



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Tuesday, March 21, 2018**  
**First Floor Meeting Room**  
**Chamber of Commerce, 2 State Street, Auburn, NY 13021**

**Board Present:** William Andre (Vice-Chair & Member of Labor)  
Tricia Kerr (Secretary & Member at Large)  
Terry Cuddy (Council Member)  
Michael Quill (Council Member)  
Brandon Gravius (Member of Industry)  
Roger Beer (Member at Large)

**Board Excused** James Dacey (Chair & Member of Business)  
Ronald LaVarnway (Member at Large)  
Jeff Gasper (School Board Member)

**Staff & Guests:** Tracy Verrier, Executive Director  
Samantha Frugé, Assistant Treasurer  
Elaine Buffington, Buffington & Hoatland  
Rob Poyer, Hancock Estabrook  
Karen Walter, City of Auburn Resident

Mr. Andre, Vice-Chair, called the meeting to order at 5:03pm, noting the presence of a quorum.

**MEETING MINUTES**

Mr. Cuddy moved to accept the minutes from the February 21<sup>st</sup> Regular Meeting; seconded by Mr. Gravius. Ms. Kerr abstained; all other members present voted in favor, motion carried.

**BILLS AND COMMUNICATION**

Ms. Verrier presented a bill from the Economic Forecast Luncheon noting the bill was late as it was adjusted due to a change in attendance. Mr. Quill moved to pay the bill, seconded by Mr. Cuddy. All members present voted in favor, the motion carried.

**REPORT OF THE TREASURER**

Mr. Beer provided a report of the treasurer. Mr. Poyer provided an update on the Nolan Block project, noting that it should close in the next few weeks.

Ms. Verrier provided a report on the PILOT Invoice and Disbursements, noting that all PILOT payments have been received and disbursed, including two late fees from Seminary Commons and Carovail. Ms. Verrier concluded the 2017 PILOT payments are now complete, and that the 2018 invoices will go out in September. Mr. Andre asked if there was a reduction in the PILOT payment for Tessa Plastics at the McQuay facility. Ms. Verrier explained that the assessment was reduced as part of the PILOT renegotiation and assignment so Tessa Plastics would not be paying on more than their actual tax liability for the McQuay facility.

James A. Dacey  
Chairman

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

### **UNFINISHED BUSINESS**

CEDA STAFF UPDATE: Ms. Verrier reviewed ongoing activities and projects that CEDA is involved with, including a meeting with manufacturing partners and the upcoming consolidated funding application round. Ms. Verrier also discussed projects that may be coming before the board soon. Ms. Verrier reviewed changes to the Auburn Small Business Loan program, including changing the job requirement of 1 job per \$15k loaned to 1 job per \$25k loaned.

### **NEW BUSINESS**

#### REPORT OF THE AUDIT COMMITTEE

Ms. Buffington presented an overview of the 2017 Financial Audit to the Committee stating that the report was clean. Ms. Buffington noted internal control processes could be improved due to staff changes. She suggested a separation of duties regarding the process for receiving payments. Ms. Buffington then provided an overview of the Statement of Net Position noting the net position was positive, administration fees increased, and expenses increased slightly due to more conferences that were attended. She explained there was a decrease in total assets due to timing of the audit which followed PILOT payment disbursements to the municipalities. Ms. Buffington expressed concern that the available cash was at a low level and the Board should be mindful of keeping projects in the pipeline to keep a steady revenue stream.

Ms. Buffington then pointed out a disclosure that was added on page 17, note 7. The disclosure is regarding the Tower Lease. She noted a change that was recommended by the audit committee to reflect that the original lease had been nullified.

Mr. Beer moved to accept the 2017 Financial Audit as Amended, seconded by Mr. Gravius. All members present voted in favor, motion carried.

2017 PARIS REPORTING REVIEW: Ms. Verrier stated that PARIS reporting is 90% complete and is waiting on outstanding paperwork for a few projects.

CEDA CONTRACT: Ms. Verrier explained the only change to the CEDA contract is the term increasing from a 2-year term to a 3-year term to reflect CEDA's contract with the county. Ms. Kerr motioned to approve the CEDA contract, seconded by Mr. Quill. All members present voted in favor, motion carried.

### **BOARD MEMBER UPDATES:**

Ms. Verrier introduced the new Technical Specialist, Ms. Frugé, to the Board. Ms. Frugé stated she is enthusiastic to be joining the team and looks forward to working with the Board on future projects.

### **UPCOMING EVENTS**

Ms. Verrier discussed the upcoming events and asked that anyone interested in attending the State of the City & County Luncheon to please let her know. Ms. Verrier also mentioned the upcoming Intent to Propose workshop on April 10<sup>th</sup> for anyone interested in the upcoming state funding round.

### **EXECUTIVE SESSION**

Mr. Beer moved to go into executive session regarding the sale or lease of real property, seconded by Mr. Cuddy. All members present voted in favor, motion carried. The Board went into executive session at 5:33pm.

Mr. Quill moved to end executive session, seconded by Mr. Cuddy. All members present voted in favor, motion carried. Executive session ended at 5:54pm.

### **ADJOURNMENT**

Motion to adjourn made by Mr. Quill, seconded by Ms. Kerr. All members present voted in favor; meeting adjourned at 6:00 pm.

Next regularly scheduled meeting Wednesday April 18<sup>th</sup>, 2018 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.