

BOARD OF DIRECTORS MEETING

County of Chautauqua Industrial Development Agency

**Center for Innovation & Economic Development  
214 Central Avenue, Dunkirk, NY  
1<sup>st</sup> Floor Conference Room**

**&**

**Electronically via Live Stream on YouTube & Zoom**

January 28, 2025  
10:30 a.m.

PRESENT:

Gary Henry	Chairman
Daniel Heitzenrater	Vice Chairman
Sagan Sheffield-Smith	Treasurer
Amy Harding	Secretary
Kevin Muldowney	Member
Tom Harmon	Member
Daniel DeMarte	Member

Also in attendance:

Mark Geise	Administrative Director/CEO
Richard E. Dixon	Chief Financial Officer
Shelby Bilskie	Successor CFO
Milan K. Tyler, Esq.	Counsel
Gregory L. Peterson, Esq.	Counsel
Lisa Cole	Counsel
Kristine Morabito	IDA Staff
Rosie Strandburg	IDA Staff
Carol Rasmussen	IDA Staff
Kayla Strandburg	IDA Staff
Nate Aldrich	IDA Staff
Jeanette Lo Bello	IDA Staff
Jason Sample	IDA Staff
Crystal Erhard	IDA Staff
Paul Wendel	County Executive
Ellen Ditonto	BPU
Rachel Gradner	CBRE
Greg Bacon	Observer/Jamestown Post Journal
Julia Ciesla-Hanley	WRFA 107.9

Absent Board Member(s):

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Meeting was called to order by Gary Henry, Chairman, at 10:35 a.m.

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Gary Henry

Good Morning. I would like to welcome everybody to the Board of Director's Meeting for the Chautauqua County Industrial Development Agency. We are at the BWB Building, 201 West Third Street in Jamestown NY. We are also streaming live via YouTube and Zoom. It's January 28, 2025 at 10:35 a.m. We'll go ahead and do Roll Call.

Board

Aye – Unanimous. (7 Members Present)

Gary Henry

You should have all received the minutes from the December 17, 2025 meeting and had a chance to review those. Do we have a motion to accept the minutes?

Tom Harmon

So moved.

Sagan Sheffield-Smith

I'll second.

Gary Henry

Thank you. All those in favor say Aye.

Board

Aye – Unanimous.

Gary Henry

Opposed? The minutes have been approved. Before we move into New Business I'd like to take a minute to recognize Carol, and we certainly appreciate all her time with the IDA and I think Mark has a few words he'd like to share.

Carol Rasmussen

Thank you Gary.

Mark Geise

You know, I was thinking about this, and you know, I just hope I can do this moment justice. Carol has been just such an integral part of the IDA for 24 years. You know I got to know her 15 or 16 years ago when I was working for the County in the Planning Department, and always respected her and appreciated her encouragement. You know she's seen a lot over the years. She was the secretary to Rich Alexander way back when he was the IDA Director. She served under five different IDA CEO's. She's served under five County Executives, including Mark Thomas Greg Edwards, Vince Horrigan, George Borrello and obviously currently PJ Wendell. She's really been instrumental in establishing and making our Loan Fund successful, including the Emergency Working Capital Loan Fund that we did during Covid and securing the EDA Funds and getting those - all that \$10 million dollars lent out in in eighteen months. So, you know, when I think about Carol, I was thinking about words that sort of characterize her - and I would say, loyal professional, she's a hard worker, she's a team player, she's dedicated, she's been a mentor to all of us. She's been a friend. She's been a cheerleader of the IDA. She's been really well respected by the business community. She has a banking background, so she's qualified. She's friendly, she's personal and the list goes on. You know, some of the some of the key businesses that she's assisted over the years include Artone, Bush Industries - which is now eSolutions, Cummins, Engine, Dahlstrom, New Flyer, Phoenix, Metal, Rand Machine, SKF, Southern Tier Brewing Company, Weber Knapp and many, many more.

Carol graduated from Ohio Northern University. She started her career at KeyBank and she's been a member of the Chautauqua Leadership Network for a number of years. She served on the Board of Jamestown Boys and Girls Club, and you know Carol's retiring. She deserves to fulfill you know, her dreams and passions for what's after work right? and she so deserves it. Carol. We're going to really really miss you a lot and I wanted to see if Rich - did you want to say anything?

Rich Dixon

Carol - you know she's been here as long as I've been here. Saw us grow from three, four people to where we are today.

Carol Rasmussen

Very true.

Rich Dixon

Very valuable. When I first started - helping me find my way, I didn't even know where the bathroom was when I got here. I want to thank you, Carol. I want you to enjoy your retirement. Well deserved.

Carol Rasmussen

Thank you. Thank you, Rich and Mark.

Mark Geise

Kristine did you want to say anything?

Kristine Morabito

I do.

Mark Geise

Oh, here we go. She pulled out her folder.

