



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, September 19, 2019 @ 5:00pm**

**First Floor Meeting Room**

**Chamber of Commerce, 2 State Street, Auburn, NY 13021**

**Board Present:** James Dacey (Chair & Member of Business)  
Brandon Gravius (Member of Industry)  
Roger Beer (Member at Large)  
Jeff Gasper (School Board Member)  
Terry Cuddy (Council Member)

**Board Excused:** William Andre (Vice-Chair & Member of Labor)  
Tricia Kerr (Secretary & Member at Large)  
Ron LaVarnway (Member at Large)  
Michael Quill (Council Member)

**Staff & Guests:** Tracy Verrier, Executive Director  
Samantha Frugé, Assistant Treasurer  
Derek Simmonds, CEDA  
Rick Cook, Hancock Estabrook  
Karen Walter, City of Auburn Resident

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

**MEETING MINUTES**

Mr. Dacey noted there was not a quorum to approve the minutes and asked if there was a motion to table them until the next meeting? Mr. Cuddy motioned to table the August 21<sup>st</sup> Regular Meeting minutes, seconded by Mr. Gasper. All members present voted in favor; motion carried.

**BILLS AND COMMUNICATIONS**

Ms. Frugé stated that there were no bills for this month. Ms. Verrier said that they received a letter from the ABO requesting information regarding compliance with the Whistleblower policy and a request from the State Senate requesting information about the IDA's policies and procedures. She said that CEDA staff fulfilled both requests.

**REPORT OF THE TREASURER**

Mr. Beer reviewed the August profit and loss statement and balance sheet, noting that the financial position had not changed substantially from the month prior. Ms. Verrier said that they received the administrative fee from Volpi Manufacturing along with the legal fees in September. She added that they would deposit both and cut a check for Hancock Estabrook for the legal fees. Ms. Verrier also advised the Board that they needed to make a bank transfer from Savings to Checking so that they did not incur an inactivity fee on the savings account. Mr. Gravius motioned to approve the report of the treasurer, seconded by Mr. Cuddy. All members present voted in favor, motion carried.

James A. Dacey  
Chairman

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## UNFINISHED BUSINESS

Resolution: Solar PILOT UTEP & UPEP Amendments: Ms. Verrier advised that both the UTEP and UPEP policies were included in the meeting materials, and the proposed adjustments for solar PILOTs were highlighted for review. If the resolution was passed, they can put the policies in place. Mr. Dacey asked if there was a motion to discuss? Mr. Gasper motioned to discuss the resolution, seconded by Mr. Gravius. Mr. Cook explained that PILOT projects generally were calculated by square footage or change in assessment, whereas solar and renewable energy PILOTs were based on megawatt output. He added that the cost benefit analysis for these projects will be focused on the community benefit and creation of construction jobs, rather than permanent jobs.

Mr. Gasper moved to accept the resolution, seconded by Mr. Gravius. The resolution was put to a roll call vote as follows:

NAME	Yes	Nay	Absent	Abstain
JAMES DACEY	X			
WILLIAM ANDRE			X	
JEFF GASPER	X			
ROGER BEER	X			
TERRY CUDDY	X			
MICHAEL QUILL			X	
TRICIA KERR			X	
RON LAVARNWAY			X	
BRANDON GRAVIUS	X			

Motion passed.

Ms. Verrier said that CCIDA just initiated their first solar project the day prior. The solar project seemed rather straightforward and would be a good starter project for them. She added that she would keep the Board informed as things developed for that project.

