

**BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
FIVE South College Drive; Suite 201, 2nd Floor
Binghamton, New York 13905
Wednesday, February 21, 2018, 12:00 pm**

SYNOPSIS OF MEETING

PRESENT: T. Kane, J. Bernardo, J. Stevens, L. Pinker and S. Feehan

ABSENT: W. Howard, D. Marusich, R. Bucci and J. Rounds

GUESTS: Kevin McManus, Deputy County Executive
Robert Murphy, City of Binghamton
Marie Komaceo, City of Binghamton
D. Leslie Spurgin, Insero & Co.
Colleen Stannard, Insero & Co.
Evan Cleveland, Insero & Co.

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

COUNSEL: None

PRESIDING: T. Kane

Mr. Kane called the meeting to order at 12:03 p.m.

ITEM #1. OATH OF OFFICE: Mr. Kane administered the Oath of Office to Mr. Feehan.

MOTION: No motion necessary.

ITEM #2. APPROVE MINUTES FOR THE JANUARY 17, 2018 BOARD MEETING: Prior to approval of the minutes, Mr. Kane advised those present that the meeting is being recorded and will be published on The Agency's website. Mr. Kane requested approval of the minutes for the January 17, 2018 Board Meeting.

MOTION: Resolution to approve the January 17, 2018 Board Meeting minutes. On a MOTION by Mr. Pinker, seconded by Mr. Stevens, the MOTION CARRIED UNANIMOUSLY.

ITEM #3. PUBLIC COMMENT: No public comment.

ITEM #4. EXECUTIVE DIRECTOR'S REPORT: Mr. McLaughlin gave updates on the following:

1. BAE redevelopment.
2. BU Forum Presentation March 15th.
3. The Housing Presentation on February 15th was well-attended; there is interest to do follow-up.
4. The Agency is putting together a housing program to meet with County regarding county-owned

properties. More details to come.

6. Mountain Fresh Dairy is paid and up-to-date.

8. Mr. McLaughlin acknowledged the Internal Financial Report and there were no questions from Board Members.

ITEM #5. LOAN FUNDS AVAILABILITY AS OF JANUARY 31, 2018: The Loan Funds Availability Report was presented to the Board. The balances available to lend are \$293,373.83 (STEED) and \$515,284.90 (BDF). Mr. Kane advised that Mr. Gray was absent; Mr. McLaughlin explained his absence. At that time, Mr. Kane congratulated the IDA, and particularly Mr. Gray, on the fact that there are 24 loans out (over \$2 million) and all are current; no entity is late on their payments, which speaks highly of the vetting process and the evaluations that are performed on potential borrowers.

MOTION: No motion necessary.

ITEM #6. REVIEW OF THE 2017 AUDIT OF THE BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY CONDUCTED BY INSERO & CO. CPAS, LLP: Mr. Stevens advised that he, Mr. McLaughlin, Ms. Norton and the Finance Committee met with representatives of Insero & Co. to review their Draft Audit; the final Statement will be presented at the March Board Meeting.

MOTION: No motion necessary. Mr. Kane stated this will be brought up again for consideration in the March 21, 2017 Board Meeting.

ITEM #7: ADJOURNMENT: Mr. Kane requested a motion for adjournment.

MOTION: To adjourn the meeting. On a MOTION by Mr. Kane, seconded by Mr. Feehan, the MOTION CARRIED UNANIMOUSLY, and the meeting was adjourned at 12:30 p.m.

***The IDA meeting was adjourned at this time, so the scheduled LDC meeting could take place at 12:30 p.m.**

Mr. Kane reconvened the IDA Board Meeting at 12:36 p.m.

ITEM #8: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR, ON BEHALF OF THE AGENCY, TO ENTER INTO AGREEMENTS WITH THE COUNTY OF BROOME AND TRANSPRO CONSULTING, LLC, FOR THE IMPLEMENTATION OF A JOB ACCESS TRANSPORTATION STUDY: Mr. McLaughlin stated this Resolution was mentioned at the January 17, 2018 Board Meeting; the County asked The Agency to manage a project with TransPro, a transportation study group who worked with the County in the past. The purpose of the study is to take a hard look at access for employees for employment, especially in the Kirkwood Industrial Park. The study will summarize information which can be applied to the Strategic Plan of our Workforce Committee. Mr. McLaughlin requested the Board allow The Agency to enter into this contract, accept the funds from the County, and enter into a contract with TransPro to complete the study.

