



Auburn Industrial
Development Authority

REGULAR MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, January 17, 2018
First Floor Meeting Room
Chamber of Commerce, 2 State Street, Auburn, NY 13021

Board Present: James Dacey (Chair & Member of Business)
Tricia Kerr (Secretary & Member at Large)
Terry Cuddy (Council Member)
Michael Quill (Council Member)
Brandon Gravius (Member of Industry)
Roger Beer (Member at Large)
William Andre (Vice-Chair & Member of Labor)
Jeff Gasper (School Board Member)
Ronald LaVarnway (Member at Large)

Board Excused Roger Beer (Member at Large)

Staff & Guests: Tracy Verrier, Executive Director
Joseph Sheppard, Assistant Treasurer
Rob Poyer, Hancock Estabrook
Natalie Brophy, the Citizen

Mr. Dacey, Chair, called the meeting to order at 5:02pm, noting the presence of a quorum.

MEETING MINUTES

Mr. Andre moved to accept the minutes from both the December 20th Governance Committee Meeting and Regular Meeting; seconded by Mr. LaVarnway. All members present voted for the motion, motion carried.

BILLS AND COMMUNICATION

Mr. Sheppard presented bills from the Cayuga Economic Development Agency for 2017 Q4 Administrative Services (\$5,015.64) and Bergmann Associates for Professional Services (\$9,128.00). Mr. Sheppard noted that this should be the final bill from Bergmann for the environmental study. Mr. Dacey asked when the study would be completed. Ms. Verrier stated that they are finalizing some aspects and that it should be completed soon. Mr. LaVarnway moved to pay the bills, seconded by Mr. Gasper. All members present voted in favor, the motion carried.

REPORT OF THE TREASURER

Mr. Sheppard provided a report of the treasurer. Mr. Poyer provided an update on the Nolan Block project noting that it is near being able to close and that the administrative fees from that project should be received sometime in March or April.

James A. Dacey
Chairman

2 State Street
Auburn, NY 13021

PHONE
(315) 252-3500

FAX
(315) 255-3077

Mr. Sheppard provided a report on the PILOT Invoice and Disbursements, noting that payment had still not been received from Carovail or Seminary Commons. He explained that there was an error with the address on file for Carovail and that he had spoken with them and sent a new invoice. He added that both groups would be charged the 1% Late Fee. The Board discussed the late fee Policy and the collection of late payments. Mr. Dacey suggested that a procedure be created that guides invoicing, re-invoicing and sending late notices. Ms. Verrier noted that the 1% late fee has been a successful tool in encouraging on-time payments.

UNFINISHED BUSINESS

CEDA STAFF UPDATE: Ms. Verrier discussed the process for replacing Mr. Sheppard explaining that a candidate had been chosen and an offer will be made tomorrow. She then discussed the CEDA Luncheon noting that the topic would be workforce development. Ms. Verrier stated that Ms. Riester was meeting with entrepreneurs and that Mr. Sherman was meeting with existing businesses to identify projects that would be eligible for the 2018 round of CFA's.

Ms. Kerr asked about the Public Safety complex. Mr. Cuddy discussed the project noting that the City Council was still discussing the feasibility of the project including the location, size and involvement of the County. Mr. Quill then stated that it is a large expense and that the expansion of the City Court may need to take priority as per the state Office of Court Administration. He noted that he believed there might be a meeting soon to discuss the project.

Ms. Verrier stated that she has been working with Mr. Sherman to get feedback from various partners regarding state policies and regulations that affect them. She noted that they would be continuing their advocacy efforts and will be putting documents together to send to legislators.

BY-LAWS: Mr. Dacey noted that the staff had not received any additions or changes to the draft By-Laws since the last meeting and asked if there were any to bring before the Board; none were given. Mr. LaVarnway moved to accept the new By-Laws; seconded by Mr. Cuddy. All members voted in favor, the motion carried. Mr. Dacey requested a note be added that states the document had been reviewed and approved on January 17.

NEW BUSINESS

CAR WASH: Ms. Verrier discussed a project that might come before the board with locations in both the City and County asking for the Board's opinion on whether the project should run through both CCIDA and AIDA, or if it could just go through CCIDA. She noted that going through both IDA's would make it extremely difficult to accurately monitor the project, adding that a budget had not been given but the loss of admin fees would not be very much. Mr. Poyer stated that as more benefits are added the more complicated the project becomes. Ms. Verrier explained that the benefit would likely only be for Sales Tax Exemption and possibly mortgage recording. Mr. Dacey stated that he felt the added difficulty in monitoring would not lead to any real upside and that he would rather see the project sent to CCIDA. Mr. Quill stated that he was worried about a precedence being set and that AIDA would end up being pushed away on larger projects that crossed jurisdictions. Mr. Gasper stated that AIDA needed to make it clear that they did not want to be pushed out on larger projects in the future. Ms. Verrier agreed, stating that it would be looked at on a case-by-case basis.

2017 FY AUDIT: Ms. Verrier stated that the 2017 audit had begun and that prep work began last week. She explained that they were in the 3rd year of a 3-year contract and will need to RFP for auditing services again this year and that the packet would be put together over the summer. She continued, stating that the draft document would be done and ready for review at the March Board Meeting.

FIDUCIARY AGREEMENT: Ms. Verrier stated that this is required to be signed every year and requested that members read the document closely and sign it.

BOARD MEMBER UPDATES:

Ms. Kerr asked if there had been discussion of goals for 2018. Ms. Verrier stated that the goals and evaluation tool could be looked at more. Mr. Dacey stated that it might be a good time to begin the process of generating a strategic plan. Ms. Verrier noted that it would be a good project for the Governance Committee to take on.

Mr. Dacey discussed the John Street project noting that he had spoken with Matteo Bartolotta about the project's progress. Mr. Dacey explained that Mr. Bartolotta stated that they were in the process of clearing out the houses that had been recently purchased. He continued, noting that one homeowner was refusing to sell, making it difficult for the project to move forward as originally envisioned. Mr. Dacey explained that work is continuing to move forward however and that there are additional ideas to move the project forward. Mr. Quill discussed Mr. Bartolotta's vision to clean up the area making it more appealing for those traveling to the Lake from the arterial.

UPCOMING EVENTS

Ms. Verrier discussed the upcoming events.

ADJOURNMENT

Motion to adjourn made by Mr. Quill, seconded by Mr. LaVarnway. All members present voted in favor; meeting adjourned at 5:58 pm.

Next regularly scheduled meeting Wednesday February 21th, 2018 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.