


# *Tompkins County Development Corporation*

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Administration provided by  **TCAD**

**TOMPKINS COUNTY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING  
• Wednesday, November 13, 2019 •  
2:30 PM  
Legislative Chambers  
Governor Daniel D. Tompkins Building  
121 E. Court Street  
Ithaca NY 14850**

**AGENDA**

**1. CALL TO ORDER**

**2. PRIVILEGE OF THE FLOOR**

**3. BUSINESS**

**New Business**

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**4. CHAIR'S REPORT**

**5. STAFF REPORT**

**6. APPROVAL OF MEETING MINUTES**

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**7. 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, 2020 through December 31, 2020**.
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: \_\_\_\_\_  
 \_\_\_\_\_  
 Larry Baum for TCAD

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

**Tompkins County Development Corporation  
Board of Directors Meeting DRAFT Minutes  
October 11, 2019  
Tompkins County Legislative Offices  
121 E. Court Street, Ithaca, NY**

**Present:** Rich John, Jennifer Tavares, Mike Sigler, John Guttridge, Laura Lewis, Martha Robertson, Leslyn McBean Clairborne

**Staff Present:** Heather McDaniel, Ina Arthur, Russ Gaenzle (Harris Beach, PLLC)

**Guests:** Rick Snyder (TC Finance)

**CALL TO ORDER**

Rich John called the meeting of the **Tompkins County Development Corporation** to order at 3:35 PM.

**PRIVILEGE OF THE FLOOR**

None.

**NEW BUSINESS**

Approval of 2020 TCDC Draft Budget

Heather McDaniel presented the 2020 TCDC Draft Budget. There are no expected income nor expenses in the budget.

Martha Robertson asked what are the approved uses and any restriction on the TCDC funds. Russ Gaenzle commented that he could provide guidance.

Rich John reminded all that this is a draft budget that is being approved at this time to comply with the PAAA requirements. He asked that the next TCDC agenda have an item regarding the uses of funds open to the TCDC.

**John Guttridge moved to approve the 2020 TCDC Draft Budget as presented. Laura Lewis seconded the motion. The motion was approved 7-0.**

**CHAIRS REPORT**

None.

**STAFF REPORT**

None.

## **APPROVAL OF MEETING MINUTES**

**Martha Robertson moved to approve the September 11, 2019 Board meeting minutes. Jennifer Tavares seconded the motion. The motion was approved 7-0.**

The meeting was adjourned at 3:45 PM.