



Auburn Industrial  
Development Authority

**MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, March 19, 2014 @ 5:00 PM**  
**3<sup>rd</sup> Floor Training Room**  
**Memorial City Hall**

**Board Present:** Mike Quill (Council Member)  
Terry Cuddy (Council Member)  
Tricia Ottley (Member At Large)  
Sue Chandler, (Member at Large)  
Frank DeRosa (Member At Large)  
William André (Member of Labor)  
Michael Kane (Member of Industry)

**Excused:** Amanda Grover (School Board Member)  
James Dacey (Chair & Member of Business)

**Staff:** Jennifer Haines, AIDA Executive Director; Alicia McKeen,  
Secretary

**Guests:** Tracey Verrier, CEDA; Chuck Mason, City Clerk; Elaine  
Buffington, Buffington & Hoatland, CPAs

Mike Kane, Acting Chair: Opens the meeting at 5:00p.m. Tables  
the December meeting minutes as there is not a quorum.  
Asks for a motion to accept the February 3, 2014 meeting  
minutes. So moved by Sue Chandler, seconded by Terry Cuddy.  
All members vote approval. Motion carried.

Introduces Elaine Buffington to review the 2013 audit and  
financial statements.

Elaine Buffington: Reviews the audited financial statements  
(attachment 1). Thanks staff for help and cooperation in getting  
audit completed.

Jenny Haines: Concerning page 7, bonds payment; will pay one  
loan with the money received from the sale of a parcel to Mack  
Studios.

Elaine Buffington: States there are issues with internal controls  
and that it is difficult to segregate duties in such a small  
organization. The treasurer should be doing monthly checks of  
financials and that has not been done. Also, the board should  
be receiving monthly financial statements. An associate from  
Buffington and Hoatland will advise staff in how to accomplish  
this.

**James A. Dacey**  
Chairman

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Jenny Haines: Decreased staff capacity in each office makes it difficult to comply at times. We will work to rectify the situation.

Elaine Buffington: Reviews internal controls to see if it can be done a different way.

Jenny Haines: Has heard how CEDA handled finances. They would handle AIDA in the same way they do CCIDA.

Elaine Buffington: There may be something in the law requiring the CFO to be a City Employee or someone in the financial department. Jenny Haines will follow up on this. There is an actual law allowing the City to have the Authority, check this before changing anything.

Mike Quill: If there is a change to CEDA will they be mindful of this?

Jenny Haines: They would have to make adjustments for AIDA.

Frank DeRosa: PILOT back up and audit for job recruitment needs to be strengthened. I have discussed with Andrew Fish how CEDA does this.

Elaine Buffington: When sending the confirmation of bond letters we also send a letter to confirm employment. This is a step in PARIS that must be verified. Suggests a spread sheet for each PILOT with details, this info can be found in the PARIS reports.

Mike Kane: Any other questions? Thanks Elaine for her presentation.

Asks for a motion to approve with the proper address change made to the BOCES property. So moved by Frank DeRosa, seconded by Tricia Ottley. All members vote approval. Motion carried.

### **Other Business**

Jenny Haines: Jim wants to attend and be involved in any discussions concerning a move to CEDA so that will be done when he returns. We are getting a draft agreement together to present to the board and will forward this to the members.

Mack Studios will be closing on Monday for the land purchase.

Mike Quill: At the Roundtable meeting Dan Soules gave a presentation of the high financial investment in downtown. This was a good example of how PILOTs do work.

Jenny Haines: He quoted one billion in revenue over the next 20 years.

Mike Kane: Asks for a motion to adjourn. So moved by Mike Quill, seconded by Sue Chandler.

Meeting adjourned at 5:40.

Recorded by Alicia McKeen