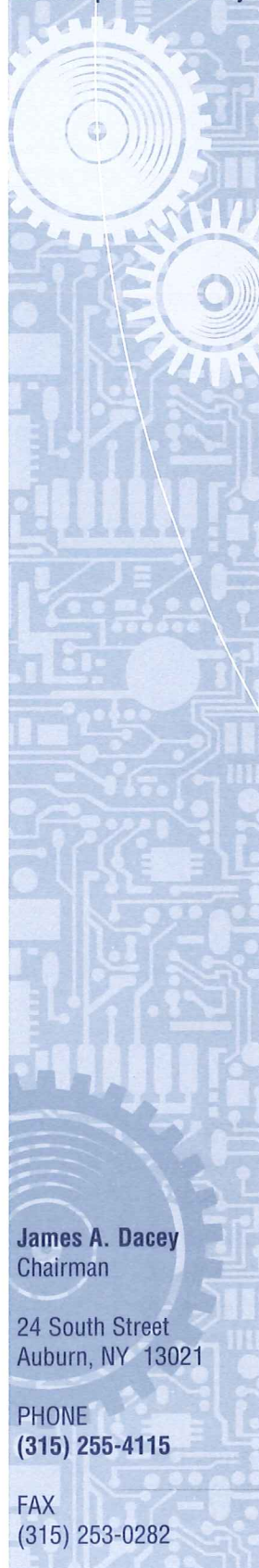




Auburn Industrial
Development Authority



James A. Dacey
Chairman

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Auburn, NY 13021

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MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, July 10, 2013 @ 5:00 PM
Third Floor Training Room
Memorial City Hall

Board Present: James Dacey (Chair & Member of Business); Sue Chandler, (Member of Labor); Frank DeRosa (At-Large Member); Amanda Sigona (School Board Member) ; William Graney (Council Member); Matthew Smith (Council Member); Michael Kane (Member of Industry)

Excused: Laurie Piccolo (At- Large Member)

Staff: Jennifer Haines, AIDA Executive Director; Rob Poyer, AIDA Attorney; Alicia McKeen, Secretary

Guests: Andrew Fish, Chamber of Commerce and CEDA Executive Director; Tracey Verrier, Economic Development Specialist, CEDA; Dan Soules, Plaza of the Arts.

Jim Dacey calls the meeting to order at 5:07.

Motion requested for approval of the minutes. Jennifer Haines explains there is a quorum only for the minutes of January 7, 2013 and January 30, 2013 until Amanda Sigona arrives and then March 25, 2013 and April 29, 2013 can be voted on.

Motion to accept the minutes of January 7, 2013 and January 30, 2013 made by Sue Chandler, seconded by Bill Graney. Motion carried unanimously.

Jennifer Haines introduces CEDA Economic Development Specialist Tracy Verrier. The Board introduces themselves.

First item on the agenda is WST33, LLC (Plaza of the Arts) resolution approving closing documents.

Rob Poyer – there were two resolutions sent but the SEQR resolution is not needed. The City is the lead agency for SEQR and the process was completed correctly. (Attachments 1 – 4) The closing documents resolution is the only one needed today. This is a standard straight lease transaction.

Amanda Sigona arrives and Jennifer Haines explains what has transpired so far.

Chair asks for a motion to put the resolution on the floor. So moved by Bill Graney, seconded by Sue Chandler. No further discussion ensues. Motion carried unanimously.

Dan Soules – nice to see a group of people can come together to help bring progress to the City. Appreciate the work that has been done so far and look forward to continuing to work together.

Jennifer Haines – the Planning Board has approved the site plan. The foundation permit has been previously issued and the full permit will be issued tomorrow. The City is excited about this project.

Dan Soules – this project has already moved people into the City in terms of housing and we have letters of intent for 95% of the available space.

Jim Dacey – recounts experience of being downtown at night recently and how there were many people congregated at various venues and the parking spots were full.

Chair asks for a motion to accept the minutes of March 25, 2013 and April 29, 2013. So moved by Amanda Sigona, seconded by Sue Chandler. Motion carried unanimously.

Jennifer Haines – distributes letter from City Manager concerning charging AIDA for services by City staff, as outlined in the approved 2013-2014 City Budget (Attachment 5).

Jim Dacey – wanted to bring this before the Board for any input. Andrew Fish also has a presentation concerning this.