Kristine Morabito

Carol - My sincere congratulations to you on your upcoming retirement. Time sure, goes by fast. Over two decades of loyal and dedicated service to the CCIDA, Chautauqua County and its businesses. I haven't been here the entire time, but working side by side with you as fellow Project Managers, I can attest that you truly care for, and have worked really hard for all of the business owners, who are your clients for the benefit of their employees and their ability to succeed and prosper here.

Thinking back over the years, you'll remember things like the Energy Conference, Boots to Business, The Veterans Seminar, 100 Businesses in 100 days, On the Move, and of course our comeback will be better than our setback. These days we can relax when we hear terms like PPP and Idle, but who can forget the extra-long work days working remotely from home to support all the businesses who needed extra help during the COVID-19 pandemic. During that time you facilitated a lot of Emergency Working Capital Loans that Mark mentioned, and the new EDA Cares Act loans fully lent out in record time, probably from your kitchen table -not to mention countless AL Tech and CRLF Loans and PILOTS facilitated over the years supporting local investment here.

Additionally, a few companies would not have survived without your assistance, and I'm sure you remember those deals and how much it meant to them. I was thinking about your time as an employee with over a twenty year career. What a couple of decade's means, and how fast the time goes when you hit a milestone like that. It really gets me thinking about dedication commitment, and in your case, knowledge and expertise gained, and the value of all the longstanding relationships you have with your clients.

As you reflect on your career and think back to the days working through things that come up in life, I'm sure you'll think back to your children and your grandchildren when they were younger, your mom your home, and wonder how you did it all at times, but you did. Extremely reliable you showed up every day, and you made sure your clients were taken care of, no matter what, and that projects were ready on time for the Loan Committee, Board Meeting or whatever was needed. One thing that always stood out to me about you as a Project Manager is that your clients really love and trust you - which is a lot about the person and the professional that you are, and the customer service that you deliver. I remember when my position was created and as a new hire, it was time for you to introduce me to various North County clients. Some of them, and you'll remember which ones, really took their time transitioning over to me even years before they no longer followed up a call with me by calling you as well. As a coworker and a friend I appreciate you being available as a colleague and a resource over the years and I appreciate that you did all the HCR Grants. I also sincerely appreciate your compassion and your caring and your support when it really mattered in my life. Thank you for that.

Mark Geise

Before you say anything.

Kristine Morabito

I'm not done. I have 2 sentences.

Mark Geise

Go ahead.

Kristine Morabito

Carol, I know this change isn't quite hitting home yet, but congratulations, I, and we all wish you a very happy retirement. Thank you for everything.

Mark Geise

(Presentation of Glass Award) Carol it says - CCIDA - In appreciation of your 24 years of dedicated service to the County of Chautauqua Industrial Development Agency - You exemplify our values of honesty, integrity and teamwork - and your presence will be greatly missed. Cheers to a well-deserved retirement. January 28, 2025 – Presented by the CCIDA Team.

Carol Rasmussen

Oh my goodness. Thank you. Okay. I like am totally overwhelmed. I didn't expect this at all, and thank you all for your kind words and all your support through the years. During working with the IDA Staff and the Board -we've all worked on some incredible projects, and it is teamwork, you know - with the help of Staff and the Board - nobody could get done anything -I couldn't get anything done, but I mostly enjoyed my visits and my tours to the all the various businesses around here and all the unique things they make and where they end up - and I'm really appreciative of what you're doing today. Thank you very much for the kind words and I'm so grateful that I had the opportunity to work here, to get to know you all in a professional manner, and more than anything as friends. I've made some great friends here. I've worked with a lot of people over the years - wonderful CEO's, CFO's and they've helped me, too. I mean, they've shaped me professionally and so I have a lot of good memories and again a heartfelt thanks to all of you. I don't have anything likely to prepare in more ways than one, but there's a wonderful staff here, and I'm glad I got to know everybody. Hopefully we won't be strangers, but thank you again.

Mark Geise

We all know Carol's last day is February 1, 2025 so she's been, you know, working with the other - primarily, Rosie in the in the South County, introducing her to her clients and really making sure that you know we don't –well we're going to miss a step but we're landing on both feet as she retires.

Carol Rasmussen

Oh, yeah, and they will love Rosie. I told them all they are in good hands and, Kristine -you guys, you do great jobs.

Mark Geise

Thank you, you know maybe while I'm at it - Brad Walters sent his resignation in December 23, 2024 and he's retiring. We knew it was coming. I'm just going to read this letter real quick.

(Letter) Please accept this letter as my resignation from the CCIDA's Board of Directors effective. December 31, 2024. I have enjoyed serving on the board for the last seven years, and hope I have made positive contributions. I would like to thank both of you and County Executive Wendel for having given me the opportunity. I wish everyone at the CCIDA a Merry Christmas and a Happy New Year.

It seems like a long time ago. You know, Brad, he's been the Executive Director of the BEST - the Builders Exchange of Southern Tier for many years and he's been mentoring John Healy for at least two years. So John Healy, was approved by the Legislature to replace Brad. I think we're in good hands. I'm not going to go on at length about John, right now, because he'll be at our next board meeting and I'll introduce him and give a little bio on him.

