

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

NOTICE OF GOVERNANCE MEETING

TUESDAY, APRIL 28, 2015

3:00 PM

**400 EAST CHURCH STREET
2ND FLOOR**

CHEMUNG COUNTY INDUSTRIAL DEVELOPMENT AGENCY

GOVERNANCE COMMITTEE

APRIL 28, 2015

AGENDA

1. Administrative Services Agreement
2. Performance Appraisal
 - List of Accomplishments
 - Program Administration
 - Financial Audit
 - PARIS Report Completion
3. ABO Recommendations
 - Monitoring Procedures
 - Project Beneficiary Reporting
 - ST-340 Documentation
 - PILOT's Property Procedures
 - Annual Report of IDA Projects
 - Resolutions specifying type and amount of financial assistance
4. Other Business
5. Adjournment

**Chemung County Industrial Development Agency
Governance Committee Meeting
April 28, 2015
Minutes**

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

The meeting was called to order at 3:05 PM.

1. **Administrative Services Agreement** - G. Miner reviewed new draft Administrative Service Agreement that incorporates recommendation of the Authorities Budget Office and better demonstrates the services provided by Southern Tier Economic Growth to administer the IDA programs and initiatives. A. Winston recommended that the Agreement include Performance Goals. G. Miner was directed to modify the agreement for future consideration by the committee.

2. **Performance Appraisal**

Annually, among other criteria as appropriate, STEG's performance in administering services on behalf of the CCIDA should include:

- A. List of Accomplishments
- B. Program Administration
- C. Financial Audit
- D. PARIS Report Completion

3. **ABO Recommendations**

- A. **Monitoring Procedures** – Members agreed that the PARIS report, completed annually, was a sufficient tool for monitoring job creation goals.
- B. **Project Beneficiary Reporting** – Members agreed that the PARIS report needs to be reviewed at least annually to ensure that all required information is obtained from all projects until financial assistance is no longer provided.
- C. **ST-340 Documentation** – G. Miner explained the purpose of the State's ST-340 form. Staff was directed to work with legal counsel to insure that reporting requirements are clearly described in closing documents.

- D. **Procedure for ensuring Properties are transferred back to owners at conclusion of PILOT's**
- G. Miner will develop a "tickler file" for all current and future projects, to ensure properties are transferred back to owners upon termination of PILOT's.

- E. **Annual Report of IDA Projects** – G. Miner will prepare an internal report in addition to PARIS identifying current projects performance.

- F. **Resolutions to specify the type and amount of financial assistance** - Staff is to include information in future board meeting minutes.

There being no further business, the meeting was adjourned at 4:27 pm.

Respectfully submitted,

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

George E. Miner
Executive Director