

Tompkins County Development Corporation

Administration provided by Ithaca Area Economic Development

**TOMPKINS COUNTY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
• Wednesday, December 13, 2023 • 2:00 – 4:00 PM**

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

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

AGENDA

1. **CALL TO ORDER**
2. **PRIVILEGE OF THE FLOOR**
3. **ADDITIONS TO AGENDA**
4. **BUSINESS** **Page**

TCDC/IAED 2024 Memorandum of Understanding – Approval 2
5. **CHAIRS REPORT**
6. **STAFF REPORT**
7. **MINUTES - APPROVAL**

October 11, 2023 Board meeting 4
8. **ADJOURNMENT**

**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 119 East Seneca Street, Suite 200, 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 administers a revolving loan program, the Tompkins County Development Corporation, the Tompkins County Industrial Development Agency, and Tourism Capital Grant Program. 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 provides oversight for studies related to infrastructure and other issues necessary to support economic development. IAED is growing capacity, through industry partnerships and internal operations, to provide direct workforce training for area employers.

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, 2024 through December 31, 2024**.
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 meetings
 - Document and review with TCDC Board all projects that fall short of performance goals
 - Create and update economic impact report
 - Comply with NYS reporting requirements
 - Meet with current customers on a periodic basis to monitor status of projects
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: _____

 Greg Galvin for IAED

DATE: _____

 Rich John for TCDC

**Tompkins County Development Corporation
Board of Directors Meeting DRAFT Minutes
October 11, 2023 – 2:00 PM
TC Legislative Chambers
121 E. Court Street
Ithaca NY 14850**

Present: Rich John, Todd Bruer, Jeff Gorsky, John Guttridge, Deborah Dawson, Anne Koreman, Ducson Nguyen

Staff: Heather McDaniel, Ina Arthur (remote) (IAED), Stephen Maier, Russ Gaenzle (remote) (Harris Beach)

CALL TO ORDER

Rich John called meeting to order at 2:01 pm.

PRIVILEGE OF THE FLOOR – None

ADDITIONS TO THE AGENDA – None

BUSINESS

2024 Draft Budget - Approval

Deborah Dawson made a motion to approve the 2024 TCDC Draft Budget. Jeff Gorsky seconded the motion. The motion was approved 7-0.

CHAIRS REPORT – none

STAFF REPORT – none

MINUTES

Jeff Gorsky made a motion to approve the minutes from the August 9, 2023 board meeting. Anne Koreman seconded the motion. The motion was approved 7-0.

The meeting adjourned at 2:08 pm.