



Auburn Industrial
Development Authority

REGULAR MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, April 15, 2020 @ 5:00pm
Remote due to COVID-19

- Board Present:** James Dacey (Chair & Member of Business)
William Andre (Vice-Chair & Member of Labor)
Ron LaVarnway (Member at Large)
Roger Beer (Member at Large)
Brandon Gravius (Member of Industry)
Jeff Gasper (School Board Member)
Terry Cuddy (Council Member)
Jimmy Giannettino (Council Member)
Gwen Webber-McLeod (Member at Large)
- Board Excused:** Brandon Gravius (Member of Industry)
- Staff & Guests:** Tracy Verrier, Executive Director
Samantha Frugé, Assistant Treasurer
Robert Poyer, Hancock Estabrook

Mr. Dacey, Chair called the meeting to order at 5:00pm, noting the presence of a quorum.

MEETING MINUTES

Mr. Giannettino moved to accept the minutes from the March 18th Regular meeting and Audit Committee meeting; seconded by Mr. Cuddy. All members present voted in favor; motion carried.

BILLS AND COMMUNICATIONS

Ms. Frugé presented the following bills: Cayuga County Soil & Water Conversation District for mowing at the Tech Park (\$1,358.50) and Buffington & Hoatland for the 2019FY audit prep (\$2,500). Ms. Frugé advised that they received the final audit bill in the amount of \$4,350 from Buffington & Hoatland after board materials were distributed. She asked if the Board wanted to table that bill or approve it? The Board was agreeable to approving the bill. Mr. Dacey asked if the mowing for the Tech Park was sent out to bid? Ms. Verrier said that the mowing was arranged and approved in 2019 and was not to exceed \$1,500. Mr. Dacey asked if this was going to be a recurring bill? Ms. Verrier said that it was a one-time expense. Mr. Beer asked if it was included in the budget for 2020? Ms. Verrier said that the expense was approved after the 2020 budget was approved, so it was not included. Mr. Giannettino said that he received an email from Auburn resident Karen Walter requesting a copy of this bill with concerns that this was going to be an ongoing practice. Ms. Verrier said confirmed that there is no additional mowing planned. The mowing was intended to clear up some of the overgrowth and reduce the invasive species growing there. Mr. Beer asked if the combined audit prep and final audit bill were aligned with the proposal from Buffington & Hoatland? Ms. Verrier said that the final bill was a bit higher than the proposal due to new revenue recognition standards which required additional work. She added that the proposal did allow for additional expenses as incurred due to regulation changes. Mr. LaVarnway moved to pay the bills, seconded by Mr. Cuddy. All members present voted in favor; motion carried.

James A. Dacey
Chairman

2 State Street
Auburn, NY 13021

PHONE
(315) 252-3500

FAX
(315) 255-3077

REPORT OF THE TREASURER

Mr. Beer provided a report of the March profit loss and balance sheet noting that they have not generated income and have incurred roughly \$9,000 of expenses to date. He asked Ms. Verrier if it looked like they were on track to meet their budgeted revenue for the year? Ms. Verrier said that it was hard to say, as their revenue was generated from administrative fees for projects and they would have to see how projects progress considering current circumstances with businesses being disrupted by the pandemic. Mr. Beer asked if most projects have come to a halt? Ms. Verrier said that they are still receiving inquiries from projects, but it was uncertain if these projects were going to move forward this year. She noted that it provides the opportunity to have conversations about fee structures and what the organization can do to incentivize projects that wouldn't normally be a fit for the IDA. Mr. Dacey asked if there were any new or upcoming projects? Ms. Verrier said that Currier Plastics was still working on putting their expansion deal together and it was possible that they would submit their application before year-end.

