

# Tompkins County Development Corporation

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Administration provided by Ithaca Area Economic Development

**TOMPKINS COUNTY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING  
• Wednesday, January 10, 2024 • 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

- |   |             |
|---|-------------|
| <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> |
| TCDC/IAED 2024 Memorandum of Understanding – Approval |             |
| - Redline   | 2           |
| - Clean   | 4           |
| <b>5. CHAIRS REPORT</b>                               |             |
| <b>6. STAFF REPORT</b>                                |             |
| <b>7. MINUTES - APPROVAL</b>                          |             |
| December 13, 2023 Board meeting                       | 6           |
| <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 401-119 East State Seneca Street, Suite 402B200, 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. 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, ~~2023~~2024** through **December 31, ~~2023~~2024**.
2. For one dollar (\$1.00) and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, 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

IAED initials \_\_\_\_

TCDC initials \_\_\_\_

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- 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
  - ~~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: \_\_\_\_\_  
 \_\_\_\_\_  
 Greg Galvin for IAED

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

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**AGREEMENT**

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IAED initials \_\_\_\_

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 Greg Galvin for IAED

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

**Tompkins County Development Corporation  
Board of Directors Meeting DRAFT Minutes  
December 13, 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, Kellea Bauda (IAED), Stephen Maier, Russ Gaenzle (remote) (Harris Beach)

**CALL TO ORDER**

Rich John called meeting to order at 3:24 pm.

**PRIVILEGE OF THE FLOOR** – None

**ADDITIONS TO THE AGENDA** – None

**BUSINESS**

TCDC/IAED 2024 Memorandum of Understanding- Approval

Todd Bruer made a motion to approve the table the discussion of the TCDC/IAED 2024 Memorandum of Understanding until is it reviewed by the executive committee. John Guttridge seconded the motion. The motion was approved 7-0.

**CHAIRS REPORT** – none

**STAFF REPORT** – none

**MINUTES**

Todd Bruer made a motion to approve the minutes from the October 11, 2023 board meeting. John Guttridge seconded the motion. The motion was approved 7-0.

The meeting adjourned at 3:25 pm.