

**CHEMUNG COUNTY INDUSTRIAL
DEVELOPMENT AGENCY
400 EAST CHURCH STREET
ELMIRA, NEW YORK 14901
607-733-6513**

NOTICE OF GOVERNANCE MEETING

WEDNESDAY, MARCH 25, 2015

10:30 AM

**400 EAST CHURCH STREET
2ND FLOOR**

CHEMUNG COUNTY INDUSTRIAL DEVELOPMENT AGENCY

GOVERNANCE COMMITTEE

MARCH 25, 2015

AGENDA

1. Approval of February 13, 2015 minutes
2. ABO Recommendations
 - Spreadsheet
 - Project Checklist
 - Administrative Policy
 - Organizational Chart
 - Recapture Policy
 - Uniform Tax Exemption Policy
 - Administrative Fee Agreement
 - Application for Financial Assistance
3. 2014 PARIS Report
4. Other Business
5. Adjournment

**CCIDA
Governance Committee
Minutes
March 25, 2015**

Attendance: Michael Hosey, Thomas Santulli, Alan Winston, George Miner

Call to Order – The meeting was called to order at 10:30 AM.

Approval of February 13, 2015 Minutes – Upon a motion by A. Winston, seconded by T. Santulli and unanimously carried, the minutes of the previous Governance Committee meeting were approved.

ABO Recommendations

Spreadsheet – G. Miner presented a spreadsheet that contained the 32 “recommendations” presented by the Authorities Budget Office’s Operation and Procedure Review. The spreadsheet will be updated regularly to include action steps recommended, if any, and implemented and dates of implementation. The committee reviewed and discussed the spreadsheet.

Project Checklist – G. Miner presented a Project Checklist modeled after a document in the NYSEDC IDA Best Practices Manual. The Checklist will be used to present application information to the board while also acknowledging to the board.

- Receipt of Application Fee (Recommendation #10)
- Calculation of proposed Administrative Fee
- Documents current employment (Recommendation #17)

Administrative Policy – G. Miner shared a revised Administrative Fee Policy (attached) adding language as to how fee is computed. ABO Recommendation #11 of spreadsheet. There was discussion.

Organizational Chart – G. Miner presented an Organizational Chart encompassing the ABO Recommendation #32.

Recapture Policy – G. Miner reviewed the agency’s Recapture Policy and the recommendations of the ABO. There was considerable discussion regarding the ABO recommendations and agency’s interests. The committee recommended maintaining continued flexibility as opposed to a rigid policy.

Uniform Tax Exemption Policy – G. Miner reviewed proposed revisions to the UTEP. There was discussion.

Administrative Fee Agreement – G. Miner reviewed current and proposed new Administrative Services Agreement developed by attorney Susan Katzoff of Hiscock and Barclay.

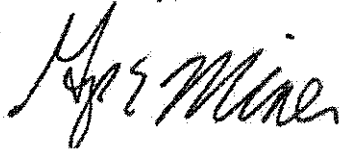
Application for Financial Assistance – G. Miner presented the agency's Application for Financial Assistance. The ABO findings went back to projects originating 15 years ago and many years prior to the ABO and its policies being established. G. Miner showed how the current application already addresses the ABO recommendations.

2014 PARIS Reports

G. Miner presented a draft of the 2014 PARIS Report. There was discussion.

Adjournment – There being no further business, the meeting was adjourned at 11:38 AM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. E. Miner". The signature is written in a cursive, flowing style.

George E. Miner
Executive Director