



Auburn Industrial
Development Authority

MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, August 20th, 2014 @ 5 p.m.
First Floor Conference Room
2 State Street

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

Excused: Michael Quill (Council Member)
Michael Kane (Member of Industry)
Sue Chandler (Member at Large)

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

Others: Jennifer Haines, Director, City of Auburn Office of Planning and
Economic Development
Eric Newman, Northeast Regional Council of Carpenters

James Dacey called the meeting to order at 5:06 p.m.

James Dacey called for a motion to accept the June 11 minutes after review. Moved by William Andre, seconded by Frank DeRosa. Motion passed with everyone present voting in favor.

RESOLUTION: WST33

RESOLUTION APPROVING EXECUTION BY THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (THE "AUTHORITY") OF A MORTGAGE, MORTGAGE TAX AFFIDAVIT AND RELATED DOCUMENTS FOR THE BENEFIT OF WST33, LLC

Resolution WST33, LLC Mortgage Request was moved up on the agenda by Mr. Dacey. Jenny Haines thanked the Board for their support on the Plaza of the Arts project. Questions were raised as to if the Board will charge another \$1,000 fee for the request in addition to the one received in June. Mr. Dacey stated that AIDA should since that is the Authority's policy, Board agreed.

Motion to accept the Resolution by Terry Cuddy, seconded by Tricia Ottley. Motion was passed by the following roll call vote:

James A. Dacey
Chairman

24 South Street
Auburn, NY 13021

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	Yea	Nay	Absent	Abstain
James A. Dacey, Chairman	x			
Michael Kane, Vice 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			

Andrew Fish notified the Board that Michael Kane has asked to be taken off the Board due to personal reasons. James Dacey asked that Board members notify him of any recommendations for a replacement.

BUDGET REPORT

Tracy Verrier reviewed the July financials with the Board. AIDA received a \$1,000 payment from Dan Soules from a previous mortgage resolution. In addition, the Board has not received a late fee from Xylem. After discussion, it was decided that Ms. Verrier would place a call to Xylem before the current year PILOT invoice goes out to see if the matter can be resolved.

Ms. Verrier also informed the Board that the budget will be due to PARIS by October 31st or November 1st. She will submit a draft to the Board next month and will prepare a second draft for the October meeting.

POLICY DISCUSSION

The Board discussed three policies to adopt at a future date. They first reviewed a PILOT Monitoring Policy. Tracy Verrier presented the Board with a draft in the pre-read packet. The Board decided that leased or temporary employees should not be reported or should be reported separately from payroll employees, that modifications to the PILOT goals should be appropriate and decided on a case-by-case basis, and that the goal is ultimately to save a PILOT rather than lose it if it is not meeting originally stated goals. Ms. Verrier will have an updated draft of the Monitoring Policy for the September meeting.

The Board discussed examples of Local Labor Policies that Ms. Verrier had included in the pre-read packet. Two members stated that the Broome County policy was preferable. The Board still has to clearly define “local labor”, but expressed interest in a tiered approach incorporating Cayuga County, adjacent county and New York State residents. Ms. Verrier will draft a policy for review at the September meeting.

The Board discussed the creation of charters of the Finance and Audit Committee and Governance Committee. There was a call for volunteers for the Finance and Audit Committee who would meet before the September meeting to draft that charter. Frank DeRosa volunteered for the Committee with other appointees pending.

Andrew Fish informed the Board that the Start-UP NY Project’s 30-day comment period is open and that a forum for public comment will be held from 5-6 p.m., Wednesday, August 27th at Cayuga Community College. He explained the types of businesses that would be potentially attracted through the Start-UP NY program at CCC and fielded general questions about the Start-UP NY program.

STAFFING RESOLUTION

**RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT
AUTHORITY APPOINTING CERTAIN INDIVIDUALS AS OFFICERS OF
THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY.**

Andrew Fish explained that the resolution would appoint Andrew Fish, Tracy Verrier and Michelle Prego-Milewski as officers and staff of AIDA as the Authority Executive Director, Authority Assistant Treasurer and Authority Acting Secretary, respectively. The resolution also states that Robert Gauthier will remain as Authority Treasurer as is required under the authorizing legislation.

Motion to approve the resolution by Monika Salvage, seconded by William Andre. Motion was passed by the following roll call vote:

	Yea	Nay	Absent	Abstain
James A. Dacey, Chairman	x			
Michael Kane, Vice 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			

OTHER BUSINESS

The Board discussed moving the October meeting from the 15th to the 22nd due to a conflicting event.

Motion to adjourn by Monika Salvage, seconded by Trish Ottley. All in present voted in favor. Meeting adjourned at 6:22 pm.

Respectfully submitted,
Michelle Prego-Milewski, Acting Secretary