COUNTY OF LEWIS

IDA

Board of Directors — Meeting Minutes

August 20, 2026, | 8:30 AM

Location of meeting| Outdoor Services Building | Lowville, NY

DRAFT — prepared from meeting notes; pending review and approval.

I. Call to Order
8:38 AM

Quorum was confirmed, with six [6] board members present.

Staff Present

Megan Marolf	
Roxanne Turck	
Megan Rodgers	

Not Present: Keely Marriott, Kristen Aucter, Micah Roes

Board Members & Guests Present

Joe Lawrence	Gagan Singh
Herb Frost	Jessica Moser
Darlene Rowsam	Mark O'Connor
Liz Bush-Guest Bowers & Company via Zoom	Janelle Tupper-Guest Bowers & Company via Zoom

Not Present: Jerry Haenlin

II. Privilege of the Floor

- Liz Bush and Janelle Tupper of Bowers & Company presented the 25-26 audit, issuing a clean, unmodified opinion with no significant deficiencies, material weaknesses, or compliance findings.
- The audit management letter recommended improved segregation of duties over revenue transactions, adoption of a formal IT security policy, and ensuring all contract modifications are signed by both parties before commencement; the board discussed steps to address each.

III. Minutes

- Approval of July Minutes

The minutes of the July meeting were approved as presented.

Motion: Approve July meeting minutes
Motion to approve made by Darlene Rowsam, seconded by Joe Lawrence

IV. Financial Reports

- Approval of June Financials
- Approval of July Financials

June and July financial statements were reviewed, including installment sale payment activity and the closing of the building purchase of the Mandeville Building .

Motion: Approve **June** financial statements as presented
Motion to approve made by Gagan Singh, seconded by Herb Frost

Motion: Approve **July** financial statements as presented
Motion to approve made by Gagan Singh, seconded by Jessica Moser

V. Items for Approval

The Finance Committee recommended approval of the "Sweeney's Laundry" Equipment Lease Back with Rachel Sweeney for laundry equipment at the former laundromat on NY-812 in the Town of Croghan.

Motion: Approve Sweeney's Laundry installment sale financing
Motion to approve made by Gagan Singh, seconded by Herb Frost

VI. IDA Board Report

MPI (McRez Packing)

- Significant site progress was reported, though the Town of Lyonsdale has not yet granted permission to begin interior work despite the code enforcer's approval, due to unresolved town planning board concerns.
- The board discussed next steps, including re-engaging Ag & Markets and the Farm Bureau and pursuing a legal remedy; Megan will keep the board posted on the engineering review and the town planning board meeting date.

Commerce Park and Property Pipeline

- Staff continue to track the property pipeline across greenfield, redevelopment, and brownfield sites.
- Britt Abbey continues to negotiate purchase options on priority sites, with anonymity maintained to protect property values.
- Counsel confirmed the IDA can fund environmental and engineering surveys on properties it does not own for economic development purposes.
- Roxanne is developing an Airtable-based property dashboard to support pipeline tracking and transparency.

Naturally Lewis (Mandeville) Building Financing

- The board reviewed financing options for the Mandeville building renovation, including state and private financing sources, and discussed the DRI grant's completion and residential-space requirements.
- The current lease terms with Naturally Lewis were reviewed.

Executive Director Recruitment and Other Updates

- A hiring committee has been appointed, with applications received and interviews to begin shortly.
- Naturally Lewis is upgrading its PMS/CRM system.
- Harrisville Coffee Company was highlighted as a strong example of IDA/LCDC/Naturally Lewis collaboration.
- The Board of Legislators Finance/Rules Committee received the mid-year report; no feedback has been received to date.

VII. Correspondence

VIII. Items for Discussion

- The board discussed research into IDA bonding options for the Mandeville building.
- A PILOT application was received from Northbrook Lyons Falls, LLC; the board tabled the application until the September meeting.

Motion: Table the Northbrook Lyons Falls, LLC PILOT application until the September meeting
Motion to approve made by Jessica Moser, seconded by Herb Frost

- The board discussed completion of UTEP revisions ahead of counsel review.

IX. Executive Session

The board entered executive session at 10:07 AM for **attorney-client discussion** and returned to open session at 10:28 AM. No action was taken during the executive session.

Motion: End executive session and return to open session
Motion to approve made by Herb Frost, seconded by Darlene Rowsam

X. Adjournment
10:31 AM

There being no further business, the meeting was adjourned.

Motion to approve made by Herb Frost, seconded by Jessica Moser

Next Meeting:
September 17, 2026