



LEWIS COUNTY DEVELOPMENT CORPORATION

Lewis County Development Corporation  
Regular Board Meeting **Minutes**  
11.07.2024 | 10am – 12pm  
Lewis County JCC Education Center | Lowville, NY

Board Members Present: Eric Virkler, Jessica Clemons, Terry Thisse, Larry Dolhof, Tim Petersen  
Others Present: Ian Gilbert (Ian Gilbert, Attorney at Law), Brittany Davis, Trish Michael, Cheyenne Steria, Jenna Lauraine, Kaylee Tabolt

- I. Call to Order
  - a. Chairman Tim Petersen called the meeting to order at 10:03am.
  - b. Chairman Tim Petersen read the Mission Statement of the Lewis County Development Corporation.
- II. Minutes
  - a. A motion to approve of the previously distributed **Regular Board Meeting Minutes** was made by Larry Dolhof, with a revision to Launch LC verbiage. Jessica Clemons seconded. All present voted in favor and motion carried.
- III. Financial Reports
  - a. The previously distributed **financial reports for July 2024** were reviewed by the Board. Trish Michael discussed notables in the LCDC and Black Moose financial reports, including the profit and loss and balance sheet.
    - i. A motion to approve the financial reports was made by Eric Virkler and seconded by Larry Dolhof. All present voted in favor and motion carried.
- IV. Items for Approval
  - a. Reapproval of LCDC Budget
    - i. Cheyenne Steria noted the previously distributed **Re-Draft of the 2025 LCDC Budget**.
      1. A motion to reapprove of the 2024 LCDC Budget was made by Eric Virkler and seconded by Tim Petersen. All present voted in favor and motion carried.
  - b. Building Business Fund
    - i. Jenna Laurine presented the Community Economic Development Program Committee's recommendations on the Building Business Grant Fund, including the recommendations to fund:

\$45,000 | S&S Spray Foam Insulation

\$30,000 | Snow Ridge Resort

\$25,000 | GreeneAcres Processing, LLC.
    - ii. Jessica Clemons questioned why the CEDP Committee did not recommend funding the remaining program applicants. Jenna Laurine noted that the Committee saw the other applicants to lack wider economic impact.

1. A motion to approve of the CEDP Committee's recommendations was made by Jessica Clemons and seconded by Terry Thisse. All present voted in favor and motion carried.
- c. Small Things, Big Impacts Fund
  - i. Jenna Lauraine presented the Community Economic Development Program Committee's recommendations on the Small Things, Big Impacts Grant Fund, including the recommendations to fund:
    - \$1,000 | Squishy's BBQ & Catering
    - \$450 | Harrisville Food Pantry
    - \$250 | Steeple & Hearth Marketing Collective
    - \$1,000 | North Country Property Maintenance
    - \$900 | Old Croghan Engine House, LLC.
- d. 2025 Community Economic Development Program
  - i. Jenna Lauraine presented the 2025 CEDP Program, including the following revisions:
    1. All programs are open on a rolling basis until funds are dispersed and considered on a quarterly basis.
    2. Small Things, Big impacts Fund has a subsection for an Events & Festivals Fund, which is funded through a donation from the Hirschey Estate.
    3. Community Connections Fund transitions to focus on capacity-building or executing projects that are defined as needs in
      - a. A motion to approve of the 2025 Community Economic Development Program was made by Tim Petersen and seconded by Larry Dolhof. All present voted in favor; Christie Andrus-Nakano recused herself from the vote.
- e. Vacant Property Revitalization
  - i. Cheyenne Steria provided the Board with an update on approved Vacant Property Revitalization funding.
    1. The Board discussed providing Snow Ridge Resort with a 6-month extension to their Vacant Property Revitalization contract. Larry Dolhof questioned why the project was delayed Cheyenne Steria noted that Naturally Lewis staff has had ongoing, productive conversations with Snow Ridge about their business as an entirety and this project has inherently fallen second to the tornado that impacted their business
      - a. A motion to approve of an extension to Snow Ridge on their Vacant Property Revitalization funding was made by

Eric Virkler and seconded by Jessica Clemons. All present voted in favor and motion carried.

- f. Loan Fund
  - i. Cheyenne Steria noted the current situation
    - 1. A motion to \_\_\_ was made by Tim Petersen and seconded by Larry Dolhof. All present voted in favor and motion carried.
- g. KE Data Lease Renewal
  - i. Cheyenne Steria presented the previously distributed **Draft KE Data Lease Agreement** that is a duplication of the existing lease agreement with KE Data.
- h. 2025 Staff Services Agreement with Naturally Lewis, Inc.
  - i. Brittany Davis presented the previously distributed Draft 2025 Staff Services Agreement with Naturally Lewis, Inc. to the Board.
    - 1. A motion to approve of the Draft Staff Services Agreement with an administrative fee of \$27,727 to be paid to Naturally Lewis was made by Eric Virkler and seconded by Terry Thisse.
- i. January Regular Meeting Date
  - i. A motion to move the January 2, 2025 Regular Board Meeting to January 9, 2025 was made by Tim Petersen and seconded by Larry Dolhof. All present voted in favor and motion carried.
- j. QubicaAMF - \$50,000 Funding Request
  - i. Larry Dolhof prompted the Board to consider providing \$50,000 of Vacant Property Revitalization funding to QubicaAMF following the conversation that he and Tim Hunt, the Lewis County Manager, had with Wayne White, the Plant Manager at QubicaAMF. This \$50,000 request is a result of an \$800,000 equipment purchase to align with a new DEC emissions regulation. The Board discussed the “can of worms” that will be opened if the hand-out is delivered upon. Staff noted their concern with handing this money to QubicaAMF without a process to follow and a formal program that will provide an audit trail if there are questions of this hand-off. The Board discussed creating a “Business Retention & Expansion” program to support our largest employers and legacy industries. The Board discussed prompting QubicaAMF to apply to the Preventative Vacant Property Revitalization Fund as the unpredictable NYS regulations that could cause their facility to close classify as a “disaster.”
    - 1. A motion to develop a business retention program with an unspecified amount of funding from Lewis County, New York.

2. A motion to request that Lewis County, New York amends the Vacant Property Revitalization agreement was made by Terry Thisse and seconded by Jessica Clemons. Eric Virkler and Larry Dolhof recused themselves. All present voted in favor and motion carried.
- V. A motion to adjourn was made at 12:06pm by Eric Virkler and seconded by Larry Dolhof. All present voted in favor and motion carried.