

# Tompkins County Industrial Development Agency

---

*Administration provided by Ithaca Area Economic Development*

**Governance Committee Meeting Agenda  
December 10, 2025 1:30 – 2:00 PM  
TC Legislative Chambers  
121 E Court Street, 2<sup>nd</sup> Floor  
Ithaca NY**

LIVE STREAM LINK: <https://tinyurl.com/weo3tkk>

Committee Members: Rich John (chair), Ducson Nguyen, Deborah Dawson

1. TCIDA FOIL Policy
2. TCIDA Enhanced Incentive Policy

**TOMPKINS COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
PUBLIC ACCESS TO RECORDS (FOIL) POLICY**

**Introduction**

This Public Access to Records Policy (“Policy”) shall apply to the Tompkins County Industrial Development Agency (“TCIDA”).

Purpose:

1. Designation of records access officer
2. Requests for public access to records
3. Denial of access to records
4. Fees

**Section 1. Purpose**

(a) This policy provides information concerning the procedures by which members of the public may access records of the Agency in accordance with the New York State Freedom of Information Law (“FOIL”).

(b) The Agency will furnish to the public the information and records required to be disclosed by the New York State FOIL (Article 6, Sections 84-90, of the Public Officers Law), and other applicable regulations. The FOIL gives members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee’s website, <http://www.dos.ny.gov/coog/index.html>

**Section 2. Designation of records access officer**

(a) The following person is designated as the records access officer; however, the Administrative Director may from time to time designate another person as the records access person as he/she may deem necessary or desirable:

Ithaca Area Economic Development  
Attention: Kellea Bauda  
119 E. Seneca St., Suite 200  
Ithaca, New York 14850  
Telephone (607)273-0005

(b) The records access officer is responsible for insuring appropriate Agency response to public requests for access to records.

The records access officer shall insure that agency personnel:

- (1) Maintain an up-to-date subject matter list reasonably detailing all records in the possession of the agency, whether or not available under FOIL.
- (2) Maintain a record setting forth the name, public office address, title, and salary of every officer or employee of the agency.

### **Section 3. Hours for Public Inspection and Location**

(a) The Agency shall accept requests for public access to records and produce records during regular business hours.

(b) The Record Access Officer shall designate the locations where records shall be available for public inspection and copying.

### **Section 4. Requests for public access to records**

(a) A written request for a record shall be made to the Record Access Officer. In addition, a written request for a record may be submitted in the form of electronic mail and the Authority shall respond to such requests by electronic mail, using forms, to the extent practicable, consistent with the form(s) developed by the Committee on Open Government.

(b) A response shall be given within five business days of receipt of a request by:

(1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;

(2) granting or denying access to records in whole or in part;

(3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part;  
or

(4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(c) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

**Section 5. Denial of access to records.**

(a) Denial of access to records shall be in writing stating the reason therefor and advising the requestor of the right to appeal to the individual established to determine appeals, who shall be identified by name, title, business address and business phone number.

(b) The Agency shall designate, from time to time, a person to whom appeals shall be submitted.

(c) Any person denied access to records may appeal within thirty days of a denial.

(d) The time for deciding an appeal by the individual to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

(e) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(f) The person designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
One Commerce Plaza, 99 Washington Ave, Suite 650  
Albany, NY 12231

(g) The person designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision (f) of this section.

## **Section 6 Fees.**

- (a) There shall be no fee charged for:
- (1) inspection of records;
  - (2) search for records; or
  - (3) any certification of records.
- (b) Fees for copies may be charged, provided that:
- (1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches;
  - (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction.
- (c) The actual cost of production that may be charged by the Agency for producing records may include only the following:
- (1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record if more than two hours of the employee's time is necessary to do so; and
  - (2) the actual cost of the storage devices provided to the person making the request in complying with such request; or
  - (3) the actual cost to the Agency of engaging an outside professional service to prepare a copy of a record, but only when Agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.
- (d) The Agency has the authority to redact portions of a paper record and may do so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
- (e) The Agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an Agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
- (f) The Agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
- (g) In the sole discretion of the Administrative Director/President of the Agency, a determination to waive a fee for copying or reproducing a record may be granted in the instance where Agency staff has spent more than two hours of employee time to prepare a copy of the record requested, excluding search time.

## **Section 7. Employee Notification of Release of Disciplinary Record**

(a) For the purposes of this Section 7, the term “Disciplinary Record” shall mean and refer to those records set forth by Section 86(6) of the Public Officers Law, including any record created in furtherance of a law enforcement disciplinary proceeding, including, but not limited to:

- (1) the complaints, allegations, and charges against an Employee;
- (2) the name of the Employee complained of or charged;
- (3) the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- (4) the disposition of any disciplinary proceeding; and
- (5) the final written opinion or memorandum supporting the disposition and discipline imposed including the Agency’s complete factual findings and its analysis of the conduct and appropriate discipline of the covered Employee.

