



Auburn Industrial
Development Authority

MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, November 19, 2014
Mack Studios, 5500 Technology Park Blvd., Auburn, NY 13021

Board Present: James A. Dacey (Chair & Member of Business)
Terry Cuddy (Council Member)
Michael Quill (Council Member)
Tricia Ottley (Member at Large)
William Andre (Member at Large)
Frank DeRosa (Member at Large)
Monika Salvage (School Board)

Excused: Sue Chandler (Member at Large)
Vacant (Member of Industry)

Staff: Andrew Fish, Executive Director
Tracy Verrier, Assistant Treasurer
Rick Cook, Corporation Council
Michelle Prego-Milewski, Acting Secretary

Mr. Dacey called the meeting to order at 5:12 p.m.

Mr. Dacey called for a motion to accept the October 22nd minutes. Moved by Mr. Cuddy, seconded by Mr. Quill, all members voted in favor. Motion passed.

TREASURER'S REPORT

Ms. Verrier reviewed the October budget report with the Board. She noted that the report now reflected the 2013 year end bank balances vs. present balances. Mr. DeRosa inquired about review of a full balance sheet as was requested at the previous meeting. Mr. Fish stated that a balance sheet will be made available in the future, but that the QuickBooks files need to be adjusted before an accurate balance sheet can be generated. Ms. Verrier will add a balance sheet as soon as these issues are cleared up.

Ms. Verrier informed the board that she had received two more PILOT payments that would be dispersed in the next few days. She had also sent reminder letters to all companies with outstanding PILOT bills.

The resolution to create a Governance Committee was tabled to December due to the absence of a Charter in the pre-read packet.

POLICY REVIEW

The Board reviewed the draft Travel Policy. Ms. Salvage asked if the policy was based on an ABO policy example and Mr. Fish answered that all of the policies up for review were. Mr. Fish recommended using only the per diem rate for travel expenses, and Mr. Dacey recommended that Board members should submit requests for future reimbursements at least one week prior to the last Board meeting before travel. It was agreed that there should be a provision for last minute opportunities and that such requests must be approved by the Board Chair prior to travel. Mr. Cook recommended that any requests for reimbursements above per diem and cap rates must include supporting documentation/receipts.

James A. Dacey
Chairman

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Ms. Salvage asked to fix some typos in the draft Procurement Policy. The Board also asked Ms. Verrier to include a non-collusion clause. Ms. Salvage agreed to provide example language.

Mr. Dacey asked Ms. Verrier to check on the status of Directors and Officers insurance with the City of Auburn. If AIDA is covered by the City, he would like language added to the Defense and Indemnification Policy stating that Board members must be covered, either by the City or by a separate policy procured by the Authority. There were no changes to the Extension of Credit Policy.

The Board discussed its self-evaluation, and noted several areas for improvement. Mr. Fish suggested a work session to address these concerns. Mr. Dacey said that the Board should be comfortable with each other and their roles before they hold a joint meeting with the CCIDA. Mr. Quill agreed that they should have the work session before the joint meeting. Mr. Fish suggested that the work session should be longer than the regular 60-90 minute meetings, possibly a four-hour session. He asked the Board members to think of items that they would like to discuss at the work session so the agenda could be put together at the December meeting. Mr. DeRosa suggested a round table, and bullet-point style bios/resumes for the meeting.

Ms. Verrier passed out fiduciary forms for the Board to sign, and Mr. DeRosa raised concerns about document security. Mr. Fish assured Mr. DeRosa that CEDA has a shredder that it uses for confidential information, and that any Board member can leave their packets with CEDA staff to shred. The Board asked that a policy on document security be drafted for a future meeting.

NEW BUSINESS

The Board discussed a report to City Council on AIDA PILOTS, including the amount of benefits received and job creation metrics. The reports were mostly positive, but the Board asked Ms. Verrier and Mr. Fish to look into the requirements/commitments included in the Seminary Commons PILOT. Mr. DeRosa expressed concern over there not being a fence around the retention pond on the Calamar property. He thought that had been a condition of the PILOT and would like to the City to investigate. He asked Mr. Quill, Mr. Cuddy, and/or Ms. Haines to bring these concerns to the City's attention.

Mr. Quill and Mr. Dacey announced that two candidates for the AIDA Board, Kelley Gridley and Bob Byron, will be voted on at the December 4th City Council meeting.

Mr. Fish informed the Board of two new projects. The first involves Crown Castle Communications and a proposed communications tower at the AIDA Industrial Park. Mr. Fish outlined the request and the potential revenue that could come from leasing land for this purpose.

The second project involves the vacant Mustad property on Grant Ave. Mr. Fish said the project would be well above the \$750,000 limit set forth in the small projects policy, but asked that the Board make an exception and review it as a small project as the developer would only be requesting mortgage recording and sales tax abatements and the total estimated benefit would be well below \$100,000. The board agreed to review the project.

AJOURNMENT

Motion to adjourn the meeting at 6:40 p.m. by Mr. Quill, seconded by Mr. Cuddy. All present voted in favor, motion passed.