



I. Call to Order

- a. Chairman Tim Petersen called the meeting to order at 10:37am

II. Minutes

- a. The previously distributed **minutes** of the January and February Board Meeting Minutes were reviewed by the Board.
 - i. A motion to approve of the January 2025 and February 2025 Regular Board Meetings were made by Mick Lehman and seconded by Larry Dolhof. All present voted in favor and motion carried.

III. Financial Reports

- a. Trish Michael discussed the previously distributed **December 2024 and January 2025 Financial Reports**, including the opening of a CD account. The Board discussed developing a Clawback Policy for uncompleted projects; staff will present a potential policy at the next LCDC Board Meeting.
 - i. A motion to approve of the previously distributed **December 2024 and January 2025 Financial Reports** was made by Tyler McDonald and seconded by Mick Lehman. All present voted in favor and motion carried.

IV. Items for Approval

- a. Launch Lewis County Approvals – CDBG Microenterprise Grant Program
 - i. Jenna Lauraine presented the previously distributed **Launch Lewis County Final Applications and Scoring Matrix** following the Grant & Loan Committee's meeting; applications have been received for New Life Construction and Rags & Rivers.
 - 1. A motion to approve the Launch Lewis County applications of New Life Construction (\$30,000) and Rags & Rivers (\$30,000) was made by Jasmine Coffman.
- b. Black River Valley Naturals Loan
 - i. Brittany Davis updated the Board on the Black River Valley Naturals stabilization loan, with the understanding that our Small Business Loan Policy notes that the LCDC will cover any legal fees. There is no motion to increase the loan amount to \$50,700; the Board will cover the \$700 of legal fees and reduce the refinancing loan itself to \$49,300 to maintain a total of \$50,000.

V. LCDC Report



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Lewis County Development Corporation
Regular Board Meeting Minutes
Lewis County JCC Education Center | 10am
Lowville, New York

- a. Brittany Davis updated the board on the key work of the LCDC, property and site development, loan and grant programs, collaborative conversations and partnerships. Cheyenne Steria discussed the Host Community Agreement conversations with affected taxing jurisdictions on the AES Solar Project in the Town of Croghan and Town of Wilna. Tyler McDonald questioned the status of the West Leyden School; Cheyenne Steria confirmed that the plan is for the school to be decommissioned in June, then to go out to RFEI/RFP for reuse based on the reuse study being completed by LaBella Associates and Lewis County now.

VI. Discussion Items

- a. Revolving Loan Fund Guidelines
 - i. The Board reviewed and discussed the Small Business Revolving Loan Fund Guidelines for potential revisions and to ensure that the Small Business Revolving Loan Fund application meets the standards the Board would like to set. The Board discussed revising the interest rate and developing a rate chart, the upward limit of the loans, and risk evaluation. Staff and Jasmine Coffman will work to revise these guidelines based on the Board discussion and present it to the Loan Committee.
- b. Community Economic Development Program – Future Discussions
 - i. Brittany Davis and Jenna Lauraine promoted the Board to discuss the appropriate number of years in between funding applications and excess funds that roll over in the Community Economic Development Programs. Tim Petersen suggested that there should be a priority for applicants with strong projects that have not been funded before; Jasmine Coffman suggested that there is a question to explain how your business has grown or developed since the last funding request, and their response is subject to Committee discussion. Mick Lehman and Larry Dolhof agree that it should be a consideration in funding applications if the business has been awarded before, but there should not be an exemption to apply beyond the last project for a fund not being completed yet.
 - ii. Brittany Davis questioned what the Board would like to do with excess funds that have not been dispersed in a calendar year. The Board would like the funds to roll over into the next year, and if there is an opportunity to reallocate excess funds to another use seen appropriate it can be a discussion on a case-by-case basis.
- c. Vacant Property Revitalization Program
 - i. Cheyenne Steria provided the Board with a progress update on the status of awarded Vacant Property Revitalization properties; completed projects include:



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1. Case Building (West Leyden)
 2. Double Play Community Center (Lowville), and
 3. MDBB (Croghan)
- d. Mohawk Valley Brownfield Developer Summit
- i. Brittany Davis informed the Board that registration is open for the Mohawk Valley Brownfield Developer Summit on April 29-30; the Lyons Falls Mill Site and Lyons Falls School are the featured projects from Lewis County that will be marketed directly to developers.
- VII. Adjournment
- a. A motion to adjourn was made at 11:55am by Tyler McDonald and seconded by Mick Lehman. All present voted in favor and motion carried.