



# Cortland County

## Industrial Development Agency

### Minutes of the Meeting of the Members of the Cortland County Industrial Development Agency

December 9<sup>th</sup>, 2024 – Noon

40-42 Main Street, Suite A, 2<sup>nd</sup> Floor Cortland New York, 13405

**Roll Call** – Chairman McMahon called the meeting to order at 12:39 PM

Mike McMahon	Chairman	<u>Present</u>
Stephen Compagni	Vice Chairman	<u>Absent</u>
Deborah Hayden	Treasurer	<u>Present</u>
Clint Brooks	Secretary	<u>Present</u>
Johanna Ames	Member	<u>Absent</u>
Dr. Kathleen Burke	Member	<u>Absent</u>
Donald Richards	Member	<u>Present</u>
<u>Brendan O'Bryan</u>	Executive Director	<u>Present</u>
<u>Andrea Skeels</u>	Director of Finance and Special Projects	<u>Present</u>
<u>Marie Weiss</u>	Carpenters Local 277	<u>Remote</u>
<u>John Sidd</u>	Agency Counsel	<u>Remote</u>
<u>Doug Schneider</u>	Cortland Standard	<u>Present</u>



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**Approval of Minutes** – November 12<sup>th</sup>, 2024 – Chairman McMahon made a motion to accept the minutes as presented, Mr. Brooks seconded the motion; all in favor, none opposed.

### **New Business**

Review/Discussed IDA Annual meeting schedule. It was discussed historically; the annual meeting was held in December each year. However, this has posed issues with the timing of Board appointments, as new board appointments might come between January and February. At that point, the Board would have to swear in with new members again. To ensure our annual meeting would coincide with the swearing-in of all new board members, it was suggested to change the wording of the annual meeting to state, “The Annual Meeting of the Agency shall be held within the first quarter of the year or such time that the Members may determine at the regular meeting place of the Agency or such other time and place as the Agency shall determine.” Chairman McMahon moved this motion as presented, and Mr. Richards seconded the motion; all voted in favor, and none opposed.

Changes and updates to new policies and procedures for organization compliance and prequalification in the NYS Grant Gateway were discussed with the board. These changes address Minority and Women-Owned Business Enterprises, Anti-Nepotism, and Diversity, Equity, and Inclusion. These new policies ensure that the Agency can still participate and apply for grants in the NYS Grants Gateway system. Chairman McMahon moved this motion as presented, and Ms. Hayden seconded the motion; all voted in favor, none opposed.

Mrs. Skeels reviewed the status of the current and ongoing project collection of the Payment In Lieu of Tax (PILOT) Employment Affidavits. She reminded the members that this is done each year to verify that they are meeting the requirements stated by the PILOT.

### **Monthly Reports**

- 1.) Finance Report – Ms. Skeels reviewed the monthly financial statements.
- 2.) Director’s Report – Reviewed agency activities since the last meeting (attached to the meeting agenda)

**Adjourn** – The meeting was adjourned at 12:55 PM.