

Authority Mission Statement and Performance Measurements

Name of Public Authority: Schoharie County Industrial Development Agency

Public Authority's Mission Statement:

The Schoharie County Industrial Development Agency's (SCIDA) mission is to promote economic development and opportunities within Schoharie County. The SCIDA will do this by offering financial assistance through grant funding, bond financing, low interest rate financing, and real property and sales tax benefits to startup businesses creating jobs and existing businesses that want to expand while retaining and creating additional jobs. By utilizing the statutory powers of the Agency as set forth under the provisions of New York State laws, SCIDA will provide assistance and collaborate with Schoharie County's local government bodies and community support organizations to establish and sustain economic vitality in Schoharie County.

The SCIDA stakeholders include the following: (1) The Schoharie County Board of Supervisors, (2) The residents of Schoharie County and taxing jurisdictions, (3) Businesses currently located and businesses intending to locate in Schoharie County, (4) Not-for-profit organizations of Schoharie County, (5) Schoharie County Economic Enterprise Corp., (6) The local workforce, (7) The State of New York.

The SCIDA stakeholders expect the Agency's executive director and staff to carry out the business of the Agency in a manner that achieves the mission statements intentions.

Date Adopted: September 27, 2023

List of Performance Goals:

2022/2023 fiscal year measurement/goals

- Continue to work with Middleburgh Meadows, Inc. on the remainder of their project.
- Continue to work on the Sharon Spring Inc. project.
- Continue to work with American Recycling's expansion to Schoharie County.
- Collaborate with Schoharie County's government entities, community organizations, and State and Federal offices with outreach efforts to assist with economic growth opportunities and incentives to eligible businesses that will retain, expand, and add additional employment opportunities that will promote a vital economy throughout Schoharie County.
- Maintain web site consistent with the Authority Budget Office guidelines.
- Manage and lease the Sharon Springs building (currently leased by Beekman 1802).
- Continue to administer the PILOT projects; including the monitoring and required reporting.
- Collaborate with the Schoharie County Economic Enterprise Corporation on economic and community development efforts in Schoharie County.

List of measurement/goals for 2023/2024 fiscal year:

Office Maintenance

- Establish a full-time operation with new office space, full-time executive director and administrative capacity.
- Complete all administrative tasks to become an operational entity with employees. This includes but is not limited to setting up unemployment insurance and withholding processes, disability and family leave insurance, payroll, the purchase of technology, etc.
- Transition to a new location(s) on SUNY Cobleskill Campus and relocate all IDA files to a designated and secure location that allows for necessary access.
- Upgrade web site consistent with the Authority Budget Office guidelines to provide additional transparency to the public on IDA business.

Business Attraction & Industrial Corridor Development

- Design management processes for current and future projects, foremost being Shad Point property option and potential IDA control. Process should define the roles of all stakeholders and interested entities.
- Continue to work with Middleburgh Meadows, Inc. on the remainder of their project.
- Support SEEC with its efforts on Highbridge, including a potential PILOT agreement.
- Continue to work with American Recycling's expansion to Schoharie County, in particular supporting their development efforts from an updated business plan.
- Begin the process of identifying and quantifying the "highest and best uses" for the resources under IDA control, as those resources will increase significantly in FY 2023-2024 with the potential sale of three IDA properties.

Developing Local & Regional Partnerships & Driving Consensus

- Continue previous work to re-establish an upgraded and functioning "Schoharie County Economic Development Alliance" to reflect the county's new interest and investment in economic development and the new role of the IDA now that it has full-time staff and meet quarterly.
- Continue and grow a positive and collaborative working relationship with the Schoharie County Economic Enterprise Corporation on economic and community development efforts in Schoharie County. Goal is to meet monthly to collaborate and more often when specific needs arise.
- Continue and grow a positive and collaborative working relationship with the Schoharie County departments of Community Development, Agricultural Development, and

Economic Development on economic and community development efforts in Schoharie County.

- Collaborate with Schoharie County's government entities, community organizations, and State and Federal offices with outreach efforts to assist with economic growth opportunities and incentives to eligible businesses that will retain, expand, and add additional employment opportunities that will promote a vital economy throughout Schoharie County.
- Finalize property disposition of Sharon Springs (Beekman) property and office property on Mineral Springs Road.
- Continue to administer the PILOT projects; including the monitoring and required reporting.
- Ensure that all tax bills are accurate and received on time.
- Ensure to follow ABO guidelines for expiring PILOTS.
- Continue to educate the business community on the incentive tools available to the IDA.

Reporting Mechanisms

- Ensure that all ABO and PARIS submissions are accurate and filed timely.
- Review PILOT tracking systems to ensure proper recording of transactions.

Fiscal Management

- Upgrade current financial management software.
- Develop system to report financial position to IDA Board at least quarterly.
- Review current investments and shift excess resources to investment vehicles that maximize rates.
- Review procurement and investment policies in light of new, full-time staff hires.
- Obtain agency credit card(s) to allow for more efficient purchasing. Along with that, a credit card use policy will be developed.

Additional questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority? Yes
2. Who has the power to appoint the management of the public authority?

The Board of Directors.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

To the extent that the agency considers education, experience and expertise in a field that would complement the board's diversity.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board provides oversight, establishes policies, and directs management. The Agency management is responsible for the day to day operations, while working closely with the Board to ensure the activities are in keeping with the Agency's mission statement.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions? Yes