



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, December 20, 2017**  
**First Floor Meeting Room**  
**Chamber of Commerce, 2 State Street, Auburn, NY 13021**

**Board Present:** James Dacey (Chair & Member of Business)  
Terry Cuddy (Council Member)  
Michael Quill (Council Member)  
Brandon Gravius (Member of Industry)  
Roger Beer (Member at Large)  
William Andre (Vice-Chair & Member of Labor)  
Jeff Gasper (School Board Member)  
Ronald LaVarnway (Member at Large)

**Board Excused:** Tricia Kerr (Secretary & Member at Large)

**Staff & Guests:** Tracy Verrier, Executive Director  
Joseph Sheppard, Assistant Treasurer  
Rob Poyer, Hancock Estabrook  
Karen Walter, City of Auburn Resident

Mr. Dacey, Chair, called the meeting to order at 5:01pm, noting the presence of a quorum. In lieu of roll call, Mr. Dacey invited those present to introduce himself or herself for the benefit of the new member.

**MEETING MINUTES**

Mr. LaVarnway moved to accept the minutes from the October 25<sup>th</sup> Regular Meeting; seconded by Mr. Andre. Mr. Dacey called for a vote and votes were recorded 6 – 0 in favor with Mr. Quill and Mr. Cuddy voting Present.

**BILLS AND COMMUNICATION**

Mr. Sheppard presented a bill from the Cayuga County Chamber of Commerce for a 2018 Basic Membership (\$275.00). Mr. Quill moved to pay the bills, seconded by Mr. Gasper. All members present voted in favor, the motion carried.

**REPORT OF THE TREASURER**

Mr. Beer provided a treasurer’s report. Ms. Verrier stated that the Nolan Block project had still not closed yet and that it was likely that it would not before the end of the year. Mr. Poyer stated that he has been in contact with their lawyer and that the project would likely close in the beginning of January.

Mr. Beer stated that the anticipated expenses to close out the year would likely result in a \$30,000 deficit for the year, which could be covered by the organization’s available fund balance. Ms. Verrier noted that there was still a loan from the City that had not been closed on. She explained that the loan was meant to offset the costs of the Bergmann study, noting that it would cover the deficit and would be paid back in full following the sale of land at the Tech Park.

James A. Dacey  
Chairman

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Mr. Beer discussed the PILOT Invoice and Disbursement report and noted that there are still outstanding payments, which are anticipated to be received by the 1<sup>st</sup>.

Mr. LaVarnway moved to accept the report of the treasurer, seconded by Mr. Cuddy. All members present voted in favor, the motion carried.

### **UNFINISHED BUSINESS**

*CEDA STAFF UPDATE:* Ms. Verrier provided an update to the Board regarding the Consolidated Funding Application (CFA) award announcement. She stated that the CNYREDC was named a Top Earner and that there were several successful applications in Cayuga County who received funding. Ms. Verrier then discussed the several types of projects that were awarded funding, noting that there were several good arts, manufacturing, and infrastructure projects in the County that received awards.

Ms. Verrier provided an update to the Board on the changes being proposed to the City's zoning code. She explained that the City is looking to simplify and streamline discussions regard zoning decisions in and around the Tech Park. She continued, explaining that they are presently discussing what zoning should be there, either general commercial or general industrial. Mr. Cuddy noted that zoning near the park would be kept similar to what it was in the past. He then discussed the public hearing held the previous week regarding zoning changes noting that the park was a place of interest and that keeping it similar to what it was is what was desired. Mayor Quill then discussed the period for making the zoning changes and the use of Grant Funding to pay for them. Ms. Verrier stated she would keep the Board up to date regarding any changes.

Ms. Verrier informed the Board that Mr. Sheppard would be leaving CEDA in January. She explained that applicants would be brought into the office for in person interviews in the next couple of weeks, and invited Board Members to take part in them if they were interested.

Mr. Dacey asked if Cayuga Milk Ingredients was still having issues with Canada and their regulations on the importing of milk products. Ms. Verrier stated that they are still having issues, but are expanding their business into other places to make up for the loss, but are still working to serve the Canadian market. She discussed the sewer expansion project at the CCIDA Industrial Park, noting that they had received grant funding and will begin working towards the completion of an engineering study.

