



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, January 20<sup>th</sup> @ 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)  
Brandon Gravius (Member of Industry)  
Terry Cuddy (Council Member)  
William Andre (Vice-Chair & Member of Labor)
- Absent:** Ron LaVarnway (Member at Large)  
Brandon Gravius (Member of Industry)
- Staff & Guests:** Tracy Verrier, Executive Director  
Taylor Symes, Acting Treasurer  
Danielle Szabo, CEDA  
Richard Cook- Hancock Estabrook, LLP  
Peter Maciulewicz, Mack Studios

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

**MEETING MINUTES**

Mr. Giannettino motioned to accept the December 15<sup>th</sup> Regular Meeting minutes, seconded by Ms. Webber-McLeod. All members voted in favor; motioned carried.

**BILLS AND COMMUNICATION**

Ms. Symes presented the following monthly bills: The CEDAQ42020 Invoice in the amount of \$23,524.87. The bill included the Administrative Service Contract in the amount of \$5,000.00, Operating Expenses that included bills, project related documents and PILOT expenses totaling \$138.64, and the CEDA Fee Share in the amount of \$18,386.23. Ms. Symes also noted the NYS Economic Development Council bill in the amount of \$850 for 2021 Membership renewal, and the 2021 County & Town Tax Bill in the amount of \$1.59. Mr. Beer asked about the CEDA Fee share in the amount of \$18,386.23 as it was not budgeted. Ms. Verrier explained that it is part of the CEDA Administrative Contract, which allows for a fee share of 20% of project fees that exceed the annual operating expense. It is billed at year end. Mr. Giannettino motioned to accept the bills, seconded by Mr. Beer. All members voted in favor; motion carried.

**REPORT FROM THE TREASURER**

Mr. Beer presented the Profit and Loss Budget Performance and Balance Sheet. Mr. Beer stated that the Branding costs were not budgeted for the year, but the board was aware that it would take place in 2020 and agreed to the costs accordingly.

James A. Dacey  
Chairman

2 State Street  
Auburn, NY 13021

PHONE  
(315) 252-3500

FAX  
(315) 255-3077

The Net Ordinary Income for the year was \$73,544.94. Mr. Beer explained that the 2021 Annual Budget anticipates income of \$30,442. He asked Ms. Verrier if that seemed reasonable to expect. Ms. Verrier stated that the budgeted revenue for 2021 will be exceeded at the beginning of the year due to closing on the Nucor Project, which had a project fee of \$180,000. Mr. Beer expressed that due to closing on Nucor we should expect another CEDA Fee Share. Mr. Beer explained that with marketing and promotion we will be capitalizing a portion of the amount for the website and it will end up being an asset on the balance sheet. Has asked how that would impact the CEDA fee share. Ms. Verrier stated that she included the entire branding cost when calculating the fee share and would not be adjusting it once the website is capitalized.

Mr. Beer asked if Ms. Verrier could provide an adjusted budget to reflect the anticipated revenue that will occur during 2021. Ms. Verrier explained that the budgets are entered in the PARIS Reporting System at the end of October. She stated that we could adjust the budget internally but we cannot adjust it in the PARIS System. Ms. Verrier stated she will bring a revised budget to the February Board Meeting. Mr. Dacey stated with new projects happening the budget will change monthly and wanted to know if this would be something that needed to be adjusted each time? Ms. Verrier stated that she would prepare the budget to reflect projects already in process the year. Mr. Beer asked Ms. Verrier when the Audit would take place. Ms. Verrier stated that the fieldwork would be taking place the following week.

#### Invoice Disbursement Report:

Ms. Symes reported that all PILOTS have been paid and the last one to be disbursed would be Prison City. Mr. Dacey asked if Prison City was still outstanding? Ms. Symes stated that was correct. Prison City cut a check that was not filled out to the correct entity and that check was returned. Prison City's accountant will send out a new check.

Mr. Beer asked for an update on Bluefield Manor. Ms. Verrier stated that the paperwork was completed to put them back on the taxable section of the tax rolls. Bluefield did not return with a request to extend their PILOT, so the paperwork was filed. Mr. Dacey asked if they would go back on the tax rolls at their full assessed value. Mr. Cook said it would be up to the assessor to determine their assessed value and if any exemption would be provided. Ms. Verrier stated that Bluefield still had a Bond through AIDA, but it is just a conduit. Mr. Cook stated that the future of Bluefield's tax status is between them and the assessor, AIDA is not involved. Mr. Dacey asked if this would be the last time AIDA pays the \$1.59 for taxes. Mr. Cook stated yes and we have no remaining connection with Bluefield other than the bond.

All members voted in favor; motion carried.

#### **UNFINISHED BUSINESS**

##### Board Self-Evaluations:

Mr. Dacey stated that Ms. Symes and Ms. Verrier reported that not everyone has turned in their board evaluation forms. Mr. Dacey explained that he would appreciate if everyone would turn them in as soon as possible.

##### CEDA Staff Update:

Ms. Verrier stated TGW has started the website development and they have passed along an initial draft of the homepage. The plan for the website is to include AIDA's content and to merge AIDA's website into the new site rather than maintaining two sites. Also, TGW is working on gathering community members to record 6-8 episodes of a podcast about living in Cayuga County. Ms. Verrier asked board members to send recommendations of individuals to include.