You know Brad has been - he was the Vice Chair -so that's the other thing - Vice chairman of the Board for a couple of years, and with his resignation we need a new Vice Chair, and Dan Heitzenrater has agreed to assume that position. We will vote on that at February's board meeting and then Amy has agreed to backfill the Secretary position that Dan will be vacating. So, again, we'll do that the February meeting but I wanted everyone to know that that's what's going on and how much we really appreciated - Brad was always here, always was very stable and seneschal and we'll miss Brad. Thanks.

Gary Henry

He had a lot of good insight on what was going on, you know, out in the community.

Mark Geise

Oh yeah.

Gary Henry

So it was certainly beneficial having him on the board and just one more thing with Carol – The IDA - You did incredible work, and certainly I experienced that as I was on the board but, I also had the opportunity to experience that as a business owner. So, I would just like to thank you for all the business owners -You know how much you mean to all of us in the work that you did, and for the expansion that my company was able to have through the efforts that you did, and putting up new buildings and jobs that that created that'll go on for a long time, and those employees don't even realize how instrumental you were in that but that was just one small thing that you did but you've done that time and time again for many different businesses, so we appreciate it.

Carol Rasmussen

Thank you very much Gary. My pleasure. It was fun for me.

Gary Henry

I'd also like to welcome PJ Wendel to the meeting this morning. Did you have any words you wanted to share with us? No, I'll probably discuss on New Business the first Resolution but just excited - congratulating Carol on her retirement and Brad as well. You know we went with Brad and some members of the Builders Association recently - some concerns

they've had, but you know he's always had a very solid, strong voice in Albany, and Gary, as you said, he's always listened - a good ear to the ground as to what's been going on in the community. So, his replacement will following up in his footsteps. I think he'll do well, but Brad will be missed like Carol.

Kevin Muldowney

I'd like to say the same thing as a property owner. Carol walked through a number of my buildings with heels - wet, leaky roofs, and I remember one time being like God, I hope she doesn't fall. She was very helpful. I figured it out about fifteen years ago and I wasn't one of those. I did call Kristine. Thank you very much for all your help.

Carol Rasmussen

Thank you Kevin. It's been a pleasure working with you too. Appreciate all that the Board has approved. I mean it's up to you too.

Greg Peterson

It's ancient history.

Carol Rasmussen

Oh no.

Milan Tyler

It's a baseball record.

Greg Peterson

We talk about Carol Rasmussen going above and beyond. There's one event which some of you -we call us part of the evening, but we were doing an event at a hotel, and it was an overnight thing where we bringing people in and went entertaining people from out of town, and Carol so far above that it went beyond Bill Daly's. For those who remember Bill Daly abilities Carol went and entertained, and that ultimately those folks became very good customers, clients of the County of Chautauqua Industrial Development Agency but that was indicative of Carol gone at all times. She was willing to volunteer, willing to go out, visit with the customers, and this was time and time again, and not often seen or noticed, but that was just indicative and, by the way, she's an alumni of Woodstock as well.

Carol Rasmussen

A different story.

Kevin Muldowney

That one I want to hear.

Carol Rasmussen

It isn't that exciting.

Gary Henry

We'll go ahead and move into New Business A about the Commercial Air Service for the Jamestown Airport, and who's going to be sharing that with us?

Mark Geise

You want me to go first or do you want to go first?

County Executive Wendel

Yeah.

Mark Geise

So you're probably aware that the County is sort of going through a process to try to establish Commercial Air Service at the Jamestown Airport. Give you a little history if you haven't read the Resolution, you know, airport service was terminated - central air service was terminated in 2017 by the Department of Transportation and in September of 2019 Boutique Air submitted a joint proposal to reestablish commercial air service between Jamestown and Pittsburgh. That was ultimately denied by the Department of Transportation in 2020, and they noted a lack of market research to support the business case offered in the proposal. So, a year and a half ago or so the Airport Commission recommended that the County undertake an independent analysis of the economic market viability of commercial air service at Jamestown Airport and the IDA and the County - so the IDA committed \$25,000.00 - The County committed \$50,000 of ARPA money to commission a market analysis. They contracted with Passero to undertake that analysis. It was called the AHW Air Service Recovery Program and it concluded in late 2025 that the regional market in and around Jamestown would, in fact, support the reinstatement of air service in Jamestown. So, you know, the County Legislature just passed a resolution last week in support of commercial air service - reestablishing it. The CCVB just passed a resolution. So this, in that same vein, is pledging our support for the reestablishment of commercial air service at the Jamestown airport. So that's in a nutshell what this resolution is doing.

