

**TOWN OF UNION
LOCAL DEVELOPMENT CORPORATION
MINUTES
THURSDAY, JULY 20, 2017**

The Town of Union Local Development Corporation met for a regular meeting on Thursday, July 20, 2017 at the Town of Union Office Building, located at 3111 East Main Street, Endwell, NY 13760.

I. THE MEETING WAS CALLED TO ORDER AT 8:02 A.M.

MEMBERS PRESENT: Stephen Trichka, Diane Julian, Robert Corwin, Gary Leighton, James Peduto

MEMBERS ABSENT: Mary O'Malley-Trumble

OTHERS PRESENT: Rosemarie Pope, Esq. (LDC Board Attorney)

STAFF PRESENT: Joseph Moody (LDC Director), Robin Shimer (Admin. Asst.)

II. PRESIDENT'S REMARKS

President Trichka extended a warm welcome to Board members and attendees.

III. DIRECTOR'S REMARKS

Director Moody provided the Board with a concise overview of agenda topics.

IV. APPROVAL OF THE MINUTES

Minutes of the Special LDC Board Meeting of April 27, 2017 were reviewed and approved.

Motion: Jim Peduto

Motion 2nd: Gary Leighton

Motion: To approve the minutes of the Special LDC Board Meeting held on April 27, 2017, as written.

Vote: All yes, motion approved [5 - Yes, 0 - No, 1 - Absent].

V. OLD BUSINESS

- A. Mr. Moody said the LDC received a \$9,870.56 reimbursement check from the NYS Department of Taxation and Finance for the Lupardo member item grant. The check was dated May 9, 2017 and reimbursed the LDC for waste receptacles expense, in addition to hanging baskets cost. Immediately upon receiving the check, Mr. Moody deposited it on May 16, 2017 in the UDAG checking account.
- B. The topic of Assemblywoman Lupardo's \$10,000 member item initiative (via New York state) for Washington Avenue was discussed. The major aspect of discussion pertained to pending LDC Board authorization for the LDC to reimburse the Village of Endicott an

amount of \$990.56. The \$990.56 sum results from a village expense of \$1,120.00 (Nanticoke Gardens items) minus a Town of Union LDC previously paid invoice of \$129.44 (Jack's Sign signage). Following Board discussion, President Trichka requested a motion for Board authorization of LDC reimbursement of \$990.56 to the Village of Endicott for expenses incurred, less related town expenses, pertaining to the project.

Motion: Diane Julian

Motion 2nd: Jim Peduto

Motion: To authorize the Town of Union Local Development Corporation to reimburse the Village of Endicott for expenses incurred by the village, minus a related town expense, pertaining to the project. The reimbursement total is derived from the amount of \$1,120.00 (applicable to the cost of Nanticoke Gardens beautification items) less a Town of Union LDC expense of \$129.44 (applicable to Jack's Sign signage), resulting in a net reimbursement amount of \$990.56 to the Village of Endicott.

Vote: Motion approved [5 - Yes, 0 - No, 1 - Absent].

VI. NEW BUSINESS

- A. Mr. Moody referenced the RSpoor Enterprises, L.L.C.'s outstanding loan balance of \$45,373.15 and noted the charge-off of that balance. Mr. Leighton, as LDC Treasurer, affirmed the stated charge-off balance applicable to RSpoor Enterprises, L.L.C.

VII. OTHER BUSINESS

- A. Mr. Moody informed Board members of the provided Authorities Budget Office's (ABO) Policy Guidance for Establishing Individual Board Procurement Guidelines. Mr. Moody said the LDC follows town procurement guidelines. Mr. Trichka sought further insight of existing LDC implementation documentation concerning LDC procurement guidelines. Mr. Moody and Mr. Leighton verified such information is posted on the town website. Mr. Trichka inquired about the ABO's issued guidelines' use of the word "should" (vs. "shall") regarding the LDC and compliance policy. Counselor Pope affirmed the imperative need for having like LDC and town procurement policies, and said she will review town guidelines to further ascertain town and LDC commonalities.
- B. Mr. Moody and the Board discussed the six categories of the Town of Union Information Technology policies, as implemented by the Town of Union Board on June 7, 2017. Initial discussion pertained to the category of Online Banking Policy. After prior discussion with Mr. Moody and the identified need to amend the Online Banking Policy, Counselor Pope and the Town Comptroller discussed the policy's revision. Counselor Pope's proposal to amend paragraphs two (2) and four (4) of the Online Banking Policy was as follows:
 - 2. All online banking transactions for the Town of Union Local Development Corporation are performed only by the Director of Economic Development. Only this employee has access.

