



County of Lewis IDA  
Regular Board Meeting Minutes  
November 6, 2025 | 8:30am – 10am  
Lewis County JCC Education Center | Lowville, NY

Board Members Present: Jerry Haenlin, Darlene Rowsam, Gagan Singh, Jessica Moser, Herb Frost

Board Members Absent: Joe Lawrence (excused)

Others Present: Cheyenne Steria, Megan Marolf, Amy Hawthorne, Kaylee Millward, Joanne Witt, Jenna Lauraine

- I. Call to Order
  - a. Vice Chairman Gagan Singh called the meeting to order at 8:32AM
- II. Items for Approval
- III. Minutes for October 2, 2025 Board Meeting
  - a. A motion to approve of the **October 2, 2025 Regular Board Meeting Minutes** was made by Jerry Haenlin and seconded by Jessica Moser. All present voted in favor and the motion carried.
- IV. Financial Reports for September 2025
  - a. **Megan Marolf** presented the **August 2025 Financial Reports** to the Board, including the expenses by vendor summary, YTD profit and loss statement, and the balance sheet. Gagan Singh asked about the inclusion of CD reporting within the report. Future reports will include this item.
    - i. A motion to approve the financial reports for September 2025 was made by Jerry Haenlin and seconded by Herb Frost. All present voted in favor and the motion carried unanimously.
- V. Correspondence
  - a. **McKenzie Lehman Resignation**
    - i. The Board reviewed and discussed McKenzie Lehman's resignation from the IDA Board of Directors, effective at the end of November 2025. Approval of this resignation will fall to the Lewis County Board of Legislatures.

b. Discuss Future Board Appointee

- i. The Board discussed the process to appoint a new board member. The Board discussed that Lewis County has appointment power, but they would like to collect applications from community members and advertise the opportunity to be involved with the organization. Jessica Moser noted that Lewis County may already be thinking of potential appointees, and the Board would like Joanne Witt to reach out to Tim Hunt or Larry Dolhof immediately to ensure that the County is aware of the Board's discussion and to discuss a partnership in board member recruitment. The Board discussed that an individual with an engineering/mechanical background would be a good fit, and that there is no representation on the Board from the South Lewis CSD or Beaver River CSD.

VI. Redemption Center

- a. Cheyenne Steria presented an overview of the Lowville Redemption Center's property and the potential for the lot to be subdivided to accommodate the growing needs of the Lowville Free Library, the Redemption Center, and the Steven's Block. The IDA Board considered their role in securing an appraisal of the lot to facilitate business growth. Jessica Moser informed the Board of confidential knowledge that may interfere with development on this lot.
  1. A motion to enter into **Executive Session** to discuss confidential proposals related to the Harrisville Bank Property was made by Jerry Haenlin and seconded by Darlene Rowsam citing that the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. All present voted in favor and motion carried.
    - a. A motion to exit Executive Session was made by Gagan Singh and seconded by Herb Frost. All present voted in favor and motion carried. Staff will connect with the selected property reuse proposal for negotiations on purchase price, as discussed.

VII. Adjournment

9:01AM

- a. A motion to adjourn was made by Gagan Singh and seconded by Jerry Haenlin. All present voted in favor and the motion carried.

Next meeting: December 4, 2025 at 8:30AM