



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, July 18, 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)  
Roger Beer (Member at Large)  
Terry Cuddy (Council Member)  
Brandon Gravius (Member of Industry)  
Jeff Gasper (School Board Member)  
Ronald LaVarnway (Member at Large)  
Michael Quill (Council Member)

**Board Excused:** Tricia Kerr (Secretary & Member at Large)  
**Staff & Guests:** Tracy Verrier, Executive Director  
Samantha Frugé, Assistant Treasurer  
Richard Cook, Hancock Estabrook  
Karen Walter, City of Auburn Resident  
Natalie Brophy, The Citizen

Mr. Dacey, Chairman, called the meeting to order at 5:01pm, noting the presence of a quorum.

**MEETING MINUTES**

Mr. LaVarnway moved to accept the minutes from the May 16<sup>th</sup> Regular Meeting as amended and minutes from the June 20<sup>th</sup> Regular Meeting with the addition of the 4<sup>th</sup> & 6<sup>th</sup> sentence regarding Ms. Walter’s notes; seconded by Mr. Gasper. Mr. Quill and Mr. Cuddy abstained, all remaining members present voted in favor, motion carried.

**BILLS AND COMMUNICATION**

Ms. Frugé presented bills from the 2018 NYSEDC Annual Meeting reimbursement for Mr. Dacey (\$441.22) and Mr. LaVarnway (\$128.91), Buffington & Hoatland for audited financial statement preparation (\$4,600), and CEDA for 2018 Q2 Administrative Services (\$5,627.42). Mr. Cuddy moved to pay the bills, seconded by Mr. Gravius; All other members present voted in favor, the motion carried.

**REPORT OF THE TREASURER**

Ms. Frugé provided a report of the treasurer for the month of May, noting income in the amount of \$12,670 for administrative fees from Noland Block and interest accrued in the amount of \$24.70. Ms. Verrier noted that the CEDA 2018 Q1 expense (5,007.23) should not be reflected on the May report as that expense was accrual and should be reflected in the March report. Ms. Frugé stated she would adjust the May report accordingly. Mr. Andre moved to accept the May report of the treasurer as amended, seconded by Mr. Quill. All members present voted in favor, the motion carried.

James A. Dacey  
Chairman

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Mr. Beer provided a report of the treasurer for the month of June, noting no additional income was received excepting interest accrued from the savings in the amount of \$23.92. Mr. Beer asked if there were any issues meeting budget? Ms. Verrier explained that once Currier Plastics comes through with their expansion project they would be above budget. She added that until then, there were small projects to support them. Mr. LaVarnway moved to accept the June report of the treasurer, seconded by Mr. Cuddy. All members present voted in favor, the motion carried.

### **UNFINISHED BUSINESS**

CEDA STAFF UPDATE: Ms. Verrier reviewed ongoing activities and projects that CEDA is involved with, including the upcoming consolidated funding application deadline, revisiting and updating the Economic Strategic Plan, and ALDC's NY Main Street grant application as a backup to Auburn's Downtown Revitalization Initiative application. Ms. Verrier also discussed the status of Currier's expansion application, noting they still needed to go through the city site plan review and SEQR for the new portion of the project. Ms. Verrier noted Ms. Reister would be attending a training on tax credit financing, and Ms. Frugé would be attending a training on loan underwriting within the next month.

CROWN CASTLE: Mr. Cuddy stated Ms. Walter's presentation at the July meeting regarding the proposed Crown Castle tower raised several important issues. There is some question whether the proposed new location is in compliance with City ordinances that were passed within the last 2 years. The Board discussed potential benefits to the community. Mr. Gasper asked if any of the companies in the Tech Park had stated their need for the tower to support their business operations? Mr. Cuddy stated that, from his understanding, there had not been communication from local businesses requesting coverage from Verizon. Mr. Dacey added that at the time, there were no businesses for or against the project. Although there has been some discussion between the attorneys about the terms of a new agreement, Crown Castle has not yet submitted any documents for AIDA's approval.

### **EXECUTIVE SESSION**

Mr. Beer moved to go into executive session regarding the sale or lease of real property, seconded by Mr. Cuddy. All members present voted in favor, motion carried. The Board went into executive session at 5:29pm.

Mr. LaVarnway moved to end executive session, seconded by Mr. Cuddy. All members present voted in favor, motion carried. Executive session ended at 5:52pm.

### **NEW BUSINESS**

AUDIT RFP DRAFT: Ms. Verrier stated that 2017 fiscal year was the last year in the audit contract and this year they would need to send out Request for Proposals for auditing services. She explained that she updated the last RFP that was in conjunction with CCIDA; however, CCIDA wanted to remove the section that requests the auditor to prepare the financial statements due to it being listed as a deficiency on the audit reports. Ms. Verrier added that they were looking at what it would entail to prepare the financial statements in-house or what the cost would be to hire an accountant to prepare them. She added that if the board was agreeable to removing that section from the RFP, she could get quotes around September. Mr. Beer suggested that he, as a board member, could assist in preparing the financial statements given his experience. Ms. Verrier noted that was an agreeable option for the board to consider. Mr. Dacey stated that utilizing the same auditor for both AIDA and CCIDA would make it easier for the CEDA staff than trying to deal

with two different entities. Ms. Verrier agreed, explaining that it didn't work out previously because one of the auditors had a conflict of interest, however that conflict was no longer an issue. Mr. Gasper asked if the RFP would be posted on the website? Ms. Verrier explained that it would be posted on the website and that they also reach out directly to firms. She added that they typically get a few responses but that the board has historically opted to keep the service local. She stated she would make the adjustment to the RFP and do another proofreading before sending it out. Mr. Quill asked if there was a procurement procedure? Ms. Verrier explained that there was a procurement procedure that requires written quotes and includes stipulations regarding conflicts as well.

#### **BOARD MEMBER UPDATES:**

Mr. Cuddy provided an update on the Dunn & McCarthy property that was recently sold to LIFT. He explained that they are currently a gym but are looking to develop a mixed-use complex with apartment, healthy food grocer, etc. He added that they were in the environmental phase and were an excellent candidate for brownfield tax credits. Mr. Cuddy noted that the project may approach AIDA for assistance.

Ms. Verrier stated that Brian Bowers had stated publicly his intention to seek a PILOT for the Schine Theater project. She advised the board to consider if that may be a project AIDA was interested in and if anyone had concerns related to the project. Mr. Dacey asked if the project could go forward without the PILOT? Ms. Verrier explained that the renovation had already started and was well underway, which was problematic given the "but for" nature of IDA incentives. She added that the ownership was changing, which could be the reasoning to their consideration of the PILOT. Mr. Andre asked how many jobs would be created? Ms. Verrier explained that based on their CFA application the year prior, the project was not a significant job creator but was funded due to the facility's historic significance. Mr. Cuddy noted that they had to be careful with projects like that there could be negative PR if the project does not work out. Mr. Beer asked where the financing was coming from? Ms. Verrier explained the funding was largely from ESD and RESTORE NY grants, tax credit financing, City CDBG funds invested for remediation activities, and private investment from the developer. Mr. Beer asked what the project budget was? Ms. Verrier stated it was around \$10 million per her recollection, but could not recall the exact number. Mr. Cuddy explained that they did not have specifics on what the building will be used for once the project was finished, noting it could be a multi-use entertainment/event facility. He added that the developer would need to clarify the specifics as the viability of the building would be important to AIDA in considering the community impact.

#### **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 6:09pm.

Next regularly scheduled meeting Wednesday August 15<sup>th</sup>, 2018 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.