

**BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
FIVE South College Drive
Binghamton, New York 13905
Wednesday, January 17, 2018, 12:00 pm**

SYNOPSIS OF MEETING

PRESENT: T. Kane, W. Howard, J. Bernardo, J. Stevens, J. Rounds, D. Marusich, L. Pinker and R. Bucci

ABSENT: S. Feehan

GUESTS: Jeff Platsky, Press & Sun Bulletin
Kevin McManus, Deputy County Executive

STAFF: K. McLaughlin, T. Gray, S. Duncan, C. Norton, N. Abbadessa and C. Hornbeck

COUNSEL: J. Meagher

PRESIDING: T. Kane

Mr. Kane called the meeting to order at 12:00 p.m.

ITEM #1. OATH OF OFFICE: Mr. Meagher administered the Oath of Office to Mr. Kane, Mr. Howard, Mr. Bernardo, Mr. Stevens, Mr. Rounds, Mr. Pinker, Mr. Bucci and Ms. Marusich.

MOTION: No motion necessary.

ITEM #2. NOMINATION OF OFFICERS: Mr. Howard nominated Mr. Kane for Chairman, and Mr. Pinker seconded. Mr. Kane then nominated Mr. Howard for Vice Chairman; Mr. Pinker seconded. Mr. Kane nominated Mr. Bernardo for Secretary; Mr. Howard seconded. Mr. Kane nominated Mr. Stevens for Treasurer; Mrs. Marusich seconded. All were in favor of nominations.

MOTION: The Board approved all nominations unanimously.

ITEM #3. APPROVE MINUTES FOR THE DECEMBER 20, 2017 BOARD MEETING:

Prior to requesting revisions or corrections regarding the December 20, 2017 Board Meeting, Mr. Kane asked for the Board's opinion on the following: Mr. Kane learned in the last 24 hours that the last Board Meeting was fully recorded. Mr. Kane proposed retaining meeting recordings and designating within the minutes that the recording is available on The Agency's website. Mr. Kane further proposed a standard clause referring to the recording within the minutes. Mr. Kane stated other organizations, such as the Binghamton University Council, Binghamton City Council and the Legislature, routinely record minutes,

attach them and make them available in a public way on-line. Mr. Kane proposed The Agency similarly make full discussions available to be more transparent. Mr. Kane requested a show of hands in support of making the full recording available on-line, along with The Agency's minutes, making the minutes a summarization of what was discussed, with the full breath of the conversation available. Mr. Meagher stated there is no necessity to take down every word in a discussion and that the minutes are required to include what was done, not what was said. Mr. Meagher recommended a vote of the Resolution and let the discussion attachment be publicly and readily available. Mrs. Marusich stated this procedure is typically announced at the start of the meeting that is being recorded, not only for the Board Members, but for public awareness. Ms. Marusich requested this be considered as part of The Agency's normal routine. Mr. Kane requested a note added on the agenda, for future meetings. Mr. Kane stated the December 20, 2017 meeting recording will be posted on The Agency's website and be available to the public. Mr. Kane asked if there were any Amendments to the minutes. Mr. Bucci stated he had an Amendment, passed out copies to those present, and then read same. Mr. Kane stated that all is contained within the recording and will now be part of the minutes. Mrs. Marusich stated she did not think The Agency was under any obligation to make the recording available for the December meeting, since it was only approved at the January Meeting. Mr. Kane agreed The Agency is not under any obligation to attach it. Mrs. Marusich questioned whether The Agency was under any obligation regarding retention of recordings for a particular length of time, without being destroyed. Mr. Kane stated there are provisions that are set for those kinds of situations, but was not familiar with them. Mr. Kane stated that all of that would be contained in the recording and The Agency will note instances where there is a recorded conversation with each motion. Mrs. Marusich requested to read her Amendment, which was passed to those present. Mr. Bucci requested an Amended Minutes referencing the motion and restating that the discussions would be reflected in a recording and posted on The Agency's website going forward.

MOTION: Resolution to make an Amendment to the minutes to include the recording and a designation within the minutes that states the recording is available on the website. On a MOTION by Mrs. Marusich, seconded by Mr. Stevens, the MOTION CARRIED UNANIMOUSLY. *A complete recording of the meeting is on The Agency website.

MOTION: Resolution to approve the December 20, 2017 Board Meeting Minutes, as Amended. On a MOTION by Mrs. Marusich, seconded by Mr. Bernardo, the MOTION CARRIED UNANIMOUSLY. *A complete recording of the meeting is on The Agency website.

ITEM #4. PUBLIC COMMENT: No public comment.

ITEM #5. EXECUTIVE DIRECTOR'S REPORT: Mr. McLaughlin gave updates on the following:

1. Transfer of Library from IDA to an affiliate of SUNY Broome
2. 6 Emma Street
3. Downtown Development Fund
4. Response to RFP for the Sale of County Properties
5. Housing Study Presentation on February 7, 2017
6. RFP to Consultants for Study of Former BAE site
7. RFP for Development Proposals for BAE site
8. Contract with County to hire TransPro
9. Congratulate Stacey Duncan on passing her third of four courses for designation as a Certified Economic Developer

*A complete recording of Mr. McLaughlin's comments and discussion is on The Agency's website.

ITEM #6. LOAN FUNDS AVAILABILITY AS OF DECEMBER 31, 2017: The Loan Funds Availability Report was presented to the Board. The balances available to lend are \$266,484.56 (STEED) and \$507,388.52 (BDF). Mr. Gray stated The Agency is expecting two applications that could take up to 50% of the funding available.

MOTION: No motion necessary.

ITEM #7. 2018 MEETING SCHEDULE: Mr. Kane stated that Board Members had received the schedule for 2018 in the back of their packets and that it would be posted on the website.

MOTION: No motion necessary.

ITEM #8. ADJOURNMENT: Mr. Kane requested a motion for adjournment.

MOTION: To adjourn the meeting. On a MOTION by Mr. Stevens, seconded by Mr. Howard, the MOTION CARRIED UNANIMOUSLY, and the meeting was adjourned at 12:34 p.m.

The next meeting of The Agency Board of Directors is scheduled for Wednesday, February 21, 2018 at 12:00 p.m. at FIVE South College Drive, Suite 201, Binghamton, NY 13905.

A COMPLETE RECORDING OF THE MEETING IS ON THE AGENCY WEBSITE