UNFINISHED BUSINESS

CEDA Staff Update: Ms. Verrier provided an update on CEDA activities, noting that CEDA staff have reached out to over 120 businesses to assess their needs. The CEDA emergency micro-loan program has received over 20 applications with 2 approvals thus far. Roughly 60-65% of the businesses they have been in touch with are located within the City and the rest throughout the county. Financial needs of the business are varied across the board, and some businesses are operating while others are closed. Efforts are focused on connecting the businesses with the appropriate programs that are available and assisting them with understanding the processes that go with them. Ms. Webber-McLeod asked what types of businesses were applying to the emergency micro-loan program? Ms. Verrier said that it varied from retail, service, food and beverage, and construction. She added that the survey they sent out got many responses from salons and health/wellness sole proprietors since they are all required to be closed. Mr. LaVarnway asked what the range of the requests were? Ms. Verrier said that the maximum allowable loan request was \$5,000 and most of the applicants were requesting the \$5,000. She added that the survey revealed a larger range of need, up to \$50,000. Mr. Beer asked how much the program had available? Ms. Verrier said that the micro-loan program originally had \$12,000 and received a loan from the CCDC for \$100,000. She added that it was possible that they could receive an additional loan if needed. She noted that applicants that also applied to the PPP should not have overlapping uses of loan funds so as not to call into question any of the forgivable expenses under PPP. Mr. Beer asked if they were going to provide guidance on the PPP? Ms. Verrier said that staff are helping businesses understand how the program works but that they would ultimately need to apply through a bank. Ms. Verrier noted some of the other needs that businesses expressed, including grants, tax relief, marketing and promotion, and local governments prioritizing local procurement. Mr. Giannettino asked what the goal would be for procurement policy changes? Ms. Verrier said that the goal would be to advocate for municipalities to have flexibility in their bidding and decision making process in order to allow them to select a local vendor even if the local vendor is a little more expensive. This would allow more local procurement and keeping tax dollars local. Mr. Giannettino said that if they needed support in the form of a resolution he could help with that. Ms. Webber-McLeod said encouraging local procurement could be both a marketing strategy and also policy, and that they should formalize a process that will get those goals to fruition. Ms. Verrier agreed that a combination of policy and marketing would have a stronger impact, but that they would need to make sure they were doing so in collaboration with regional partners to increase the likelihood of success and ensure we are all asking for the same thing.

Committee Nominations: Mr. Dacey motioned to appoint Mr. Giannettino to the Finance Committee,

seconded by Ms. Webber-McLeod. All members present voted in favor; motion carried. Mr. Dacey motioned to appoint Ms. Webber-McLeod to the Governance Committee, seconded by Mr. Giannettino. All members present voted in favor; motion carried.

NEW BUSINESS

Review of Existing AIDA Projects: Ms. Verrier provided an overview of the existing AIDA projects and explained that the 2019 PILOT invoice disbursement report provided in the board materials did not include Prison City Brewing, as that project was only approved last year and would appear on the 2020 invoice disbursement report. Mr. LaVarnway asked if Bluefield Manor was still in the process of requesting a PILOT extension? Ms. Verrier said that she has not heard from them again in regards to the PILOT extension yet, and that she suspected they were looking at whether they could be exempt under their nonprofit status. Mr. Dacey asked if they had heard from NUCOR regarding their PILOT? Ms. Verrier said that they reached out to her today with a draft application that should be ready next month. Mr. Dacey asked when the last time they audited the projects to make sure they are fulfilling requirements? Ms. Verrier said that projects are required to provide FTE numbers and NY-45s to the IDA to be reported to the State annually during the lifetime of the PILOT. In terms of investment, that was generally provided at the start of the PILOT to make sure the project was investing what they said they would. In terms of sales and use tax exemptions, projects were required to provide a ST-340 annually for any realized benefit.

Mr. Andre noted his preference to move away from projects that did not align with the IDA's goals. Mr. Dacey said that the IDA should help projects that otherwise would not happen without assistance. Ms. Verrier said that a lot of IDAs were having conversations about what industry means in today's standard and what current priorities are within the confines of the law. She explained that IDA's were considering not only job creation, but also community benefit when determining what projects to work with. She suggested that the board could begin conversations about this so moving forward there is a clear set of priorities and criteria. Mr. Dacey said that they should consider the length of a PILOT for specific types of projects, and suggested they take time at the next few meetings to discuss future goals of the organization in terms of what kinds of projects the IDA wanted to work with. Ms. Verrier said that the Governance Committee could take that input to develop some guidance.

Mr. Giannettino stated that the City received \$500,000 in additional CDBG money. They were hoping to have a conversation the following day during the City Council meeting to get some direction on how they could use those funds and find out what Jenny Haines has been able to ascertain from HUD.

UPCOMING EVENTS

Ms. Verrier advised that the upcoming events have been postponed for the time being, and to check the Chamber events page to see what events were being held remotely.

ADJOURNMENT

Motion to adjourn made by Mr. Beer, seconded by Mr. Giannettino. All members present voted in favor; meeting adjourned at 5:52pm.

Next regularly scheduled meeting Wednesday, May 20th, 2020 @ 5:00pm.