County Executive Wendel

I just like to follow up you know, as Mark stated when I 1st came into to office I'm a movie quoter, so I envisioned if you watched Apollo 13 where they took all the pieces we need to make this fit into that, using all of these pieces and that's what I envisioned about the airport because we'd had study after study after study, but it's got to be something missing, and we found out it was the market analysis. So, we commissioned, and you know it rose up through Capital Projects and was turned down. It just was a challenge, and I understood the position behind it. So, when the ARPA money came through, the IDA brought the gap funding the legislature supported it, and we got that missing piece of the puzzle. So, now we are poised and ready to move forward. I just spoke with Shannon today before I got here - one of the reasons why I was late and got a follow up as to where we are, so things are moving forward. You know, we speak with Senator Schumer. Mark can tell you. Every year we go down. We mentioned EAS we mentioned you know, the programs we're looking through and reinstating essential air service, more so. Commercial air service in Chautauqua County. So I'm excited about this. I feel very confident that we are on the right path. We have the missing pieces, we have what has been asked of us. You know we sat with Senator Schumer, and contrary to statements that have been made, he still is a very powerful person in Washington, and is able to get things done. So I'm confident, between Senator Schumer, and also with a great voice and the power of our new Congressman we will be in a much better place when it comes to commercial service. I'm excited. We do have one airline discussing and another one coming in to talk with us shortly, so I'm excited about the opportunity. So, we'll see where this goes but I really think this is that one step closer to crossing the finish line and being able to reestablish something we lost so long ago, and unfortunately, no one has been able to give us answers, or even come close to justifying why we lost the essential air service program other than we are a victim of politics is what I was shared with. So, we're going to unite. We're going to be strong in our efforts moving forward and I'm confident that you know we will have this. We'll cross the finish line this year.

Mark Geise

I just I left one critical point out and that is how important, having commercial air services is to our business community - if you think about Cummins Engine or SKF or Wells, or the National Comedy Center or Chautauqua Institution. The list goes on and on and on. So, this is this is, you know, from our perspective, is in the best interest of the business community to have commercial air service at the airport.

Gary Henry

Sagan, can you move New Business A for us?

Sagan Sheffield – Smith

Sure. Resolution 01-28-25-01 of the Members of the County of Chautauqua Industrial Development Agency Supporting Commercial Air Service at Jamestown Airport

Gary Henry

Thank you. Do we have a second?

Tom Harmon

I can second it.

Gary Henry

Thank you Tom. We'll go ahead and do a Roll Call Vote.

Board

Aye – Unanimous.

Gary Henry

The Resolution is unanimously approved. Next, we'll move into New Business B – Refresco Project Revision.

Rich Dixon

So, this will be a verbal Resolution today. Two years ago the IDA had passed a tax lease PILOT Resolution approving for the sale of the old ConAgra building from the IDA to Refresco. They purchased it. The project has changed somewhat in scope, and Milan thought it would be best that we came back and told the Board that and had an approval for that. It's still a very exciting project. They purchased the facility for the \$1.5. They're investing over \$2 million dollars in it, and they're retaining the jobs there and Millen will later explain the Resolution but we have on the phone today with us, Rachel Gradner from CB Richard Ellis and Rachel's going to talk briefly about the project, what it looks like today, and we'll answer any questions that the Board might have. Welcome Rachel.

Rachel Gradner

Good to see you rich, and appreciate all of your time.

Rich Dixon

I love your office by the way.

Rachel Gradner

Thank you. This one, I think, is some fancy office overseas but we'll go with it. So, good to see you all, and Rich thanks for your time and inviting me here I am Rachel Gradner, with CBRE location and status practice have been working on this project with Rich and team for a number of years, now. Glad to be back here. Refresco has since acquired the facility. They intend to retain their existing employment and invest in that facility - to convert some of that cold storage space to warehousing – to be able to bring some of that distribution capacity over to that facility, and intend to make investments over the next 24 months. So again, appreciate your consideration on this one, and look forward to bringing this to the finish line.

Mark Geise

Some of you may not remember, but we sort of you know, we owned and managed that facility, and it was off the tax rolls



for many years. What, eight or nine years?

Rich Dixon

Who's counting?

Mark Geise

Rich was up many a night heading down there and but you know its back on the tax rolls, it's being productively used. It's helping Refresco. There's investment going into the facility. So it's a good story.

Milan Tyler

For this one and the other two and Mr. Chairman if you want to take them all together, we can, but each of these is a PILOT, or the next two are loans that you've already approved but there have been changes. For Refresco there's no additional financial assistance. It's the same financial assistance package that you approved previously but Refresco isn't committing to sort of their next phase. So, it's going to be the same employment and a baseline of investment. So, and just a voice vote because we're ready to close with them but since the project had changed a little bit I wanted to make sure that all of you were comfortable with us going ahead and closing under the new commitment.

Gary Henry

So, we'll go ahead and look at all three of these and then we'll do a vote but was there any questions on Refresco? Ok we'll go ahead and move into New Business C – Chautauqua Utilities Loan Revision.

Rich Dixon

Thanks Rachel.

Rachel Gradner

Thanks everyone.