Training Session- Entrepreneurial & Small Business Development: Ms. Verrier stated that in response from Board evaluations at the beginning of the year, CEDA staff would be providing training sessions on various topics throughout the year, including what CEDA does and other economic development topics. She explained that Derek Simmonds, CEDA's Business Development Specialist, was attending today to talk about his work with CEDA. Mr. Simmonds explained that he works with entrepreneurs and small businesses, generally 10 employees or less. From August 2018 to May 2019, he worked with approximately 75 businesses and startups. The majority of the inquiries and requests for assistance come through CEDA, with about 30% coming from the SCORE office. On first contact with his clients, he establishes what kind of business they have/want and where it is located, then he sets up meetings to go over more details. He explained that some individuals need assistance with the basics, such as establishing a DBA or learning how to pay sales and income taxes. Others are further along in the process and need assistance with developing business plans, scouting locations, and going over financing options. He added that he sometimes brings in SCORE mentors who specialize in certain fields to assist with specific topics, such as building out projections and cash flow. For the larger projects, he helps them with finding grants, incentives, and loans. He explained that those types of projects are more likely to utilize the service of the IDAs. Ms. Verrier added she and Ms. Frugé get involved with these projects at the point that they are planning for construction or

renovation, or a major equipment purchase, to help with determining the best resources to utilize and then assist with the application process. This process often involves running different incentive scenarios to lay out the pros and cons to determine what incentive structure will be most beneficial to their project. Mr. Beer asked if there is a particular area that businesses tend to need more help with? Mr. Simmonds said that it varies across the board. Some individuals come in who knew what they are doing and just need to bounce ideas off someone or need help organizing. Others come in with no idea how to get started. Ms. Verrier noted that a relatively common trend is that of individuals knowing how to produce the product or service, but not necessarily knowing how to run the business.

*CEDA Staff Updates:* Ms. Verrier advised that Seminary Commons would be approaching the Board to request a PILOT amendment. She explained that the City of Auburn was going to purchase one of the parcels included in the PILOT for the new Public Safety/Fire Department Building. The PILOT would need to be restructured to remove that parcel from the calculations. Currently, the PILOT was structured with years 1-10 having a set assessment of \$700,000 and years 11-15 increasing their assessment to build them up to their actual assessment. The project was currently in year 8, so there were two more years of set assessment. The parcel that was being sold totaled 47% of the total assessment included in the PILOT, so they would reduce the set value by 47%, which totaled out to \$371,000. She clarified that the change was not structural nor was it extending the PILOT, only reducing the assessment related to the parcel being sold. Mr. Dacey asked if the removal of the parcel would affect 2019 taxes? Ms. Verrier said that the tax schedule wouldn't change until 2020. She added that once they had the final signed letter, CEDA staff would send out the map and PILOT structure so the Board could review in preparation for a resolution at the next meeting.

Ms. Verrier advised the Board that Ms. Riester had accepted a position as Director of the Cayuga Works Career Center and her last day at CEDA would be September 20<sup>th</sup>. She added that CEDA would be working strategically with Ms. Riester to identify workforce development solutions in the future.

## **NEW BUSINESS**

*Report from the Governance Committee:* Mr. Dacey advised that the Governance Committee met before the current meeting to review the IDA policies and that the Committee recommended to restate the current policies with no changes.

*NYS Video Transparency Legislation:* Ms. Verrier said that there was new legislation approved that would require IDAs to live-stream their meetings and post videos on the IDA website. The new legislation would go into effect January 2020. Ms. Verrier said that CEDA staff had evaluated different methods of recording the meetings and recommended that they create a YouTube account specifically for the Auburn IDA and live-stream the meetings using an iPad and microphones owned by CEDA and the Chamber. Mr. Cuddy asked if YouTube was acceptable to the State as a streaming service and archive of public meetings? Ms. Verrier said that her understanding was that there was not much guidance regarding the method and quality. Mr. Cook said that the statute was open ended and required that IDAs live-stream the meetings and put them on their websites, but did not specify a specific service or technical requirements. Mr. Dacey asked if there was a penalty for noncompliance? Mr. Cook said if they were not in compliance, the IDA would be in violation of the open meetings law. Ms. Verrier asked if the proposed method was acceptable to the Board? The Board was agreeable.

