



Auburn Industrial
Development Authority

REGULAR MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, November 18th @ 5:00pm
Remote due to COVID-19
2 State Street, Auburn, NY

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

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

MEETING MINUTES:

Mr. Beer motioned to accept the Regular Meeting minutes, seconded by Mr. Giannettino. All members voted in favor; motioned carried

BILLS AND COMMUNICATION:

Ms. Symes presented the bills as follows: Nucor Public Hearing Invoice from the Citizen in the amount of \$38.24, as well as PILOT disbursements for PBMM Enterprises in the amount of \$54,749.81. This amount will be disbursed between the City of Auburn, Cayuga County and AECSD.

Mr. Gasper motioned to accept the bills, seconded by Mr. Giannettino. All members voted in favor; motion carried.

REPORT FROM THE TREASURER:

Mr. Beer reviewed the Profit and Loss Statement and stated we had an expense of \$19,750 which was for TGW. We accrued \$18.67 of interest on the savings account. This left us with a net income of \$19,731.33.

Mr. Poyer stated that the Nucor project fees should come in by the end of the year. Mr. Beer asked how much those fees are expected to be. Mr. Poyer stated it should be 1% of the project cost. Ms. Verrier stated it will resemble Tessy Plastics. The amount should be around \$180k.

Mr. Lavarnway motioned to accept the report of the treasurer, seconded by Mr. Giannettino. All members voted in favor; motion carried.

James A. Dacey
Chairman

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Ms. Symes went over the PILOT Disbursement Report and mentioned we are still awaiting 11 payments. Five payments were disbursed on November 11th and those included: Auburn Community Hotel, Carolina Eastern Vail, Community Computer, Mack Studios and Tessy Plastics. The City of Auburn received \$132,544.02, AECSD received \$192,632.16 and Cayuga County received \$88,257.61. The total amount for this came to \$413,433.79.

UNFINISHED BUSINESS: *Auburn Place Based Branding*- Ms. Verrier stated that TGW has completed a series of one on one interviews along with a focus group. They have also met with a few businesses within our community. TGW is currently compiling everything into a set of findings. Ms. Webber-McLeod and Mr. Cuddy will be joining Ms. Verrier and Ms. Devon Roblee for their next weekly check-in with TGW where they will go over their preliminary findings and direction. TGW will have a presentation for the December Board Meeting to present the findings and to give us a sense of direction with their brand. Their outreach was great and they are taking in all of the recommendations that have been given to them.

Ms. Webber-McLeod asked if the direction they are presenting is a concept for the brand or will design elements be presented. Ms. Verrier stated it will be conceptual but they may have some preliminary design elements.

CEDA Staff Update: Ms. Verrier stated CEDA has filled the Business Development Specialist position and her name is Meg Goloub. Ms. Goloub brings a wealth of knowledge of business management along with being a SCORE mentor to her new role at CEDA. She will be joining us at the next meeting to introduce herself to the board.

Ms. Verrier stated that she will be meeting with the Auburn Loan Committee to finalize the DRI Small Project Grant Fund and it will be available soon. The process to get the funds once awarded is not easy. CEDA staff will send the application and materials to the board when they are ready. Ms. Verrier discussed that we are promoting the Emergency Microloan and everyone should keep it in mind to tell business when communicating with them. Ms. Goloub has taken over the Microenterprise Program and will be working on getting an application out once the DRI Grant Fund application process is approaching completion.

Mr. Giannettino asked if someone that wasn't awarded DRI Grant funding the previous time could apply for new DRI Grant? Ms. Verrier stated yes, the DRI is broken down into three components being: building renovations, entrepreneurial seed funding for entrepreneurs and businesses under 1 year, and existing business funding. The grants can be used for: renovations and leasehold improvements, permanent machinery and equipment, signage, and some soft costs. There is also a provision for businesses effected by COVID and can fund certain expenses to help with sustainability and resiliency during and after COVID, including up to \$5000 in PPE. Mr. Gasper asked when this application will be available. Ms. Verrier stated it will be released to the public within the next couple of weeks. Mr. Dacey would like to know if sidewalks are included in this? Ms. Verrier stated no ancillary site work is allowable. Ms. Webber-McLeod asked if someone isn't awarded in round one what would be a reason for denial and how would they qualify for this particular DRI Grant? Ms. Verrier stated some projects that were on the smaller side were not included in the main DRI awards, which were intended for larger projects. Those projects have been encouraged to apply for the DRI Small Project Grant Fund. Mr. Beer asked who could apply for this grant? Ms. Verrier stated the business or property owner has to be within the DRI boundary.

NEW BUSINESS: Audit Committee Review: Ms. Verrier stated the Audit Committee reviewed two policies. Mr. Gravius stated they reviewed both policies and would recommend them to the board. Ms. Verrier stated the two policies were the Whistle Blower and the Committee Charter. Mr. Dacey asked if all the policies have been reviewed? Ms. Verrier stated they all have been reviewed and a resolution will be put before the board in December or January. Mr. Beer explained that he had inquired about whether the whistleblower policy had ever been used, and that Ms. Verrier said no.

Self-Evaluation Forms: Mr. Dacey said the self-evaluation forms are in the packet and he would like for everyone to turn them in as soon as possible. The evaluations are anonymous. Ms. Verrier said if anyone would like to keep them anonymous please feel free to drop them off at the office or mail them without a return address. If anyone is comfortable you may email them to Ms. Symes.

Board Member Updates: Mr. Dacey stated that we are moving forward with Mack Studios and good news being the power line will not have to be relocated. Ms. Webber-McLeod wants to know if there is any updated on business sentiment in regards to COVID? Ms. Verrier stated that the CEDA team is hearing that businesses are very nervous. They have indicated that they feel they are just gaining their footing again and are concerned with another shut down. Some of the businesses that have voiced their concern do not think they can recover from another shutdown. Businesses are tired and attempting to adjust their operations continuously. Another forthcoming struggle is with restaurants and the winter months. Some are not clear how they will be able to function at a lower capacity with outdoor dining not being an option. Ms. Webber-McLeod asked if there have been any targeted discussion groups for businesses to talk about their needs and share ideas. Ms. Verrier stated she should love to have this happen with a moderator that has expertise in this realm of work, and break it down into a series of discussions with experts available to answer questions. Ms. Webber McLeod said she has recently been involved in this type of setting and found it helpful. Ms. Webber-McLeod and Mr. Giannettino both agreed that breaking the discussions down by industry would be a good approach.

Motion to adjourn by Mr. Beer seconded by Mr. Cuddy. All members voted in favor. Meeting adjournment at 5:45pm.

Upcoming meeting scheduled for January 21st @ 5pm

Respectfully Submitted,
Taylor Symes