### **NEW BUSINESS**

*RESOLUTION: Ratifying prior-adopted policies, standards, and procedures:* Mr. Dacey moved this discussion up in the agenda and presented the following Resolution to the Board (Full Text and Exhibits Attached):

RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (THE "AUTHORITY") (i) RATIFYING CERTAIN PRIOR-ADOPTED POLICIES, STANDARDS AND PROCEDURES IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005; AND (ii) RATIFYING CERTAIN AUTHORITY POLICIES AND PROCEDURAL MATTERS IN FURTHERANCE OF THE PUBLIC AUTHORITY REFORM ACT OF 2009.

Ms. Verrier explained that the Governance committee had met prior to this meeting and reviewed policies, noting that they did not see any changes that needed to be made. She then explained that updated By-Laws had been drafted and would be sent to Board members for their comment and reviewed at the January meeting. Mr. Dacey requested that all members review the Draft By-Laws and provide any comments to Mr. Sheppard and Ms. Verrier prior to the January meeting.

Ms. Verrier discussed the review of policies throughout the year and stated that the only policy that had been amended was the procurement policy, which had a Local procurement clause added.

Ms. Verrier discussed the charters of the various committees. Mr. Gravius volunteered to sit on the Audit Committee and Mr. Cuddy volunteered to step down. Mr. Poyer noted that the Resolution would be amended to reflect this change in committee membership.

Mr. Quill moved to approve the Resolution as Amended, seconded by Mr. LaVarnway. Mr. Dacey called for a Voice Vote. All members present voted in favor, the Resolution was duly adopted.

2018 INITIATIVES AND GOALS: Ms. Verrier stated that the addition of Mr. Gravius meant that the Board was at full membership, noting that it would now be a good time to look at initiatives for 2018. She then discussed the completion of the Bergmann studies and explained the benefits of them. Ms. Verrier asked the members if there were any initiatives or strategies that they would like to explore in 2018.

Mr. Dacey asked if Mr. Gasper and Mr. Gravius had been provided their Board binders and information regarding ABO Training and if anyone else needed to re-take the training. Ms. Verrier stated that both have received their information packets and that Mr. Sheppard was working to arrange a date for the ABO Training, noting that new members had a year to complete it. She then explained that members who had already completed the training were not required to do it again, but that it may be helpful.

Mr. Cuddy stated that he would like to see AIDA be more active with new businesses, noting that the Bergmann studies will serve as a good incentive to aid in selling the land at the Tech Park.

Mr. Gasper provided an update to the Board regarding a communications seminar that he attended the previous week. He stated that he would like to see AIDA use social media more in their advertising, specifically LinkedIn, offering to assist with setting up a profile for the IDA.

#### **BOARD MEMBER UPDATES:**

Mr. Quill discussed Governor Cuomo's meeting at SUNY ESF the next day, noting that he believed it would be regarding water quality.

Mr. Dacey discussed the upcoming Economic Forecast Luncheon and asked for anyone who was interested in attending to let the staff know.

Ms. Verrier discussed that morning's Wednesday Morning Round Table, explaining that it was about hospitality and tourism trends.

Mr. Dacey discussed the region's wine making industry, explaining the difficulties that many small breweries and wineries face regarding marketing and state regulations. Ms. Verrier discussed the relationship between CEDA and the Finger Lakes Wine Alliance, along with the Craft Industry Peer Group that Mr. Sherman had set up. She then discussed the drying up of the migrant labor market, and NY State regulations regarding the marketing and labeling of wine along with pricing policies. Ms. Verrier stated that they are working on arranging a workshop regarding migrant labor.

#### **UPCOMING EVENTS**

Ms. Verrier discussed the upcoming events.

#### **ADJOURNMENT**

Motion to adjourn made by Mr. Quill, seconded by Mr. LaVarnway. All members present voted in favor; meeting adjourned at 5:58 pm.

Next regularly scheduled meeting Wednesday February 20th, 2017 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.