



Auburn Industrial  
Development Authority

**MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, October 22, 2014**  
**First Floor Conference Room**  
**2 State St., 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  
Michael Arcuri, Corporation Council  
Michelle Prego-Milewski, Acting Secretary

Mr. Dacey called the meeting to order at 5:02 p.m.

Mr. Dacey called for a motion to accept the September 18 minutes. Moved by Mr. Cuddy, seconded by Mr. Quill. Ms. Salvage abstained, all others voted in favor. Motion passed.

**TREASURER'S REPORT**

Ms. Verrier reviewed the September Budget Report with the Board. She noted that AIDA paid off a loan to the City of Auburn, which accounts for the interest expense on the report. Mr. DeRosa requested that the balance of bank accounts at year end be presented in addition to current balances. Mr. Fish suggested that a balance sheet be presented with the Budget Report in the future.

Ms. Verrier presented final 2015 Budget draft to the Board. Motion to approve by Mr. DeRosa, seconded by Mr. Quill. All present voted in favor, motion passed.

Ms. Verrier reported that all PILOT payments received to date had been disbursed. Mr. Dacey suggested that late fees be separated out in the Board's report.

The Board reviewed CEDA's quarterly invoice in the amount of \$5007.41 for approval. Motion to approve payment of the invoice by Mr. Cuddy, seconded by Ms. Ottley. All present voted in favor, motion passed.

**James A. Dacey**  
Chairman

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## OLD BUSINESS

### RESOLUTION APPROVING THE MONITORING POLICY, LOCAL LABOR POLICY AND SMALL PROJECTS POLICY OF AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (THE "AUTHORITY")

Motion by Ms. Ottley to approve the Monitoring, Local Labor and Small Project Policies to open discussion, seconded by Mr. Quill. After Board discussion, Ms. Ottley amended her motion to add "Small Projects Policy" to the Resolution title, as well as to change the Small Projects Policy by removing the language "*Waiver of IDA Fees. AIDA typically charges a \$250 application fee and administrative fees ranging 0.75% to 1% of total project cost. Projects receiving benefits through the Small Projects Policy are exempt from AIDA fees*" and adding the language "*AIDA Fees. AIDA charges a \$250 application fee and administrative fees of \$500 for projects requesting Sales & Use Tax exemption only, or \$1000 for projects requesting both Sales & Use Tax and Mortgage Recording Tax exemption*". Seconded by Mr. Quill.

The question of the adoption of the foregoing Resolution was duly put to a roll call vote, which resulted as follows:

	Yea	Nay	Absent	Abstain
James A. Dacey, Chairman	X			
Sue Chandler, Secretary			X	
Terry Cuddy, Member	X			
Michael Quill, Member	X			
Tricia Ottley, Member	X			
William Andre, Member	X			
Monika Salvage, Member	X			
Frank DeRosa, Member	X			

This Resolution was thereupon duly adopted.

The Board reviewed drafts of an Investment Policy, Whistleblower Policy, and Salary, Compensation and Reimbursement Policy. Ms. Verrier discussed the Investment Policy with the Board, and its options for investing. She also noted that the CCIDA Board had questions regarding the amount of money that the IDA could have in an individual institution before it would have to be collateralized. She will report back at the next meeting on findings. Mr. Arcuri inquired as to how the Whistleblower Policy would be made available. Mr. Fish stated it would be posted to the AIDA website. There was then discussion about annual review of policies, the need for Board members to sign Fiduciary and Conflict of Interest forms, and the creation of a Master Board Binder to be housed at the CEDA office.

## NEW BUSINESS

With the resignation of Michael Kane and impending resignation of Sue Chandler, the Board moved forward with electing new officers. Mr. Quill nominated Mr. Andre for Vice-Chair, and was seconded by Mr. Dacey. Mr. Andre accepted nomination. All members present voted in favor, motion approved. Mr. Dacey recommended Ms. Salvage for the position of Secretary, Ms. Salvage agreed. Motion by Mr. Quill to accept Ms. Salvage as Secretary, seconded by Ms. Ottley. All members present voted in favor, motion approved.

The Board discussed correspondence received from Mr. Cliff Love in regards to the Carolina Eastern-Vail PILOT. Ms. Verrier will draft a letter to Mr. Love notifying him that the Board discussed his letter and thanking him for his attention. Mr. Dacey will sign the letter once complete. Ms. Verrier

will also remind Carolina Eastern-Vail of the terms of its PILOT.

Ms. Verrier asked Board members to complete and hand in the anonymous Board Self-Evaluation Forms before the end of the meeting. She will compile results and report back at the next meeting.

#### OTHER BUSINESS

Ms. Ottley asked if the Regional Economic Development projects have been announced yet, and Mr. Fish responded that the announcement date has been pushed back until mid-November.

AIDA Board members that have been involved with the Calamar PILOT have received invitations to the Auburn Grove Ribbon Cutting on Wednesday, October 29<sup>th</sup> at 4:30 p.m.

The Wednesday, November 19<sup>th</sup> meeting may be moved to Mack Studios at 5 p.m.

#### ADJOURNMENT

Motion to adjourn the meeting at 6:07p.m. by Ms. Salvage, seconded by Ms. Ottley. All present voted in favor, motion passed.