



Auburn Industrial
Development Authority

MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, March 25, 2015
First Floor Conference Room
2 State St., Auburn, NY 13021

Board Present: James A. Dacey (Chair & Member of Business)
Terry Cuddy (Council Member)
Michael Quill (Council Member)
William Andre (Member at Large)
Frank DeRosa (Member at Large)
Robert Byron (Member of Industry)

Excused: Monika Salvage (School Board)
Tricia Ottley (Member at Large)
Kelley Gridley (Member at Large)

Staff: Andrew Fish, Executive Director
Tracy Verrier, Assistant Treasurer
Briana Fundalinski, Hancock Estabrook, LLP
Michelle Prego-Milewski, Acting Secretary
Elaine Buffington, Buffington & Hoatland

Mr. Dacey called the meeting to order at 5:06 pm.

Mr. Dacey called for a motion to accept the February 18 meeting minutes. Moved by Mr. Quill, seconded by Mr. Cuddy. Mr. Andre and Mr. Quill abstained. All other members voted in favor, motion passed.

AUDIT REVIEW

Mr. Dacey moved up the audit review on the agenda.

Ms. Buffington reviewed the 2014 Audited Financial Statement with the Board. She noted that many improvements had been made to financial processes since CEDA began staffing AIDA. There were only six adjusting journal entries, some of which were standard and some pertained to the sale of land. Ms. Buffington noted that all PILOT payments had been received by year-end. She recommended that any check not immediately cashed is stored in a secure location, and that they be deposited as soon as possible. Ms. Buffington also recommended that old equipment be found and accounted for, as well as additional separation of duties (mail opening, reconciling of financials, etc.) among the CEDA staff. She noted that there was confusion as to the address of several properties owned by AIDA, possibly because of the 911 address change.

Mr. DeRosa asked if there was any type of testing done to make sure that PILOT companies are keeping up with their employment requirements. Ms. Buffington said that Buffington & Hoatland is no longer responsible for such testing, but rather that it should be a responsibility of the Audit Committee. Upon learning that AIDA does not have an Audit Committee yet, she suggested that one be formed. At this time, the Board decided that Mr. DeRosa, Mr. Byron and Mr. Dacey would meet with Ms. Verrier to develop a charter for an Audit and Finance Committee.

Mr. Quill recommended that the City assessor could help with the property addresses.

James A. Dacey
Chairman

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Moved by Mr. Cuddy to accept the 2014 Audited Financial Statement, seconded by Mr. DeRosa. All members voted in favor, motion passed.

BILLS AND COMMUNICATIONS

Mr. Fish informed the Board that AIDA has received a notice of unpaid taxes from the City pertaining to outstanding taxes on property purchased a number of years ago. He explained that the City states such a notice is sent every year, but that prior AIDA staff did not recall receiving it in past years. No Board member could recall seeing any delinquent tax notices. The Board decided to pay the bill in full. Moved by Mr. DeRosa to pay the outstanding taxes and penalty, seconded by Mr. Quill. All members present voted in favor, motion passed.

Mr. Fish informed the Board that NYEDC has requested monetary support to hire a lobbyist to advocate against Governor Cuomo's proposed IDA legislation that would increase State level oversight of IDA operations and projects. He noted that while not every IDA was contributing monetarily, many had written letters of support to State legislators asking them to continue to oppose the Governor's IDA proposal. Mr. Dacey expressed an opinion that the annual dues AIDA pays to NYEDC should be covering such costs. Moved by Mr. Quill to send letters of support to the chairs of State Senate and Assembly economic development committees and finance committees, as well as local representatives, seconded by Mr. Cuddy. All members present voted in favor, motion passed.

REPORT OF THE TREASURER

Ms. Verrier informed the Board that the bank is still working on getting bank service charges from previous months refunded, and that she transferred some funds from AIDA's checking account to its savings account to accrue more interest. Mr. Dacey asked if Xylem paid its 2013 late fees, and Ms. Verrier replied that they had paid the fee with its 2014 PILOT payment. Moved by Mr. Andre to accept the Report of the Treasurer, second by Mr. DeRosa. All members voted in favor, motion passed.

