


# *Tompkins County Development Corporation*

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Administration provided by 

**TOMPKINS COUNTY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING**

• **Thursday, January 12, 2017** •

**4:00 PM**

**Governor Daniel D. Tompkins Building  
Legislative Chambers  
121 E. Court Street  
Ithaca NY 14850**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PRIVILEGE OF THE FLOOR**
- 3. BUSINESS**
  - **Memorandum of Understanding with TCAD and Appointment of Administrative Director**
- 4. STAFF REPORT**
- 5. APPROVAL OF MEETING MINUTES – December 8, 2016**
- 6. ADJOURNMENT**

**Memorandum of Understanding  
Tompkins County Area Development, Inc. &  
Tompkins County Development Corporation, Inc.**

**AGREEMENT**

AGREEMENT, made by and between Tompkins County Area Development, a not-for-profit corporation of the State of New York, having offices at 401 East State Street, Suite 402B, Ithaca, New York, 14850, hereinafter referred to as "TCAD", and Tompkins County Development Corporation, hereinafter referred to as "TCDC".

**WITNESSETH**

WHEREAS, TCAD, as the community's lead economic development agency, offers financial assistance, technical assistance and real estate development services. TCAD is responsible for creating and implementing the comprehensive economic development strategy for the county that provides leadership to create a supportive economic environment. TCAD administers a revolving loan program, the Tompkins County Empire Zone, the Tompkins County Industrial Development Agency, and Tourism Capital Grant Program. TCAD will provide administrative management to TCDC.

NOW, THEREFORE, in consideration of the agreements contained herein, the parties agree as follows:

1. The term of this agreement shall be from **January 1, 2017 through December 31, 2017**.
2. TCAD agrees to provide technical and administrative services as follows:
  - Organize meetings of the Board of Directors and Committees of the Board.
  - Staff and take minutes of meetings.
  - Maintain TCDC files and archives.
  - Distribute applications and supporting documents to the TCDC.
  - Comply with project public hearing and taxing authority notification requirements.
  - Respond to questions about projects.
  - Assist attorney with closings.
  - Comply with NYS Public Authority Accountability Act regulations including filing of annual reports and other required information. Ensure TCDC Board certifies reports.
  - Compile information for annual audit, work with auditors in this regard, update information online as required by NYS, and keep board informed of process.
  - Create and maintain a web site as required by law.
  - Monitor legislation impacting the TCDC.
  - Educate appropriate elected officials and their staff about the TCDC's position on current or proposed legislation impacting LDC's and their projects.

- Recommend and advise the Board concerning changes to applications, policies, and by-laws.
  - Educate board members on duties of local development corporations.
  - Promote the availability of TCDC incentives to potential applicants.
  - Meet with potential applicants to discuss TCDC incentives, policies and procedures.
  - Prepare applicants for TCDC meeting.
  - Create community benefit analysis to accompany each project application.
  - Create job and wage report and annually review with TCDC Board.
  - Document and review with TCDC Board all projects that fall short of performance goals.
  - Implement recapture policy as necessary.
  - Create and update economic impact report.
  - Comply with NYS reporting requirements.
  - Meet with current customers on a periodic basis to monitor status of project.
3. It is mutually agreed between the parties that an independent contractor relationship is hereby established under the terms and conditions of this Agreement.
  4. The provision of this agreement shall be construed under the laws of the State of New York.

IN WITNESS THEREOF, the parties hereto have executed this agreement as of the day and year first above written.

DATE: \_\_\_\_\_

\_\_\_\_\_  
John Rudd for TCAD

DATE: \_\_\_\_\_

\_\_\_\_\_  
James P Dennis for TCDC

**Tompkins County Development Corporation  
Board of Directors Meeting Final Minutes  
December 8, 2016  
Tompkins County Legislative Offices  
121 E. Court Street, Ithaca, NY**

**Present:** Jim Dennis, Rich John, Grace Chiang, Jennifer Tavares, Martha Robertson, Svante Myrick

**Staff Present:** Michael Stamm, Heather McDaniel, Ina Arthur (recording)

**Guests Present:** Rick Snyder (TC Finance), Jay Franklin (TC Assessment), Richard Chun (Delaware River Solar), Rich Winter (Delaware River Solar),

**CALL TO ORDER**

Jim Dennis called the meeting of the **Tompkins County Development Corporation** to order at 4:00 PM

**PRIVILEGE OF THE FLOOR**

None.

**BUSINESS**

2017 Final TCDC Budget Approval

**Jim Dennis moved to approve the 2017 Final Budget for the Tompkins County Development Corporation. Martha Robertson seconded the motion. The motion was approved 6-0.**

2017 TCAD Work Plan Review

Mr. Stamm gave an overview of the 2017 TCAD Work Plan. Of interest to the Board is the work TCAD does to assist companies and projects with the NYS CFA award process. The sixth round of the awards were announced today and Cargill received a \$2M grant from ESD for its mine shaft project.

TCAD will also be supporting the Business Energy Navigator Program – which is a direct output of the Energy and Economic Development Task Force.

TCAD continues to support the efforts of the Air Services Board.

Mr. Stamm mentioned the continuing work with the advanced manufacturing training study.

Ms. Robertson asked if support or creation of a fund for smaller housing developers could be part of the work plan.

### **STAFF REPORT**

Ms. McDaniel reported that the William George Agency will be closing on their bond project on December 15<sup>th</sup>.

Mr. Dennis closed the meeting of the TCDC at 4:15 pm.