

**BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
GOVERNANCE COMMITTEE  
March 13, 2017 - 1:00 PM  
Broome County Office Building  
Legislative Conference Room  
60 Hawley St. 6th floor  
Binghamton, NY 13901**

PRESENT: J. Bernardo, J. Stevens, and S. Feehan

GUESTS: Sarah Campbell, HH&K

ABSENT: None

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

PRESIDING: J. Bernardo

**AGENDA ITEM 1:** Chairman Bernardo called the meeting to order at 1:03 PM.

**AGENDA ITEM 2:** Accepting of the November 2, 2016 Governance Committee meeting minutes: Mr. Stevens made a motion to accept the minutes, seconded by Mr. Feehan; the motion carried unanimously.

**AGENDA ITEM 3:** Review/Discussion/Recommendation of the Proposed PILOT Application from Carrier Service Group, Inc. Mr. McLaughlin explained the project and stated he would like to hold the discussion over until April. He said there are a few small details that need to be straightened out. The Governance Committee agreed to hold the discussion over until April.

**AGENDA ITEM 4:** Public Comment: None

**AGENDA ITEM 5:** Review/Discussion/Recommendation of a Housing Supply and Demand Analysis conducted by Susan M. Payne, Strategic Planning and Economic Development Consultant. Mr. McLaughlin stated at the previous Board meeting of the Agency the discussion of Susan Payne's contract to complete a Housing Analysis was in question. Mr. McLaughlin was under the impression this was something the entire Board felt strongly about. He said it was also discussed at the Agency's Strategic Planning session. Mr. McLaughlin feels this study is very much

needed and feels Ms. Payne is more than qualified to take on the task. He said when Housing Studies are completed by developers they are very project specific. The study Ms. Payne will complete will show data for the entire County. Mr. McLaughlin said the Agency did send out an RFP back in December and Ms. Payne was the only one who replied. When first asked to complete the Housing Study Mr. McLaughlin asked Ms. Payne to include the I-Districts. With the uncertainty of funds from the REDC Mr. McLaughlin asked Ms. Payne to remove this part of the study. By doing so it reduced her initial contract from \$16,000 to \$11,500. Mr. Bernardo pointed out the Agency's Procurement Policy allows them to move forward without having to request another RFP. A discussion took place.

**MOTION:** To recommend the revised proposal from Susan Payne to complete a Housing Analysis to the full Board of Directors. On a MOTION by Mr. Stevens, seconded by Mr. Feehan. The MOTION CARRIED UNANIMOUSLY.

**AGENDA ITEM 6:** Review/Discussion/Recommendation for the renewal of the Agency's Contract with the National Development Council. Mr. McLaughlin said he sent out an RFP for economic development consulting. Bob Sweet from National Development Council was the only one who had responded. Mr. McLaughlin stated Mr. Sweet has been working with the Agency for three years now and has an impressive history with economic development. He feels Mr. Sweet provides the Agency with exceptional advice on different projects and has one of the best training programs in the area for economic development. Mr. Sweet also participates on the Agency's Loan Committee. Mr. McLaughlin stated the amount of this contract has been put in the 2017 budget. A discussion took place.

**MOTION:** To recommend the renewal of the Agency's contract with National Development Council to the full Board of Directors. On a MOTION by Mr. Stevens, seconded by Mr. Feehan. The MOTION CARRIED UNANIMOUSLY.

**AGENDA ITEM 7:** Review/Recommend Summary Results of Confidential Evaluation of Board Performance. Ms. Campon stated that the summary results were the compilation of the Confidential Evaluation of Board Performance that was completed by each board member. The summary results need to be forwarded to the Authority Budget Office per their regulations. No further action was necessary.

**AGENDA ITEM 8:** Review/Discussion/Recommendation of the Agency Policies. Mr. Gray briefly

informed the committee that the Policies for the BCIDA are a requirement of the Authority Budget Office and must be approved annually. Mr. Gray explained the Agency policies were changed and approved in 2014. He stated to the committee that he feels the policies should stay as written, with no changes, and move to the full Board for approval.

**MOTION:** To recommend the Agency Policies when typos have been corrected to the full Board. On a MOTION by Mr. Stevens, seconded by Mr. Feehan. The MOTION CARRIED UNANIMOUSLY.

**AGENDA ITEM 9:** Review/Discussion/Recommendation of the Proposed PILOT Application from 265 Industrial Park Drive, LLC. Mr. McLaughlin said this would be the same PILOT that was granted to Modern Marketing Concepts. All the same approvals are in place from the municipalities. The PILOT agreement is also a condition of the sale that is taking place with the former Link Building. Mr. McLaughlin stated the Windsor school district will benefit nicely from this PILOT as well as the municipality. A brief discussion took place.

**MOTION:** To recommend approval of the Proposed PILOT Application from 265 Industrial Park Drive, LLC to the full Board. On a MOTION by Mr. Stevens, seconded by Mr. Bernardo. Mr. Feehan abstained, The MOTION CARRIED.

**AGENDA ITEM 10:** Review and Approval of the 2016 Mission and Measurement Report. Mr. Gray informed the committee that the Mission and Measurement Report is a requirement of the Authority Budget Office and an item that must be posted on the agency's website. Mr. Gray stated that the 2016 report is an accurate reflection of what was actually accomplished according to the strategic plan and a good indicator of the goals in 2017.

**MOTION:** To recommend the 2016 Mission and Measurement Report to the full Board of Directors once a typo has been corrected. On a MOTION by Mr. Stevens, seconded by Mr. Feehan. The MOTION CARRIED UNANIMOUSLY

**AGENDA 11:** 265 Industrial Park, LLC. A discussion took place on the sale of the former Link building that 265 Industrial Park, LLC is in the process of purchasing.

**AGENDA ITEM 12:** Adjournment: Mr. Bernardo then made a motion for adjournment; it was seconded by Mr. Stevens, and carried unanimously. The next scheduled meeting of the BCIDA Governance Committee is to be determined.