

**There will be a
Governance Committee Meeting**

**of
The Seneca County IDA**

on

**Thursday
March 14, 2023
9:00 am**

Seneca County IDA Office
Seneca County Office Bldg., 3rd Floor
One DiPronio Drive
Waterloo, New York



LOCAL VALUES. FORWARD VISION.

**SENECA COUNTY IDA
Governance Committee Meeting
Thursday March 14, 2024
9:00 AM
IDA Office
One DiPronio Drive
Waterloo, NY 13165**

Agenda

1. Approval of Governance Committee Meeting Minutes of November 30, 2023 V_____
2. Executive Session - Contract Negotiations V_____
3. Adjournment

SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
GOVERNANCE COMMITTEE
MEETING MINUTES

November 30, 2023
2:00 PM
Heroes Conference Room
Waterloo, NY 13165

Attendance:

Members Present: Steve Brusso– Chair; Bruce Murray; Tom Murray and Thomas Kime (arriving at 2:10pm)
Members Absent: None
Staff Attending: Sarah Davis, Kelly Kline, Dave Hewitt, Jeff Shipley and Robert Kernan

Call to Order:

Chairman Brusso called the meeting to order at 2:00 pm. A quorum of committee members were present.

Approval of Meeting Minutes of February 6, 2023:

The meeting minutes were provided to members before the meeting. A motion was made by Mr. Murray to approve the minutes. Seconded by Mr. Kime. Motion Carried

Review of IDA Policies:

Copies of the policies were provided to board members prior to the meeting.

Established Policies with Modifications:

UTEP: Staff is proposing the following additions to the policy.

Any project including a residential component will be required to demonstrate that that the project will result in a net increase in available housing units to be eligible for benefits. 1) The standard real property tax abatement shall be ten years in length. Payments under the PILOT Agreement shall be the sum of (i) an amount determined by applying the assessed value of the real property and improvements as of the date of the PILOT Agreement to the annual total ad valorem tax rate during the term of the PILOT Agreement, plus (ii) an amount determined by applying the assessed value of the value attributable to the project to the annual total ad valorem tax rate during the term of the PILOT Agreement multiplied by an exemption factor beginning with zero and increasing by .1 each year.

2) The foregoing notwithstanding, the Agency may grant an enhanced abatement for projects meeting certain economic development criteria (the "Enhanced Abatement Criteria"). The Enhanced Abatement Criteria shall be established by the Agency from time to time by resolution of the Agency's members. The period of the exemption for any project qualifying for an enhanced abatement will not exceed twenty (20) years.

Staff noted that the changes better align with the community's evolving economic development goals. The proposed modifications are designed to enhance the efficiency and effectiveness of the policy, fostering economic growth and development within the county. Also, in accordance with transparency and stakeholder engagement principles, staff will provide a 30-day comment period to the taxing jurisdictions before approval by the full board.

Mission Statement: Staff is proposing the addition of the word "housing" be added to the mission statement to reflect the importance of housing as an economic development priority in Seneca County.

Local Labor Policy: Staff is proposing clarification be added to the local labor policy to specify that only projects seeking a PILOT agreement would be subject to local labor monitoring requirements.

A motion was made by Mr. Bruce Murray recommending approval of the above modified policies to the full board. Seconded by Mr. Tom Murray. Members Brusso, T. Murray and B. Murray voted “yea.” Mr. Kime was absent. Motion carried.

Established Policies with No Modification:

The following policies were provided to Board members prior to the meeting and were presented as follows with no changes: Administrative Guidelines Policies and Procedures, Audit Committee Charter, Bylaws, Conflict of Interest, Capitalization Policy, Code of Ethics, Disposition of Property Policy, Equal Opportunity Policy, Finance Committee Charter, FOIL Policy, Governance Committee Charter, Investment Policy, Prevailing Wage Policy, Project Fee Schedule, Procurement Policy, Records and Retention Policy, Sexual Harassment Policy, Supplies and Equipment Policy, Whistleblower Policy and Mission Statement.

A motion was made by Mr. T. Murray approving all established policies listed above with no modifications and recommending approval to full board. Seconded by Mr. B. Murray. Members Brusso, T. Murray, and B. Murray voted “yea.” Mr. Kime was absent. Motion carried.

Mr. Kime arrived at meeting.

Nominations of 2023 Officers / Committees:

The Governance Committee serves as the Nominating Committee for the Slate of IDA Officers for 2024. Committee members gave their recommendations for 2024 slate of officers as follows:

Bruce Murray	-	Chairman
Steve Brusso	-	Vice Chairman
Ben Guthrie	-	Treasurer
Ralph Lott	-	Secretary

These recommendations will be brought before the full IDA Board at their next scheduled meeting.

Self-Evaluation of Governance Committee:

According to the IDA Governance Committee Charter, the Governance Committee must report annually any proposed changes to the governance charter and governance guidelines. It is also recommended that a review of procedures is made in accordance with PAAA. A Draft Evaluation was provided to Committee Members prior to the meeting for their review. No changes were noted. Committee members requested that the Evaluation be provided to the full IDA Board at their next meeting.

Contract Renewals for Professional Services / 2024:

Six contracts for Professional Services for the 2024 calendar year are up for renewal.

1. **Fisher Associates** offers professional engineering services. Their annual contract fee is for up-to \$10,000 and would be billed on an as-needed basis. No increase from prior year.
2. **Dermody Burke and Brown** provides accounting services to the IDA on a monthly basis. They are requesting an increase in their monthly rate of \$50, bringing the monthly rate of \$950 in 2023 to \$1,000 for 2024.
3. **Eleanor Beattie** is an independent contractor who currently performs bookkeeping duties for the IDA/EDC at a price of \$675 a month for a maximum of 20 hours monthly. No increase from prior year.
4. **Jim Armstrong** is a business expansion and retention specialist. His services are not to exceed \$15,000 for 2024. No increase from prior year.
5. **Robert E. Kernan, Jr.**, as CFO with a monthly service fee of \$1,000.

A motion was made by Mr. Kime recommending approval of the above 2024 contracts to the full IDA Board. Seconded by Mr. B. Murray. Members Brusso, T. Murray, B. Murray and Kime voted “yea.” Motion carried.

Executive Session: Chairman Brusso requested a motion to enter into Executive Session under Public Officers Law, Article 7, Section 105, to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation A motion was made by Mr. T. Murray at 2:27 pm to enter into Executive Session. Seconded by Mr. B. Murray. Motion carried. A motion was made by Mr. B. Murray at 3:37 p.m. to come out of Executive Session. Seconded by Mr. Kime. Motion carried.

Adjournment:

A motion to adjourn the meeting was made by Mr. T. Murray . Seconded by Mr. Kime. Motion carried. The meeting adjourned at 3:37 pm.

Respectfully submitted,

Sarah R. Davis
Executive Director