

# Tompkins County Development Corporation

Administration provided by Ithaca Area Economic Development

**TOMPKINS COUNTY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING  
• Wednesday, December 8, 2021 • 2:30 - 4:00 PM**

On September 2, 2021, Governor Kathy Hochul signed legislation (S.50001/A.40001) extending virtual access to public meetings under New York State's Open Meetings Law, which allows New Yorkers to virtually participate in local government meetings during the COVID-19 pandemic. The legislation, which was initially implemented by Executive Order during last year's State of Emergency, allows state and local government meetings that are normally held in person to be held remotely instead, as long as the public has the ability to view or listen to the meeting and as long as the meeting is recorded and later transcribed.

Via Zoom Conference  
THIS MEETING WILL BE LIVESTREAMED  
Link to live stream channel: <https://tinyurl.com/weo3tkk>

Anyone who wishes to address the Board in person during privilege of the floor may email Ina Arthur ([inaa@ithacaareaed.org](mailto:inaa@ithacaareaed.org)) no later than 12:00 Noon on December 7, 2021. A Zoom Conference link will be forwarded 30 minutes prior to the meeting.

Anyone who wishes to submit written comments to be read at privilege of the floor may email them to Ina Arthur ([inaa@ithacaareaed.org](mailto:inaa@ithacaareaed.org)) no later than 9am on December 8, 2021

## AGENDA

- |                                  |             |
|----------------------------------|-------------|
| <b>1. CALL TO ORDER</b>          |             |
| <b>2. PRIVILEGE OF THE FLOOR</b> |             |
| <b>3. ADDITIONS TO AGENDA</b>    |             |
| <b>4. BUSINESS</b>               | <b>Page</b> |
| 2022 IAED MOU - Approval         | 2           |
| <b>5. CHAIRS REPORT</b>          |             |
| <b>6. STAFF REPORT</b>           |             |
| <b>7. MINUTES</b>                |             |
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| <b>8. ADJOURNMENT</b>            |             |

**Memorandum of Understanding  
Tompkins County Area Development, Inc. D/B/A Ithaca Area Economic  
Development &  
Tompkins County Development Corporation, Inc.**

**AGREEMENT**

AGREEMENT, made by and between Tompkins County Area Development, Inc. D/B/A Ithaca Area Economic 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 "IAED", and Tompkins County Development Corporation, hereinafter referred to as "TCDC".

**WITNESSETH**

WHEREAS, IAED, as the community's lead economic development agency, offers financial assistance, technical assistance and real estate development services. IAED is responsible for creating and implementing the comprehensive economic development strategy for the county that provides leadership to create a supportive economic environment. IAED administers a revolving loan program, the Tompkins County Empire Zone, the Tompkins County Industrial Development Agency, and Tourism Capital Grant Program. IAED 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, 2022 through December 31, 2022**.
2. IAED 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: \_\_\_\_\_  
 \_\_\_\_\_  
 Larry Baum for IAED

DATE: \_\_\_\_\_  
 \_\_\_\_\_  
 Rich John for TCDC

**Tompkins County Development Corporation  
Board of Directors Meeting Final Minutes  
October 13, 2021 – 2:30 PM**

**Via Zoom and LiveStream**

**Present:** Martha Robertson, Mike Sigler, Jeff Gorsky, Laura Lewis

**Guests Present:** William Troy (Attorney for Village of Lansing NY), John Courtney (Superintendent of Public Works, Village of Lansing), Lisa Schleelein (Chair, Village of Lansing Planning Board), Mike Scott Zoning Officer, Village of Lansing),

**Staff Present:** Heather McDaniel, Ina Arthur (IAED), Russ Gaenzle (Harris Beach PLLC), Rick Snyder (TC Finance)

**CALL TO ORDER**

Martha Robertson called the Tompkins County Development Corporation Board of Directors meeting to order at 2:33 pm.

**PRIVILEGE OF THE FLOOR** - None

**ADDITIONS TO THE AGENDA** - None

**BUSINESS**

2022 Draft Budget - Approval

Heather McDaniel review the 2022 Draft TCDC Budget. She noted that this draft is being presented at this time to meet the NYS ABO Budget Report deadline of November 1<sup>st</sup>.

Administrative fees from the Kendal Bond refinance are anticipated in 2022. No expenses are projected for 2022.

It was noted that the totaling formulas for the 2021 budget projected ending balance were not correct. Staff will correct this and resend to the board.

**Laura Lewis made a motion to approve the 2022 Draft TCDC Budget as presented. Jeff Gorsky seconded the motion. The motion was approved 3-0 1 (Mike Sigler abstaining).**

**CHAIR'S REPORT** – None

**STAFF REPORT** – None

## **MINUTES**

**Jeff Gorsky made a motion to approve the Board of Directors meeting draft minutes of August 11, 2021. Laura Lewis seconded the motion. The motion was approved 4-0.**

## **ADJOURNMENT**

The meeting was adjourned at 2:40 pm.