4. All online banking transactions are provided to the Town of Union Comptroller. Review of transactions is performed on demand as they occur.

Further discussion involved the other five categories [Personal, Private, and Sensitive Information (PPSI) Policy; Mobile Computing and Storage Device Policy; Password Policy; Wireless Security Policy; and Breach Notification Policy] comprising the remainder of Town of Union Information Technology policies. The LDC Board expressed a desire for greater review time of those five categories before acting, and will act on them at the next LDC Board meeting. Upon completion of the Board's discussion of Information Technology policies and amendments, President Trichka asked if the Board had additional aspects of discussion or questions. There being none, he then requested a motion for LDC Board approval of the Town of Union's Information Technology Policy regarding Online Banking Policy with inclusion of the LDC Board's amendments to Online Banking Policy paragraphs two (2) and four (4). Also, the LDC Board will defer action of the five other categories of town Information Technology policies until the next LDC Board meeting.

Motion: Diane Julian

Motion 2nd: Gary Leighton

Motion: To amend and approve the Town of Union's Online Banking Policy of the Town of Union's Information Technology Policy, as stated by inclusion of amendments to paragraphs two (2) and four (4) made by the Town of Union Local Development Corporation Board to the Online Banking Policy, and such revised policy will thereby serve as the adopted Local Development Corporation Online Banking Policy, with such amended paragraphs to read as follows:

2. All online banking transactions for the Town of Union Local Development Corporation are performed only by the Director of Economic Development. Only this employee has access.

4. All online banking transactions are provided to the Town of Union Comptroller. Review of transactions is performed on demand as they occur.

Vote: Motion approved [5 - Yes, 0 - No, 1 - Absent].

- C. Board members ardently reviewed the provided documentation referencing national coverage of Sonostics, Inc.'s HeartPartner device via the Woman's World periodical. Sonostics recently received a \$200,000 LDC Emerging Enterprise/Emerging Market Entrepreneurial loan. It was approved by the Board on September 30, 2016, and the loan closing occurred on November 18, 2016.
- D. Mr. Moody said Kay Adams submitted a letter of resignation, effective June 15, 2017, from serving on the Local Development Corporation Board of Directors. Mr. Moody and Board members expressed their appreciation for Kay's devoted service and assistance during her tenure on the Board.

- E. Mr. Moody advised the Board of his work with the Village of Endicott in preparing and applying for the \$10 million Downtown Revitalization Initiative (DRI) Grant. He said the village was one of three finalist municipalities to recently deliver a presentation to the Southern Tier Regional Economic Development Council (STREDC) Board. He also noted the \$20 million Greater Binghamton Eco System fund/Upstate Revitalization Initiative (URI) funds may potentially be determined following the awarding of DRI funds. Vice-President Julian asked what the village presentation's central theme was. Mr. Moody said the theme of the presentation was that the Village of Endicott is at a "turning point." It was noted the STREDC's vote on awarding DRI funds will be submitted to the Governor's Office and is non-binding.
- F. Mr. Moody shared with Board members that loan program closings for approved LDC loan recipients Spathi Group, L.L.C. and Taylor Irene Properties, L.L.C. are imminently pending. Mr. Trichka asked about the status of responses by loan recipients Jewels of Java, L.L.C., Coco Mojo, L.L.C. and Unforgettable Parties to the LDC's communication (as referenced at the prior LDC Board Meeting). Counselor Pope said replies have not been forthcoming. Unforgettable Parties missed its June 30, 2017 date for bringing its loan current, consequently, Ms. Pope will continue to pursue remedy. Coco Mojo, L.L.C. is now subject to income execution by the Broome County Sherriff. Counselor Pope is also continuing to proceed in seeking compensation from Jewels of Java, L.L.C.

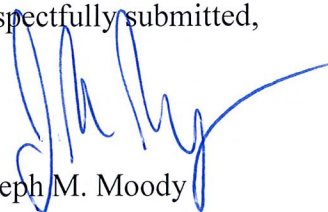
VIII. ADJOURNMENT

- A. President Trichka asked Mr. Moody and Board members if there were any topics for further discussion. Upon affirmation they had no additional issues to bring before the Board, Mr. Trichka called for a motion to adjourn the meeting.

Motion: Diane Julian
Motion 2nd: Jim Peduto
Motion: To adjourn the LDC Board meeting of July 20, 2017.
Vote: Motion approved [5 - Yes, 0 - No, 1 - Absent].

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,


Joseph M. Moody
Director