Andrew Fish – CEDA has been working towards a one stop model for economic development. We have been trying to put together services so businesses need to go to only one place versus five or six. CEDA has secured a contract with the County for all Economic Development from their Planning Department and a contract with the CCIDA. CEDA will provide the Executive Director, Secretary and Treasurer positions. Given the timing we would like to have AIDA become part of this one stop proposal as outlined in the handout (Attachment 6). This is similar to the services we have contracted with the CCIDA for \$20,000.00 per

year. This fee will be flexible depending on the amount of work that is actually done, and potentially could be a percentage of project fees. We are open for discussion to see if this is a solution for AIDA as well.

Jim Dacey – this is a preliminary discussion at this time and no decisions will be made today. Whether we continue as we are or go with CEDA, we will be paying for services. As the City continues to decrease staff for these enterprises are we better served staying or going with something else like CEDA? Certainly nothing against Jenny as she has continually gone above and beyond to get the job done. Keep in mind the future of AIDA and the functions we do. We need staffing to do these services for us.

Bill Graney – asks how this would affect current projects.

Jennifer Haines – Mack Studios is the only project so far and they are working through wetland issues at this time. We have had only an initial introduction to the project. They still need to get through Planning Board.

Bill Graney – asks also about PILOTs

Andrew Fish – we are going with about a 4 to 6 week transition time to transfer workloads over to CEDA. This would include necessary paperwork, files, PILOTs, projects, etc. At the end of the transition CEDA staff would have full control of the administrative work.

Jennifer Haines – City staff sends out the PILOT invoices in August and payment is due by January 1 of the next year. If a contract is in place by then CEDA will be responsible for collection and distribution of funds to City, County and School.

Bill Graney – questions compensation.

Andrew Fish – by contract for administrative services.

Jennifer Haines – Asked as to whether CEDA would just provide staff, and asked if AIDA could see contract with CCIDA.

Andrew Fish – I don't see a problem with that but will check with CCIDA.

Jim Dacey – an important aspect to consider is that we are unable to do any marketing from a City standpoint. With this proposal in place marketing can be done.

Andrew Fish – We are not speaking of merging IDAs, just providing staffing services. A possible merging is a discussion for further down the road.

Frank DeRosa – Asked if the administrative duties were contracted with CEDA, if that would free up City staff to do marketing and attraction. Andrew said that the CEDA one-stop model would include those functions, and that City staff would not be utilized for those functions.

Matt Smith – Asked about what the one-stop model would look like for the City, who would be the voice for the City, what would be left at the City, and what the perspective is regarding the sales tax distribution formula. Andrew stated that the City is represented on the CEDA Board via AIDA Chair, Mayor and City businesses. CEDA was originally created to become a one stop for businesses and economic development services, and that is the model toward which he is working. Sales tax has increased due to economic growth, and the bulk of economic development has been in and around Auburn as a central infrastructure. If a portion of increased sales tax was used for economic development, it could support CEDA operations, which are approximately \$350,000 per year.

Andrew said that he would provide CEDA's strategic plan to AIDA Board members, as well as the CCIDA contract, if approved by the CCIDA.

Jim Dacey – propose next meeting for July 24, 2013. This should be sufficient time to process the information and make a decision. Board members agree to next meeting of July 24, 2013 at 5:00 p.m.

Chair asks for a motion to adjourn. So moved by Mike Kane, seconded by Matt Smith. Motion carried unanimously.

Meeting adjourned at 6:08.

Recorded by Alicia McKeen

ATTACHMENT 1

CITY OF AUBURN PLANNING BOARD RESOLUTION
SEQRA RESOLUTION

SEQRA Action-Lead Agency
161 Genesee Street - "Plaza of the Arts" Commercial Building
City of Auburn Tax ID – 115.60-2-67

By Planning Board Member: Frank Reginelli
Date: September 4, 2012

WHEREAS, the City of Auburn Planning Board has received an application for Major Site Plan Review for the construction of a construction of a new commercial building and site improvements to be located at 161 Genesee Street; and

WHEREAS, the City of Auburn Planning Board will be required to review the above action, in compliance with Article 8 of the New York Conservation Law and the New York State Environmental Quality Review Act (SEQR); NOW,

THEREFORE, BE IT RESOLVED, by the City of Auburn Planning Board, that the Board declares itself Lead Agency for the purposes of completing a Coordinated Environmental Review in accordance with SEQRA and directs staff to provide all Involved Agencies with pertinent project materials and seek comment with regard to the project in compliance with SEQRA requirements.