Rich Dixon

Chautauqua Utilities Loan Revision – dating myself to here almost the 20th year. When I came we had a loan with Chautauqua Utilities. The original amount was \$680,000.00 facility in the Stowe area that was bringing natural gas to residents out there through - their ups and downs that currently owe us \$235,000.00. They are being purchased by a company owns a lot of gas wells and has been in the business for a long time. PTP Development is one of the companies that they owned. The owner of those is Chad Bugman. I have known Chad for over fifteen years. I think it's a great move. He will be assuming all the responsibilities of the previous owner - personal guarantees, life insurance, and we have the same collateral - and, as I said, the current balance is down to \$235,000.00 and we will - we've had a first position for a while because M&T was paid off, and then we were now in our first, so we'll keep our same position. So, that's a good one.

Milan Tyler

I would comment that this was approved by the IDA in 2004. Rich Alexander was the Administrative Director and all the documents were notarized by Carol.

Carol Rasmussen

It's just my day.

Milan Tyler

So, again, the change is going to be that we would release the current guarantors, replace them with Chad Bugman and let go the current keyman life insurance and replace with keyman life insurance from Chad Bugman. Again, it's an existing loan. We would just make this modification.

Greg Peterson

I think it's also worth noting if we're doing ancient history with Carol is the fact that this was a loan closed by the New York Job Development Authority as Administrator of the AL Tech Trust Fund, one of the last survivors, and that in turn was assigned to us which we took that whole portfolio. They've all been paid off except this, and I think there's one other, and that's it. That's the end of an era.

Rich Dixon

The end of an era.

Carol Rasmussen

Yeah.

Gary Henry

Any questions from the Board? Okay, we'll move into New Business D - Blackstone Loan Revision.

Rich Dixon

This was a loan that we did in 2022 - one of the last loans that came out of the EDA Covid money it was to Blackstone Advanced Technology down on Blackstone Avenue here in Jamestown. It was for a bonderizing machine and at that time we approved first position on the asset and second position or subordinate position on all other assets. They have paid down their balance from \$473 to \$361 as the end of the year. I made January's payment, so it's even a little less than that. They are refinancing their entire own portfolio with PNC and PNC has asked us for - they would like first on everything. So, I see no problem with it. We're well collateralized. We have subordinate on all the other assets. So, we're very well covered and this helps move that we finance along and helps the company. So, I think it's a good move. So, that's all I have, unless there's other questions.

Milan Tyler

I still don't know what a bonderizer is, but that's (difficulty hearing audio). It takes bonds and it (difficulty hearing audio) them.

Mark Geise

That answers that question.

Rich Dixon

You don't know you've got to make it up.

Gary Henry

I'll go ahead and move this. We'll make a Resolution to accept all three of these revisions to both the Refresco Project, Chautauqua Utilities Loan and the Blackstone Loan at the same time. Do we have a second to approve those revisions?

Sagan Sheffield-Smith

Second.

Gary Henry

Thank you Sagan. All those in favor say Aye.

Board

Aye – Unanimous.

Gary Henry

Opposed? All three Revisions have been accepted. Next, we'll move into the Executive Director's Report.

Mark Geise

Ok. I'm going to be quick here. Childcare - and Milan's going because I'm probably going to butcher it a little bit but Millen's going to talk about the New York State Legislature amended the General Municipal Law Uniform Tax Exempt Policy to add a list of things that need to be considered and evaluated by the Board when they're making their decision about Projects, and that is the provision of childcare. I see I probably butchered it. I think I did because I could see the look on your face -when you talk about it.

Milan Tyler

Well, actually, the Ledge - New York State Legislature in its infant wisdom I think, did something that they didn't intend. The General Municipal Law says that in adopting your UTEP there's a list of things you have to consider, and they've added to that list the extent to which childcare is provided. Now, I don't think that that's what the ledge meant because that's a one-time only thing. You adopt your UTEP and you're done. What the sort of the IDA community thinks that the ledge meant is that when you're evaluating each project you want to think about whether or not childcare is provided. So, the suggestion that I made to Mark, at least for now, is to add that information to your application. So, your standard application that's online, everyone gets, and that is provided to you for your consideration before you make any decisions will include information on childcare. I want to see how things develop as to whether or not you should amend your UTEP. The problem with doing that is that you can only amend your UTEP with input from each of the tax jurisdictions. So, it's not just that you're going to say, yeah, we're going to mend our UTEP. You got to send a letter out to every tax jurisdiction, ask them for their input and then make a decision. So, for now I think that just adding something to your application, which, if you approve or don't have any objections, will be, you know, on your website tomorrow you're going to get the information for all projects going forward as to whether or not there's any childcare on-site facility provided and you presumably you'll take that into consideration going forward in awarding or not any financial assistance.