MOTION: Resolution authorizing the Executive Director, on behalf of The Agency, to enter into Agreements with The County of Broome and TransPro Consulting, LLC, for the implementation of a Job Access Transportation Study. On a MOTION by Mr. Pinker, seconded by Mr. Feehan, the MOTION CARRIED UNANIMOUSLY.

ITEM #9: RESOLUTION AUTHORIZING THE AGENCY TO ENTER INTO AN OPTION AGREEMENT FOR THE SALE OF PREMISES LOCATED AT 6 AND 36 BROOME CORPORATE PARKWAY IN THE TOWN OF CONKLIN, BROOME COUNTY, NEW YORK (TAX MAP NUMBERS 210.02-1-48 AND 210.02-1-47 RESPECTIVELY – ACREAGE TO BE DETERMINED BY A SURVEY) WITH THE TOWN OF CONKLIN FOR THE DEVELOPMENT OF A COMMUNITY AND DAY CARE CENTER TO BE KNOWN AS THE CONKLIN COMMUNITY AND FAMILY CENTER. AN OPTION AGREEMENT SHALL BE FOR THE PURCHASE PRICE OF \$1.00 PER ACRE: Mr. McLaughlin stated this Resolution is in follow-up to the December 2017 meeting. After discussion with the Town of Conklin and Lourdes Hospital, all decided it was in the best interest of the community that this project be separated. The Town of Conklin Board requested The Agency allow them to develop their own Day Care and Community Center. The Agency will not be involved with costs with development; however, will continue to advise the Town. The Agency will continue to work with Lourdes on the Wellness Center project; but will not proceed at this time. Mr. McLaughlin requested final disposition of the land, once acreage is determined by a completed survey for allocation for the Community Day Care Center.

MOTION: Resolution authorizing The Agency to enter into an Option Agreement for the sale of premises located at 6 and 36 Broome Corporate Parkway in the Town of Conklin, Broome County, New York (Tax Map Numbers 210.02-1-48 and 210.02-1.47 respectively – acreage to be determined by a survey) with the Town of Conklin for the development of a Community and Day Care Center to be known as The Conklin Community and Family Center. An Option Agreement shall be for the purchase price of \$1.00 per acre. On a MOTION by Mr. Stevens, seconded by Mr. Feehan, the MOTION CARRIED UNANIMOUSLY.

ITEM #10: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR, ON BEHALF OF THE AGENCY, TO ENTER INTO AN AGREEMENT WITH HUE FOR DIGITAL ACCOUNT SERVICES: Ms. Duncan stated that the Board has two Resolutions before them as a result of the RFP issued in December 2017. The Agency interviewed four local creative firms. As a result, The Agency has decided to separate the account services for The Agency’s Economic Development Program from the Broome County Good Life Program, established last year. This contract will be for approximately 30 hours per month; for print and collateral video projects and maintenance of the website. HUE will continue to be the agency of record for The Agency’s marketing.

MOTION: Resolution authorizing the Executive Director, on behalf of The Agency, to enter into an

Agreement with HUE for Digital Account Services. On a MOTION by Mr. Stevens seconded by Mr. Feehan, the MOTION CARRIED UNANIMOUSLY.

ITEM #11: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR, ON BEHALF OF THE AGENCY, TO ENTER INTO AN AGREEMENT WITH FRESHYSITES, LLC, FOR SOCIAL MEDIA AND MARKETING SERVICES:

Ms. Duncan restated that as a result of the RFP, The Agency has decided to break out the Good Life Program from the traditional Economic Development Marketing Program. This program is now linked directly to the deliverables of the Broome County Workforce and Talent Attraction Strategy, which requires a revamp of a website built last year. The website will serve as the main communications vehicle for the workforce strategy, including job postings and links to training programs. As The Agency is building The Good Life and Broome stories, FreshySites, LLC will work with their team to write and develop these stories. A short discussion ensued.

MOTION: Resolution authorizing the Executive Director, on behalf of The Agency, to enter into an Agreement with FreshySites, LLC, for Social Media and Marketing Services. On a MOTION by Mr. Feehan, seconded by Mr. Pinker, the MOTION CARRIED UNANIMOUSLY.

ITEM #12: ADJOURNMENT: Mr. Kane requested a motion for adjournment.

MOTION: To adjourn the meeting. On a MOTION by Mr. Stevens, seconded by Mr. Feehan, the MOTION CARRIED UNANIMOUSLY, and the meeting was adjourned at 1:03 p.m.

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