



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, September 19, 2018**  
**First Floor Meeting Room**  
**Chamber of Commerce, 2 State Street, Auburn, NY 13021**

- Board Present:** James Dacey (Chair & Member of Business)  
William Andre (Vice-Chair & Member of Labor)  
Tricia Kerr (Secretary & Member at Large)  
Ronald LaVarnway (Member at Large)  
Jeff Gasper (School Board Member)  
Brandon Gravius (Member of Industry)  
Terry Cuddy (Council Member)  
Roger Beer (Member at Large)
- Board Excused:** Michael Quill (Council Member)
- Staff & Guests:** Tracy Verrier, Executive Director  
Samantha Frugé, Assistant Treasurer  
Richard Cook, Hancock Estabrook  
Karen Walter, City of Auburn Resident

Mr. Dacey, Chairman, called the meeting to order at 5:04pm, noting the presence of a quorum.

**MEETING MINUTES**

Mr. Dacey noted the minutes from the July meeting were amended in regards to the Crown Castle discussion. Mr. LaVarnway moved to accept the minutes from the July 17<sup>th</sup> Regular Meeting as amended; seconded by Mr. Cuddy. Ms. Kerr abstained, all remaining members present voted in favor, motion carried.

**REPORT OF THE TREASURER**

Ms. Frugé provided a report of the treasurer for the months of July and August, noting interest accrued in the amount of \$24.73 for the month of July and \$24.74 for the month of August. Mr. LaVarnway moved to accept the July and August reports of the treasurer, seconded by Mr. Andre. All members present voted in favor, the motion carried.

**UNFINISHED BUSINESS**

**AUDIT RFP RESPONSES:** Ms. Verrier reviewed the RFP process with the board, noting they received 6 responses for review. She noted that Ms. Frugé had prepared a chart to summarize the details of the responses, including fee structures and relevant experience. She explained that the only response from Cayuga County was Buffington & Hoatland, whom CCIDA had chosen for audit services the day prior. Ms. Verrier stated the staff suggestion for a non-local firm to consider was EFPR Group due to their experience working with IDAs and pricing. Mr. LaVarnway motioned to move into discussion, seconded by Ms. Kerr.

James A. Dacey  
Chairman

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Mr. Andre stated his support for Buffington & Hoatland, noting his intent to support local businesses. Mr. Cuddy asked why it was necessary to change firms every 5 years? Ms. Verrier explained the requirement was that the lead auditor be changed every 5 years, yet the firm could remain the same. She also noted that AIDA had been doing RFPs every three years to ensure they are still getting the best service available. Mr. Dacey noted that all the firms who responded had relevant experience, however, Buffington & Hoatland had a proven track record with AIDA and it would be beneficial to continue that relationship. Mr. Cuddy asked what the current audit costs were? Ms. Verrier stated this year’s audit service fee was \$6,100 and typically goes up about \$100 per contract year. Mr. Dacey noted it would be easier on the CEDA staff to keep the same auditor. Ms. Verrier agreed, noting it would also streamline the process to use the same auditor as CCIDA. Mr. Beer asked if Cuddy & Ward responded to the RFP? Ms. Verrier stated they had not. Mr. Dacey asked the Board for a roll call vote to select Buffington & Hoatland for audit services for AIDA. A roll call vote was taken and recorded as follows:

<b>NAME</b>	<b>Yes</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
James Dacey	X			
William Andre	X			
Tricia Kerr	X			
Roger Beer	X			
Terry Cuddy	X			
Jeff Gasper	X			
Brandon Gravius	X			
Ron LaVarnway	X			
Michael Quill			X	

All members present voted in favor, motion carried.

CEDA Staff Update: Ms. Verrier provided an update on several PILOT projects, noting that both Bluefield Manor and NUCOR’s PILOTs would be ending in the next few years and the board may see future IDA applications from those organizations associated with new capital projects. Ms. Verrier also discussed Currier Plastics, noting were still reworking their expansion plans. Ms. Verrier also discussed the City of Auburn Public Safety Facility, noting that the project was currently slated on the parcel with the Seminar Commons PILOT, which would need to be addressed by AIDA should the project move forward.

Ms. Verrier announced that The Muldrow Group had been approved for a loan through the City’s Small Business Assistance Program. She also reviewed a new grant program for agribusinesses and farms looking to get NY Grown & Certified labeling. The program offers grants up to \$25,000 that can assist with expenses specifically related to certification qualification. Ms. Verrier noted an upcoming DRI Committee Meeting, adding that the final plan would go to the State in March and funded projects would be announced next summer. Mr. LaVarnway asked if the projects were guaranteed or if they could change during the planning process? Ms. Verrier explained that no projects were guaranteed, and that during the planning process the committee vets which projects to include in the final plan. She added the local planning meetings would be public, with three public workshops specifically for local feedback.

**BOARD MEMBER UPDATES:**

Ms. Kerr discussed Domestic Violence Awareness month, noting her agency was selling custom shirts and hats to be worn on Wear Purple Day to raise awareness of the issue. She added that her

agency was awarded a grant for economic inclusion through REDC that would allow them to work with under/unemployed individuals as well as assist with childcare and transportation issues.

### **UPCOMING EVENTS**

Ms. Verrier discussed the upcoming events.

### **ADJOURNMENT**

Motion to adjourn made by Mr. LaVarnway, seconded by Ms. Kerr. All members present voted in favor; meeting adjourned at 5:46pm.

Next regularly scheduled meeting Wednesday October 24<sup>th</sup>, 2018 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.