Mark Geise

Okay, any questions? Second thing is currently our Approving Resolution does not have a sort of a deadline for closing. Okay. So, what has happened, especially with some of these solar projects is they - we approve it and then they drag out and drag out, drag out and what we really would like to do and we'll come back to you at a later date with specifically but what we would like to do is sort of put a deadline on that approval and if they don't close it within a specified amount of time, let's call it a year then they need to do a couple of things. One is they need to pay all their legal bills, pay up all the fees and legal bills that have accumulated up to that date, and they need to come back to us and ask for an extension on that and at that time they will give us an update of where things are at.

Milan Tyler

Yep, a number of IDA's do that. Typically it's one year and if they don't close within that year the authority given by the Board to the staff expires, and therefore that company has to come back and sort of explain to you what's going on - you know why it is that you should consider extending that authority, and as Mark says, some of the conditions

that you may or may not decide to put on include, you know, payment of any of your costs and fees, including legal fees, or, you know, just explain to you what the heck is happening and you know this is true most pointedly with solar deals, which you know some are a couple years old at this point.

Kevin Muldowney

Okay, so does the commitment run out?

Milan Tyler

Right now, there's no time limit on your approval of a deal. So, in theory, you know, staff could close it five years later.

Kevin Muldowney

Right.

Milan Tyler

So, you know, you've given a very long string to the developer and to staff to get it closed. I think one thing that Mark is thinking about that we want to get your feedback on, and then maybe make a proposal at a subsequent meeting is putting a time limit on that. There should be some reasonable period of time - six months a year, you know. We're still thinking about that but part of the reason I think Mark wanted to bring it up is to see if anybody had any comments, thoughts, good idea, bad idea, you know so we can formulate something to bring back to you.

Daniel DeMarte

Is this a proactive move anticipating that we could have issues? Or is it a response to existing issues?

Mark Geise

More of response to existing issues. Again, those solar projects especially are dragging out and dragging out.

Milan Tyler

Now for the ones that are already out there the fact that you have given authority to the staff to close it isn't necessarily a commitment to close it right? So, at any time you could, or you could direct us to, you know call it, you know, to terminate right but that's sort of on a case by case basis. I think what Mark is thinking about is more of a general policy of you know, how do we get control over this process and you know, one way to do it is to put a time limit on the final approvals - and again, it doesn't mean you wouldn't extend it, but it means they've got to come back in and explain themselves - what's going on, you know? Are they really going forward? Should the IDA extend this possible financial assistance?

Kevin Muldowney

Like any other financing? Basically.

Milan Tyler

Yeah, and you know, some would say, a year is a long time but you know that's still to be determined.

Kevin Muldowney

Ok. Thank you.

Mark Geise

I wanted to give you an update on Mason industrial Park, as you recall we - the County and the IDA we funded fifty fifty what I would call Phase One at Mason Industrial Park which was for the Environmental Due Diligence on the site. We contracted with Clark Patterson Lee to do that work. They've completed all the Environmental Due Diligence work and there's currently a coordinated SEQRA review underway right now so that we can file that and have that work done. Phase Two, which is the extension of the infrastructure -we're still working on that. We have the County ARPA money and I'll give you an update about that in the near future. Any questions on that? It's about 60 acres, 55, I think acres - about 40 of it is developable. The rest is sort of wetlands, and the idea is to get that shovel ready, and, you know, have all the Environmental Due Diligence done - stubbing in the roads, the water, the sewer, the electric everything, and have it ready to go and then market it.

A couple of other things real quick. The Partnership for Economic Growth has a position open for a Manager. I don't know, Nate, did you want to talk about that real quick?

Nate Aldrich

Yeah, we just wanted to mention it, because we hope in the next month to post a position still probably narrowing down the exact job, title, and description but we hope to get that out within the next month for the next Board Meeting. So, just a heads up.

Mark Geise

We're able to do that because the Ralph Wilson Foundation provided funding for the next three years. They upped what they gave us in the past three years, so it gives us sort of a little more money to be able to do that and also at the same time, Nate is carrying a lot, and it would be good to be able to sort of bring that person in and back Nate away from the day to day stuff. So, that's the idea there.

The other thing, and Dan might want to pipe in here but the Chamber of Commerce is sponsoring is conducting a State of the Business Panel Discussion this Friday at the Doubletree at 8:30, or 9:00?

Dan Heitzenrater

8:00 a.m.

Mark Geise

Good thing you've told me.

Dan Heitzenrater

Yeah, we're reformulating some of our advocacy events that you all, I'm sure, have known and attended over the years that were very elected official, focused and separated. Introducing a few new ideas this year starting with the State of Business which is Friday. So we have panelists from various focuses of economic development and business in Chautauqua County to provide updates, take some questions - very much appreciate Mark participating, and we have a good turnout. If you're not registered yet, and you want to be registered the deadline is passed but you can let me know, like at the meeting here, and I can probably get you registered. I think it'll be good. Yeah, thanks, Mark

Mark Geise

Thanks for doing that. Last, but not least, Shelby is going to talk about a CRM called Civic Serve, which we think is going to improve our operation significantly.