(b) Pursuant to and in accordance with the requirements of Section 87(6) of FOIL, in the event the Agency is responding to a request for the Disciplinary Record of a current or former employee of the Agency (in each instance, an “Employee”) pursuant to this Policy and/or FOIL, the Agency shall provide written notification of said response to such Employee (the “Employee Notice”) at the same time the response is released to the submitter of such request.

Reviewed and Adopted this 10<sup>th</sup> day of December, 2025  
by the Tompkins County Industrial Development Agency

# Tompkins County Industrial Development Agency

---

## Enhanced ~~Energy~~ Incentive Policy

Adopted: ~~March 11~~ December 10, 2020 2025

Applicants ~~for requesting~~ the Enhanced ~~Energy~~-Incentive ~~must meet the eligible project criteria as defined in the Tompkins County Industrial Development~~ PILOT abatement, as set forth below, shall, in addition to complying with the Agency's Uniform Tax Exemption Policy. ~~Additionally, applicant projects must~~ ("UTE~~P~~) and all applicable law, meet one or more of the following eligibility criteria (unless otherwise determined by the Board):

- New construction, ~~;~~
- Additions to existing improvements of 1,000 square feet or ~~larger, more;~~
- A major renovation of existing improvements, in which over 75% of the space in a building is being renovated ~~and in which two or more of the following major energy components are being substantially renovated: heating, lighting, and envelope,~~ upgraded or improved.

~~Applicants shall comply with the requirements of the Ithaca Energy Code Supplement at the January 1, 2025 level. The Ithaca Energy Code Supplement offers two compliance paths for new building construction that result in projects that produce significantly less greenhouse gas emissions than New York State Building Code requires. The "Easy Path" emphasizes energy improvements that also reduce construction cost, as well as electrification of building energy systems. This is a point system; a building must meet a minimum of 12 points at the January 1, 2025 level. The second method of compliance is a "Whole Building Path" that allows more flexibility in building design. Buildings using the Whole Building Path must comply with any one of several recognized third party green building standards and use energy modeling to show compliance.~~

~~Building modeling shall follow ASHRAE Standard 90.1-2013 or the Energy Rating Index (ERI) method per the IECC residential energy requirements (latest edition used in New York State), with the exception that, for the baseline building, space heating shall be a gas boiler (for ASHRAE 90.1-2013 projects) or gas forced air (for ERI projects), and hot water heating shall be natural gas. Carbon emissions factors shall be per EPA eGRID 2018 (for electricity, use the "total output emission rates" column, use "NYUP" factor for CO<sub>2</sub>e).~~

~~Participants are encouraged to use NYSERDA new construction programs, such as the Commercial New Construction Program (CNCP), multifamily new construction program (low rise or high rise), to obtain additional NYSERDA incentives including payment of some or all of energy consultant fees as well as construction incentives, and to take advantage of energy modeling and technical consulting provided by these programs. Please note that the energy modeling required for the TCIDA incentives is identical to that required for the NYSERDA programs, with the exception of:~~

- ~~a. Baseline building fuel use shall be natural gas for space heating and hot water.~~
-

# Tompkins County Industrial Development Agency

---

~~b. Additional calculation of carbon emissions and savings for total modeled baseline and design building energy use (see Compliance Report).~~

~~Applicants for the Enhanced Energy Incentive after January 1, 2024 must~~

In determining whether to provide a qualifying Project with the Enhanced Incentive as set forth below, the Board shall consider the following factors. The following are not intended to be comprehensive, and the Board may consider other relevant information, criteria and factors for any Project at its discretion.

- The Project will comply with the Ithaca Energy Code Supplement, as amended from time to time;
  - The Project will use the NYSERDA new construction and related programs;
  - The Project will comply with ~~requirements of~~ the Ithaca Green Building Policy ~~at the January 1, 2030 level (net-zero and fossil-fuel free).~~, as amended from time to time;
  
  - The Project will provide childcare and/or related services to employees;
  - The Project will improve, construct and or develop needed infrastructure and related improvements that will serve the Project and surrounding properties;
  - The Project demonstrates a material financial need for the Enhanced Incentive;
  - The Project will undertake site and/or environmental remediation;
  - Such other factors as the Board determines relevant.
-

# Tompkins County Industrial Development Agency

---

## Enhanced Energy Incentive Levels PILOT Abatements\*

~~Enhanced Energy~~ Large Non-Residential Project (>\$2 million assessment increase)

~~Enhanced Energy~~ Large Multi-Family Project (>\$2 million assessment increase)

~~CHTAP~~  
Financial Need  
Enhanced

~~CHTAP~~  
Financial Need  
Enhanced

Standard

Standard

Year	Abatement
1	100%
2	100%
3	100%
4	90%
5	70%
6	50%
7	30%

Year	Abatement
1	100%
2	100%
3	100%
4	90%
5	81%
6	71%
7	62%
8	52%
9	43%
10	33%

Year	Abatement
1	100%
2	100%
3	80%
4	65%
5	50%
6	35%
7	20%

Year	Abatement
1	100%
2	100%
3	90%
4	80%
5	70%
6	60%
7	60%
8	50%
9	40%
10	30%

## Enhanced Energy Small Project Projects (<\$2 million assessment increase)

Standard

~~CHTAP~~  
Financial Need  
Enhanced

Year	Abatement
1	100%
2	100%
3	100%
4	100%
5	85%
6	70%
7	55%

Year	Abatement
1	100%
2	100%
3	100%
4	100%
5	90%
6	81%
7	71%
8	62%
9	52%
10	43%

# Tompkins County Industrial Development Agency

---

## Compliance

A design professional licensed in New York State (Professional Engineer or Registered Architect) shall sign and stamp the Compliance Report.