Ms. Verrier explained that the GoToMeeting subscription expired and the February meeting will take place on Zoom. Ms. Symes will send the new link and access code to everyone for the meeting.

Ms. Verrier explained that the CEDA contract expired in December and she will bring a revised contract to the February meeting for review. Ms. Verrier stated that Ms. Symes will send out a copy of the current contract to everyone, and asked that board members send along any questions or concerns they have about the contract structure.

Ms. Verrier stated that the application for the Microenterprise Program is open. This program is focused on low- to moderate- income individuals living in the City of Auburn. There is currently \$15,000 funded by Auburn's CDBG allocation to provide grants to individuals who successfully complete the program. CEDA will be accepting 4-5 people into the program. CEDA will work with the City of Auburn Planning staff to see if additional funding could be made available if more than 3 people complete the program and are eligible for the grant to try to maximize the funding for everyone who completes it.

DRI applications were submitted and will be reviewed by the committee.

Mr. Dacey stated that there is an opening on the AIDA board since Mr. LaVarnway has stepped down. Mr. Dacey stated this is an At-Large position. He noted that it would be ideal to add another woman to the board, and asked board members to send along any recommendations. Mr. Dacey will provide the selected candidate to the Mayor for consideration and appointment. Mr. Dacey noted that potential conflicts of interest should be taken into account when making this decision, and added that a candidate must be a registered voter and live within the Auburn City limits. Mr. Giannettino stated that he agrees that additional representation by women should be a priority.

Ms. Webber-McLeod expressed her appreciation of the letter that was submitted on behalf of the AIDA Board based upon their prior conversation.

## **NEW BUSINESS**

*Initial Project Resolution: Mack Studios Expansion:* Mr. Dacey introduced the initial project resolution for an expansion project by Peter Mack Realty, noting that the resolution would authorize scheduling a public hearing. Mr. Maciulewicz gave a brief background of the company history. He stated that the company has been in Auburn for 55 years. This business was started by his father in their basement. Mr. Dacey asked Mr. Maciulewicz to explain what exactly they are trying to accomplish with the proposed project. Mr. Maciulewicz explained that he needs to add an additional 25,000 sqft of warehousing space. Mack Studios is currently doing a lot of things with imports and they have become a functioning warehouse. Currently they are shipping roughly 10 truckloads daily. Mr. Maciulewicz explained they are working with the fourth largest phone carrier and have set themselves up for larger rollouts. Mr. Maciulewicz stated based upon the business development people he hired, he appointed a new president of Mack Studios. His new team is young and aggressive. Originally, Mr. Maciulewicz wanted to build a 50,000 sqft. facility, but based on current circumstances they have opted to build a 25,000 sqft. facility. This project would satisfy them for about a year before considering an additional expansion.

Mr. Andre asked if Mr. Maciulewicz reviewed the Local Labor Policy outlined in the application and if they would have a problem following the guidelines. Mr. Maciulewicz explained that they are using mostly local labor, including Vitale and Murphy Brothers for about \$650,000 of the site work. The electrician is local also. The ones that were hired outside of the county were for the sprinkler system and erection of the building. Both of these companies are based out of Rochester. Mr. Dacey stated that Mack Studios has used local labor in the past. Mr. Maciulewicz explained that he is the General Contractor for this project as his previous GC was no longer in business. Mr. Dacey stated that the Resolution was to move this project along to a Public Hearing.

Mr. Beer motioned to accept the Initial Resolution, seconded by Mr. Cuddy.

	Yea	Nay	Absent	Abstain
James A. Dacey, Chairman	x			
William Andre, Member	x			
Gwen Webber-McLeod, Member	x			
Jeff Gasper, Member	x			
Terry Cuddy, Member	x			
Roger Beer, Member	x			
Ron LaVarnway, Member			x	
James Giannettino, Member	x			
Brandon Gravius, Member			x	

All members voted in favor; motion carried.

Mr. Dacey asked if the Public Hearing would be held at City Hall. Ms. Verrier stated the Public Hearing will be held virtually and the Conference Room at CEDA would be available if anyone would like to attend in person. Mr. Cook asked if the Public Hearing would be held before the February 17<sup>th</sup> Regular Meeting at 4:30pm? Ms. Verrier stated yes, and that the notice would need to be posted ten days prior to the Public Hearing. The Authorizing, and SEQR Resolutions could be presented at the meeting following the public hearing. Mr. Cuddy asked Mr. Maciulewicz if that would be acceptable for him? Mr. Maciulewicz stated that would be acceptable.

Report of the Finance Committee:

Mr. Gasper stated that the committee had no recommend changes to the policies reviewed. They discussed the local procurement policy and everyone should be aware of what is written within the policy. Ms. Verrier stated that the Resolution to approve all the policies will take place later on in the year.

**BOARD MEMBER UPDATES** None.

Motion to adjourn by Mr. Cuddy, seconded by Mr. Giannettino. All members voted in favor. Meeting adjourned at 5:56pm.

Upcoming meeting scheduled for February 17<sup>th</sup> @ 5pm

Respectfully Submitted,  
Taylor Symes