## Shelby Bilskie

So kind of briefly about how I've been looking for like the last two to three months for a good system to kind of get everybody kind of collaborated on the same page where we're not working out of multiple excel spreadsheets. We kind of can house all of the information in one place. We were also looking for a little bit of efficiencies right with our Project Managers and you know something that can be accessed on the go. So, if Mark's out, you know, on a site visit, he can just pull up information. He has everything in one place. So along comes CivicServe. We actually stumbled upon it. They gave Nate a call one day, and he forwarded me the information, and they turned out to be -they checked all of our boxes, so they were exactly what we were kind of looking for as far as CRM and something to kind of house all of our grants within projects. Right. So, that's really what we were looking for. The great thing about CivicServe and I gave everybody this kind of one pager - there's a public portal side of it - so all of our clients, all the businesses can go in and set up an account and we can digitize all of our Loan Applications, PILOT applications kind of keep all of the information in one place. The word public portal is a little misleading. It's not that they're going to put their information out there, and anybody can go in and access it. It would just be like their account. They can, you know, kind of control all of the data share from their aspect, and also see where we are. The great thing about this also is that it can house all of the communication. So, we can send emails directly from the system. We can make it look like it's system generated and not like, you know, Kayla's blowing them up, asking for, you know, Paris reporting like we've been doing in January. So, we can kind of poke them if they have items that we're waiting for from them. It'll show them history. So, any documents that they have pre provided previously they can go in and see. So, if we are doing annual reports, they can go back and look and say, you know, I reported 19 staff last year. What's my? You know? What do I need to do this year?

So, that's kind of the public portal side of it. From the Admin side that's where we can go in and we can, you know, see all the information we can assign tasks. So, you know, if I want Kayla to follow up with a client in six months I can go in and assign that task, and it'll remind Kayla in six months, or anybody can do that with you know, within like project management or Mark can assign anybody. Again, it'll allow us to track grants within projects. So, for Ripley coming up, you know, we're going to have separate multiple grants that we have to kind of track separately within the Ripley project that we can go in and we can, you know, set up reminders that you know, we need to apply for reimbursement for X by whatever date. So, it really gives us the ability to do that. It'll have kind of canned reports, preset reports that we can populate. We can quickly run a report or like a summary to bring to board meetings or annual reports, anything like that. So, that'll be great, too. There's a little bit of like an audit trail. So, you know, if I go into a loan application and it gets overwritten from \$200,000 to 2 million - I can go in and say, Okay, who? Who accidentally added another zero here, you know, and we can go back and see what changed, and by who. What else am I missing? Oh, surveys - so we can go in we can send out surveys to different clients, different businesses to say you know, how did we do - is there anything that we can improve on? Anything like that? And then we can get all of those - all of that data, all of that, and share it with you guys, or we can share it within ourselves and you how we can improve.

So, timeline - so I'm hoping to have the MSA signed, probably by the end of the week into next week. Milan gave us some feedback. I went back to them, and they conceded to everything. So, we should be getting an updated MSA probably within the next couple of days, so we can get that signed hopefully and then I would assume about probably a three month timeline. By the time they get all the information from us, we'll sit down, we'll have several meetings, because there's different layers that we can add in with the system, different programs and projects and how we want to get everything uploaded into there. They'll do 90% of the implementation and then we'll go in and you know, add our two cents, or make it however pretty we want.

Then the last piece is that there will be an open API. So, if we were to say, a year down the road, Kayla and I say, you know, we are fed up with our accounting system. We want to implement something else. We go to Mark with a proposal. There's the ability for the two systems to talk - most likely, you know, I mean, obviously, it's not 100 guaranteed, but they are set up for that integration. So, if we get there, then then we would have that ability.

Then last but not least affordability. They've waived the implementation fee so all of their work that they're going do on the front end is waived. I'm sure it's built in somewhere, but it's waived on paper, and then going forward it's going to be about \$1,200.00 a month, so it's definitely affordable and something that we can manage.

Milan Tyler

I would add, this is deemed to be professional services, so it's not the kind of thing you go out and bid, so it is, is exempt from the competitive procurement process. So, you don't need to go out and you know, in various places, and if you're comfortable, then my session be a voice vote to approve the contract.

Shelby Bilskie

I will add to - this kind of gives you an idea of what it would look like when the clients log in - this little section right here, where it kind of shows you know, anything that's outstanding would be up here, and then, like where they are on the timeline. So, it'll kind of keep them on the same page as far as where you know where we're sitting.

Mark Geise

I'll just have one thing I mean, you know, we need to get more efficient. We we've been sort of operating with Emails and spreadsheets and folders and it's just not efficient and I think this will really help us. Of course it's going to come down to us applying ourselves. I'm the worst offender. I've said that many times. I need to go and use the system and get used to it. We need to make sure that we that we all do it, and that we're using the system. So you know, we'll report back in six months or so, and let you know how things are going.