## Energy Incentives Compliance Report

I am a licensed design professional in New York State and I affirm that the design of \_\_\_\_\_ (building address) conforms to the requirements of the Tompkins County IDA Enhanced Energy Incentives Policy.

Check one:

Whole Building Carbon Reduction Method

Projected energy use and carbon emissions:

	Baseline Building	Design Building
Electricity use (kWh/year), after renewable energy is subtracted		
Gas use (therms/year)		
Other energy use (MMBTU/year) Fuel: _____		
Greenhouse Gas Emissions (lb CO <sub>2</sub> /year)		

Projected reduction in greenhouse gas emissions: \_\_\_\_\_%

(Minimum 80% until 12/31/2024, minimum 100% on or after 1/1/2025).

Energy software: \_\_\_\_\_ Please attach reports of inputs and outputs.

Or:

Easy Path (Point Method). List points achieved (minimum 12): e.g. EE1 (3), EE2 (1), etc. (See Ithaca Energy Code Supplement for definitions). This option can only be used until 12/31/2024.

\_\_\_\_\_

\_\_\_\_\_

Total points: \_\_\_\_\_ (minimum 12)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

Tompkins County  
Industrial Development Agency

---

\_\_\_\_\_  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
\_\_\_\_\_  
Company

\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_  
\_\_\_\_\_  
Phone

\_\_\_\_\_  
\_\_\_\_\_  
Email

\_\_\_\_\_  
\_\_\_\_\_  
Professional Stamp

[\\*The Board, at its discretion, may modify the above schedules of abatement, subject to compliance with all applicable law and the Agency's UTEP.](#)

---

# Tompkins County

## Industrial Development Agency

---

### **Enhanced Incentive Policy**

Adopted: December 10, 2025

Applicants requesting the Enhanced Incentive PILOT abatement, as set forth below, shall, in addition to complying with the Agency's Uniform Tax Exemption Policy ("UTEPP) and all applicable law, meet one or more of the following eligibility criteria (unless otherwise determined by the Board):

- New construction;
- Additions to existing improvements of 1,000 square feet or more;
- A major renovation of existing improvements, in which over 75% of the space in a building is being renovated, upgraded or improved.

In determining whether to provide a qualifying Project with the Enhanced Incentive as set forth below, the Board shall consider the following factors. The following are not intended to be comprehensive, and the Board may consider other relevant information, criteria and factors for any Project at its discretion.

- The Project will comply with the Ithaca Energy Code Supplement, as amended from time to time;
  - The Project will use the NYSERDA new construction and related programs;
  - The Project will comply with the Ithaca Green Building Policy, as amended from time to time;
  - The Project will provide childcare and/or related services to employees;
  - The Project will improve, construct and or develop needed infrastructure and related improvements that will serve the Project and surrounding properties;
  - The Project demonstrates a material financial need for the Enhanced Incentive;
  - The Project will undertake site and/or environmental remediation;
  - Such other factors as the Board determines relevant.
-

# Tompkins County Industrial Development Agency

---

## Enhanced Incentive PILOT Abatements\*

### Small Projects (<\$2 million assessment increase)

Standard		Enhanced	
Year	Abatement	Year	Abatement
1	100%	1	100%
2	100%	2	100%
3	100%	3	100%
4	100%	4	100%
5	85%	5	90%
6	70%	6	81%
7	55%	7	71%
		8	62%
		9	52%
		10	43%

### Large Non-Residential Project (>\$2 million assessment increase)

Standard		Enhanced	
Year	Abatement	Year	Abatement
1	100%	1	100%
2	100%	2	100%
3	100%	3	100%
4	90%	4	90%
5	70%	5	81%
6	50%	6	71%
7	30%	7	62%
		8	52%
		9	43%
		10	33%

### Large Multi-Family Project (>\$2 million assessment increase)

Standard		Enhanced	
Year	Abatement	Year	Abatement
1	100%	1	100%
2	100%	2	100%
3	80%	3	90%
4	65%	4	80%
5	50%	5	70%
6	35%	6	60%
7	20%	7	60%
		8	50%
		9	40%
		10	30%

\*The Board, at its discretion, may modify the above schedules of abatement, subject to compliance with all applicable law and the Agency's UTEP.

---