



Auburn Industrial
Development Authority

REGULAR MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, October 25, 2017
First Floor Meeting Room
Chamber of Commerce, 2 State Street, Auburn, NY 13021

Board Present: James Dacey (Chair & Member of Business)
Tricia Kerr (Member at Large)
Roger Beer (Member at Large)
William Andre (Vice-Chair & Member of Labor)
Jeff Gasper (School Board Member)
Ronald LaVarnway (Member at Large)

Board Excused: Terry Cuddy (Council Member)
Michael Quill (Council Member)

Staff & Guests: Tracy Verrier, Executive Director
Joseph Sheppard, Assistant Treasurer
Rick Cook, Hancock Estabrook
Karen Walter, City of Auburn Resident
Alisa Lawton, City of Auburn Resident

Mr. Dacey, Chair, called the meeting to order at 5:02pm. The roll was called and quorum established.

MEETING MINUTES

Mr. Andre moved to accept the minutes from both the September 20th Regular Meeting and Audit Committee meeting in addition to the October 12th Finance Committee meeting; seconded by Mr. Gasper. All member present voted in favor, the motion carried.

BILLS AND COMMUNICATION

Mr. Sheppard presented bills from CEDA for Q3 Administrative Services (\$5,000.46) and the Chamber of Commerce for tickets to the annual dinner (\$130.00). Mr. Lavarnway moved to pay the bills, seconded by Mr. Beer. All members present voted in favor, the motion carried.

Mr. Sheppard informed the Board that they had received a letter from Crown Castle stating that they intended to renew the lease option for the parcel of land on Perrine Street, noting that a check in the amount of \$1000 was received a few days later to pay the option fee. Mr. Cook stated he was surprised that Crown Castle was seeking to renew the option in light of Judge Fandrich's decision. Mr. Cook offered to draft a letter to Andrew Leja, Crown Castle's attorney stating that AIDA would return the check. Mr. Lavarnway moved to return the \$1,000 option deposit to Crown Castle, seconded by Mr. Beer. The motion was unanimously adopted.

James A. Dacey
Chairman

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Ms. Kerr asked for clarification of where the option on the land stood. Mr. Cook stated that in light of Judge Fandrich's decision, the project was on hold. Neither Crown Castle nor Mr. Leja, have responded regarding a revised plan for the tower. Mr. Cook then provided background information on the Crown Castle proceedings for the benefit of the newer Board members.

Ms. Kerr asked if the legal matter was closed. Mr. Cook advised there were no legal proceedings pending.

Mr. Lavarney asked if there was any possibility AIDA would be reimbursed for any of the legal fees that they have incurred because of this project. Mr. Cook responded that it was unlikely unless a revised agreement was reached with Crown Castle.

The motion to return the option payment was voted upon by voice vote. All members present voted in favor, the motion carried

REPORT OF THE TREASURER

Mr. Beer provided a treasurer's report noting that we would likely come close to the estimated budget amounts. He indicated that he did not feel that we would go over budget, but would also not likely see any type of profit.

Ms. Verrier noted that the revenue that was showing up as PILOT Revenue was a pass through and should actually be reflected as restricted funds, which it currently was not. Mr. Sheppard stated he would make the appropriate corrections.

Mr. Beer continued noting that the administrative fees received by AIDA were much higher than originally anticipated, which was helpful in erasing the deficits that had been projected.

NEW BUSINESS

FY 2018 BUDGET: Mr. Beer presented the FY 2018 Budget to the Board. Ms. Verrier noted that the FY2017 expected revenue column was incorrect as the estimates for the Nolan Block project administrative fees had been done incorrectly. The income will be approximately \$12-13,000 instead of the \$28,000 that was originally estimated. Mr. Beer noted that overall he believed that the income estimates for 2018 were reasonable.

Ms. Verrier explained that the Finance Committee had met the previous week to discuss the budget. Ms. Kerr discussed the Finance Committee meeting and the formation of the budget. She noted that estimating the amount of potential income was difficult, explaining that they did look at the area projects that submitted CFA Applications for guidance. Ms. Verrier explained that the income estimates were backed into based upon anticipated expenses. The expenses were calculated, and income was estimated to result in a zero budget. She noted that the income estimate seemed reasonable, if not potentially low, based upon the projects that CFA Applications which were prioritized and are likely to come before the board. She also explained that legal fees were kept as an expense in case there are any new developments with Crown Castle.

