and seconded by Gagan Singh. All present were in favor and motion carried.
- IX. Chairman Joe Lawrence closed the **Port Leyden Portal public hearing** at 9:53am. No public comments were received.
- X. **Adjournment** - A motion to adjourn was made at 9:53 am by Gagan Singh and seconded by Tom Gillette. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Cheyenne Steria".

Cheyenne Steria
Secretary/Treasurer