Seconded by Planning Board Member: Sheli Graney

ROLL CALL	YES	NO	ABSENT	ABSTAIN
Christopher DeProspero	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Anne McCarthy	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Baroody	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheli Graney	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Cosentino	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Frank Reginelli	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sam Giangreco, Chairman	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MOTION IS: X Carried and Adopted ☐ Defeated, Not Adopted

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
SEQRA RESOLUTION

ATTACHMENT 2

Lead Agency Acceptance
161 Genesee Street, Plaza of the Arts
City of Auburn Tax ID – 115.60-2-67

By AIDA Member: Bill Graney

Date: September 12, 2012

WHEREAS, the City of Auburn Planning Board has received an application for Major Site Plan Review for the construction of a construction of a new commercial building and site improvements to be located at 161 Genesee Street; and

WHEREAS, the City of Auburn Planning Board intends to conduct a Coordinated Environmental Review of 161 Genesee Street, Plaza of the Arts, under SEQRA; and

WHEREAS, the Auburn Industrial Development Authority is an Involved Agency in such review with respect to a potential PILOT agreement associated with the development of Plaza of the Arts; **NOW**,

THEREFORE, BE IT RESOLVED, by the Auburn Industrial Development Authority that the Board hereby has no objection to the City of Auburn Planning Board acting as Lead Agency for the SEQRA and directs staff to provide applicable Board comments to the City Planning Board for consideration in their environmental review of the proposed project.

Seconded by AIDA Member: Laurie Piccolo

ROLL CALL	YES	NO	ABSENT	ABSTAIN
Matthew Smith	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sue Chandler	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Piccolo	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Graney	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Kane	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Sigona	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank DeRosa	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Dacey, Chair	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

MOTION IS: **X Carried and Adopted**

☐ Defeated, Not Adopted

*"History's Hometown"*

CITY OF AUBURN

Douglas A. Selby
City Manager

June 28, 2013

Mr. James Dacey
AIDA
100 Standart Avenue
Auburn, New York 13021

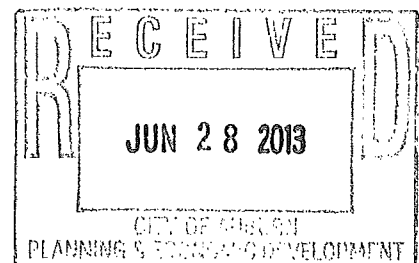
Dear Jim,

Our budget problems at the City have prompted us to examine all of our expenditures including support being provided to independent agencies. As a result, the City will begin charging AIDA for services provided to your agency by City staff effective this coming fiscal year which begins July 1, 2013. We have estimated the value of our services at \$22,500 per year which includes providing Jenny Haines as your Executive Director along with supporting staff and direct expenses in support of AIDA.

I am not aware of any existing agreement between AIDA and the City with regard to services, so I propose that we develop a simple services agreement that defines what the City will provide and terms of payment to the City for those services, whether hourly or lump sum. I realize you may be exploring other options, so if you wish to discontinue use of City support please let me know and we will work to ensure a smooth transition.

Sincerely,

Douglas A. Selby

cc: Jenny Haines
John Rossi

Cayuga Economic Development Agency
Proposal for Staffing Services for the
Auburn Industrial Development Authority

The Cayuga Economic Development Agency, in carrying out its strategic plan to create a true one-stop for economic development services in Cayuga County, would like to begin a discussion with the members of the AIDA board to develop an agreement to provide staff services. This agreement would bring AIDA into the one-stop model along with the CCIDA and CCDC. The contracted amount to deliver these services would be dependent upon the final scope of work. The range of staff services are listed below and are a reflection of the contract for administrative services with the CCIDA.

- Provide Executive Director, Secretary, and Treasurer Services to the AIDA. This will include:
 - scheduling and managing regular meetings of the board (agendas, minutes, etc.)
 - ensuring that PARIS and PAAA report filings are submitted in an accurate, timely, and complete manner
 - manage existing PILOTS and ensure timely payment and distribution of funds
 - provide analysis and review of potential projects and develop PILOT schedules and incentive packages that can induce projects in the City of Auburn for the review and approval of the AIDA board
 - assist AIDA in property management (i.e. Tech Park)
 - review applications, fee structures, and other internal procedures on an ongoing basis to ensure best practices and ideal operations are present when possible