Mr. Beer noted that professional service expenses would be much lower this year as there were no anticipated studies required. He continued, stating that he believed the budget was modest and responsible, not reflecting any unaffordable plans.

CEDA PARTNERSHIP: The Board then discussed ways to better market AIDA's services. They discussed the need to take more advantage of the partnership with CEDA and various ways to tap into CEDA's strategic initiatives. Ms. Verrier then explained some of the marketing initiatives that CEDA is undertaking; stating that the active marketing of the AIDA owned Tech Park is one of them.

Mr. Beer asked if there was anything that was AIDA is unable to do as a result of the partnership with CEDA. Mr. Dacey stated that he did not believe so, but that CEDA should be kept informed of what the AIDA board was doing. He continued noting that he believed that the partnership was advantageous for both parties and was healthy. The Board continued discussing the partnership, agreeing that it was healthy but that there were various things that could be done to make it stronger.

Mr. Beer asked if AIDA could do anything on its own without involving CEDA. Ms. Verrier explained some of the limits of what AIDA could do and noted that CEDA is always interested in hearing ideas for new initiatives. Mr. Cook then discussed the legal limitations of what AIDA could do.

Mr. Dacey expressed a desire to have a workshop that discusses what AIDA is and what it is not. He continued stating that it should be a strategic planning session for the Board and an opportunity for new members to be caught up on all of AIDA's existing projects and initiatives. Ms. Verrier stated that she would work to arrange a workshop. She then reminded the board that there was still a vacant seat and suggested that a workshop wait until that seat was filled.

MEMBER OF INDUSTRY: Ms. Verrier explained that the member of industry seat is still vacant and asked for suggestions on someone to fill that seat. The Board then discussed possible new members. Ms. Verrier informed the Board that Industry is a Broad term and does not necessarily mean industrial, that it could mean any industry such as manufacturing, tourism, craft brewing, etc. She then requested that Board members send her any suggestions, keeping in mind that members need to be residents of the City.

FY 18 BUDGET CONTINUED: Mr. Lavarnway then moved to accept the FY 18 Budget as amended, seconded by Mr. Gasper. Vote was taken by roll call and recorded as follows:

	<u>Yay</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
ANDRE, BILL	X			
BEER, ROGER	X			
CUDDY, TERRY			X	
DACEY, JIM	X			
KERR, TRISH	X			
LAVARNWAY, RON	X			
QUILL, MICHAEL			X	
GASPER, JEFF	X			

The motion carried and the FY 2018 budget was adopted.

REPORT OF THE TREASURER (CONT.)

PILOT INVOICE & DISBURSEMENT: Mr. Sheppard explained that all of the PILOTS have been billed and that PBMM has already submitted their payment, which will need to be disbursed by November 15th, noting that the companies have until January 1st to submit payments without incurring a 1% late fee. Mr. Beer asked if we anticipated everyone to pay. Ms. Verrier stated that we have not had a problem in the past and that since the late fee policy has been implemented most payments are received on time or early. Ms. Verrier then discussed Mr. Sherman's monitoring visits, stating that he tends to backlog companies with PILOT agreements into the end of the year in order to remind them to pay their PILOT bills and to start getting the necessary year-end reporting paperwork together.

Mr. Dacey then discussed the NUCOR project noting that the goal of the project was for them to retain jobs and not create.

Ms. Kerr asked what the job creation period was for the JBJ project. Ms. Verrier stated that she believed it was a 4 year window, but it was tied to tenants. The Board then discussed the JBJ project, the job creation estimates. Ms. Verrier noted that tenants are still entering the building that have been renovated. Mr. Dacey then discussed the John St. portion of the project noting that work is happening inside the homes to shore them up.

UNFINISHED BUSINESS

CEDA STAFF UPDATE:

BOARD MEMBER UPDATES:

Ms. Kerr provided information to the Board regarding the Purple Tie Event on September 29 and stated that she had tickets available for purchase if anyone was interested.

Mr. Andre stated that Bimbo Bakeries is extremely excited that they have received a large contract with Burger King. He discussed the investment that the bakery has put into the current facility, the plans for potential future investment, and their employment levels.

The Board discussed their excitement regarding the levels of investment being made and the amount of growth found throughout the City.

UPCOMING EVENTS

Ms. Verrier discussed the upcoming events at both the Chamber of Commerce and SCORE.

ADJOURNMENT

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

Next regularly scheduled meeting Wednesday October 25th, 2017 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.