**UPCOMING EVENTS**

Ms. Verrier discussed the upcoming events and asked that anyone who had attended a Sexual Harassment Training to send CEDA staff a copy of their certification or a notice from HR that they completed the training.

**ADJOURNMENT**

Motion to adjourn made by Mr. Beer, seconded by Mr. Cuddy. All members present voted in favor; meeting adjourned at 5:49pm.

Next regularly scheduled meeting Wednesday, October 16<sup>th</sup>, 2019 @ 5:00pm at 2 State Street.

## **AUTHORIZING RESOLUTION**

*(Adopting Amendments to Uniform Tax Exemption Policy and Uniform Project Evaluation Policy)*

A regular meeting of the Auburn Industrial Development Authority was convened on September 18, 2019 at 5:00 p.m. at 2 State Street, Auburn, NY 13021

The following resolution was duly offered and seconded, to wit:

Resolution No. \_\_\_\_

RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (THE "AUHTORITY") ADOPTING AMENDMENTS TO THE AUTHORITY'S UNIFORM TAX EXEMPTION POLICY ("UTEP") AND UNIFORM PROJECT EVALUATION POLICY ("UPEP"), TOGETHER "POLICIES"

**WHEREAS**, the Auburn Industrial Development Authority (the "**Authority**") is authorized and empowered by the provisions of the Auburn Industrial Development Authority Act, Chapter 915 of the 1969 Laws of New York constituting Title 15 of Article 8 of the Public Authorities Law, Chapter 43-A of the Consolidated Laws of New York, as amended (the "**Act**"), to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities, and facilities for use by a federal Authority or medical facility, among others, and thereby to advance the job opportunities, health, general prosperity and economic welfare of the people of the City of Auburn and improve their medical care and standard of living; and

**WHEREAS**, pursuant to the Act, the Authority desires to adopt certain amendments to the Authority's Uniform Tax Exemption Policy ("UTEP"), for purposes that include establishing guidelines for the provision of financial assistance to renewable energy projects, including wind and solar facilities; and

**WHEREAS**, pursuant to Chapter 563 of the Laws of 2015, the Authority desires to adopt certain amendments to the Authority's Uniform Project Evaluation Policy ("UPEP"), for purposes that include establishing guidelines for the provision of financial assistance to renewable energy projects, including wind and solar facilities; and

**WHEREAS**, Authority staff and counsel have prepared a proposed draft amendment to the Authority's UTEP and UPEP (the "Policy Amendments"), copies of which have been presented before this meeting and attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY AS FOLLOWS:

Section 1. The Authority hereby adopts the Policy Amendments, in the form set before this meeting. The foregoing shall be utilized and take effect as of the date hereof.

Section 2. The members, officers, employees and agents of the Authority are hereby authorized and directed for and in the name and on behalf of the Authority to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Authority with all of the terms, covenants and provisions of the documents executed for and on behalf of the Authority.

Section 3. These Resolutions shall take effect immediately upon adoption.

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

	<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Absent</i></u>	<u><i>Abstain</i></u>
James A. Dacey, Chairman	X			
William Andre, Member			X	
Ronald LaVarnway, Member			X	
Terry Cuddy, Member	X			
Michael Quill, Member			X	
Tricia Kerr, Member			X	
Roger Beer, Member	X			
Jeff Gasper, Member	X			
Brandon Gravius, Member	X			

The Resolution was thereupon duly adopted.

## SECRETARY'S CERTIFICATION

STATE OF NEW YORK                    )  
COUNTY OF CAYUGA \_\_\_\_\_ ) SS:

I, the undersigned Secretary of the Auburn Industrial Development Authority, DOES  
HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Auburn Industrial Development Authority (the "**Authority**"), including the resolution contained therein, held on September 18, 2019, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Authority and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Authority had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Authority present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 18<sup>th</sup> day of September, 2019.

[SEAL]

  
Samantha Fruge, Assistant Treasurer

EXHIBIT A

FORM OF POLICY AMENDMENTS