Gary Henry

Well, you know, the IDA and its subsidiaries has grown so much, you know, there's so many more grants, there's so many more projects and these things get really complicated and so I think something like this, you know, it's past time to have something that's going to keep it more organized and be more efficient.

Mark Geise

Shelby looked at a number of different systems. So, it's not like this came to her desk and okay, let's use this. She really did a lot of research and looked at different systems. What other IDA's are using, etc., called references, etc.

Shelby Bilskie

Yes, we spoke with three references that are currently utilizing CivicServe - one of which has been with them for a long time and has kind of worked out a lot of kinks with them.

Gary Henry

Any questions?

Dan Heitzenrater

Did you say we need a Voice Vote on this Milan?

Milan Tyler

Yes, if it's okay, I mean, I just would voice support. You know, we use the CRM at the Chamber, and it's expensive but it's amazing, the functionality and the efficiency that you can have as you've said. So I mean, I'm happy to make the motion.

Gary Henry

I'll accept the motion. Any other questions? Do we have a second?

Tom Harmon

Second that.

Gary Henry

Ok. Thank you. We have a first and a second on the Motion to accept CivicServe. All those in favor say Aye.

Board

Aye – Unanimous.

Gary Henry

Opposed? Ok. It's been approved. Thank you.

Shelby Bilskie

Thank you.

Gary Henry

Anything else?

Mark Geise

No.

Gary Henry

Ok. We'll move into the Treasurer's Report.

Shelby Bilskie

So, we unfortunately do not have December's financials wrapped up just yet. January is kind of ugly. There's a lot of year end entry to do and reports that that are a little bit time consuming. So, we will have that in February. Another item that we will have in February is the Audit Committee Meeting and then in March we will review the Audit. So, that's really all I have. My first Treasurer's Report.

Rich Dixon

Good job. Short and sweet.

Gary Henry

Do we have items we need to discuss in Executive session?

Mark Geise

Yeah.

Gary Henry

At this point I would accept a Motion to move into Executive Session to discuss some loan portfolios and other personnel items. Do we have such a motion?



Kevin Muldowney

Motion.

Gary Henry

Thank you, Kevin. Do we have a second?

Tom Harmon

I can second it.

Gary Henry

Thank you. Tom. All those in favor say Aye.

Board

Aye – Unanimous.

Gary Henry

Opposed? Okay, we'll move into Executive Session

Executive Session

Start Time: 11:26 a.m.

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Executive Session

End Time: 11:42 a.m.

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Gary Henry

We are back in open session. I would like to report that there were no actions or votes were taken during Executive Session and therefore no minutes were needed. Is there any Old Business to come before the Board?

Rich Dixon

Yes, I can't let Carol escape here. I learned early on from Carol that if I could only be as good as she was to have every single one of her customers, trust her, admire and respect her - and it's unbelievable. When you call one of her customers. They just love her - every single one. So, for those that are here I encourage you to strive for that because I did, and believe me, I know I pissed off a lot of people, but I think Carol just did an amazing job - and, Kevin, I'm going to go back to the heels because I took her to SKF one day and she had on these heels. They took a look at her foot and say, you're staying in the office. She never did that again, though to your credit Carol.

Carol Rasmussen

I carried them in my car.

Rich Dixon

Good luck Carol - well deserved retirement.

Carol Rasmussen

Thank you, and thank you all again. I am just overwhelmed. I really am. I appreciate all your help and support through the years. PJ, Mark, Rich, the staff and the Board. You know it's just all one team. I know I'm being recognized today, but we're all in it together, and thanks again. I couldn't have done it without everybody's expertise in the room and your help and support. Thank you.

Mark Geise

Thank you Carol. I just have one last thing we're going to be presenting at the February meeting our Annual Report of 2024, you know our accomplishments, and then our goals moving forward and we'll have the Annual Report all done - published by then, so we'll be able to hand that out - and then in February, the Planning Department's going to present to the PED and then in March, the IDA and Partnership for Economic Growth (difficulty hearing audio) So, that's sort of wanted to give you a timeline on when that's going to be presented.

Milan Tyler

Did you mention that in February you're probably not going to do the binders anymore?

Jeanette Lo Bello

Yes. We've decided there's so much paperwork behind a lot of these projects - that go into effect and usually build five binders full of material.

Mark Geise

Killing a lot of trees.

Jeanette Lo Bello

Yes, so we'll have one binder for reference on the board table at each of the board meetings, if anybody needs to reference them, and then the Resolutions obviously will be in your binders but just to - there's so much paperwork behind it. You also do receive that in the link on the Friday before the board meetings so you have it in the link to review but if you'd like anything printed out in advance please let me know I'd be happy to do that for you.

Rich Dixon

I only had eight black file cabinets, that's all.

Gary Henry

Any other Old Business? Hearing none we will consider the meeting adjourned and just a reminder that the next CCIDA Board Meeting will be February 25, 2025. It will be here at the BWB Building again at 10:30 a.m. Thank you.

The meeting is adjourned at 11:46 a.m.



(Assistant) Secretary