The Board reviewed the quarterly demographic and economic statistics prepared by Ms. Verrier. She noted that she was having trouble finding specific City of Auburn data, and that most of the county data had come for the US Bureau of Labor Statistics and Census Bureau. Mr. DeRosa suggested that Ms. Verrier contact the Department of Labor in Syracuse for Auburn demographics. Mr. Quill asked for a comparison with the surrounding counties, and Mr. Dacey suggested that other IDAs might have similar information. Mr. Cuddy said that this information would be a useful tool for the City Council.

UNFINISHED BUSINESS

Mr. Fish said that AIDA had received a lien notification related to the WST33 project, and Dan Soules called to explain that it stemmed from a dispute with the general contractor that he is working to resolve. Mr. Dacey noted that the contract with WST33 is worded such that AIDA would not be liable.

Mr. Fish spoke to the Board regarding a request from the CNY Regional Economic Development Council (REDC) for funding to assist with hiring a consultant to update regional data and identify areas of opportunity in preparation for the Upstate Revitalization Fund application. He said that it will be a data-driven process and that the State has not provided any funds to the Regional Councils for consultant fees. He informed the Board that the REDC will have an easy gap to fill in the business and philanthropic community if all of the IDAs contributed. Moved by Mr. Cuddy to discuss the CNY REDC request for funding, seconded by Mr. Quill. All members voted in favor, motion passed.

Mr. Cuddy asked if this would both create a marketing plan for the Central Region and analyze the economy. Mr. Fish confirmed the consultant's report would cover both of those items, and possibly

identify opportunities we hadn't realized existed. Mr. Dacey asked if this will be a tool, and Mr. Fish answered that this will be a statement of what the Central Region is looking to do. Mr. DeRosa asked what the difference was between this and a prior consultant, and Mr. Fish answered that the previous consultant was for the Innovation Business Accelerator and therefore focused more locally. Mr. Fish explained the potential financial impact of the URF and REDC processes, and explained that the CCIDA had chosen to contribute 10% of the consultant's fee up to \$25,000.

Moved by Mr. Quill to amend the motion to contribute 10% of the consultant's fee with a maximum of \$25,000, seconded by Mr. Cuddy.

The motion was carried by the following roll-call vote:

	Yes	No	Abstain	Absent
James A. Dacey	x			
Terry Cuddy	x			
Michael Quill	x			
William Andre	x			
Frank DeRosa	x			
Robert Byron	x			
Monika Salvage				x
Tricia Ottley				x
Kelley Gridley				x

Mr. Fish advised the Board that the company interested in placing a cell tower in the Auburn Tech Park would like to do a non-invasive survey in order to take measurements and ensure that the site would work for the tower. The company would provide a certificate of liability and 48-hour window before they surveyed the property. He discussed the price of the land lease and possible revenue sharing. Mr. Dacey said that the Board should wait to vote of the lease until the next meeting. Moved by Mr. Quill to permit the non-invasive survey with the consent of counsel, seconded by Mr. Andre. All members present voted in favor, motion passed.

WORK SESSION

Mr. Fish handed out the outline of the strategic work sessions that the Board started working on in January. Mr. Fish would like to complete the work sessions soon so as to be able to move forward with discussions about the future of AIDA.

Mr. Andre noted that a business owner had expressed concern with the seemingly disproportionate amount of attention that downtown was receiving from the economic development community. The Board discussed how to better reach businesses outside of downtown and the possibility holding a forum to ask businesses what they need and want to see from economic development. Mr. Fish asked to wait until the fall to move forward with such a forum as much of the staff's capacity will be needed for the REDC and URF processes this summer. The Board agreed to aim for the fall.

NEW BUSINESS

EDC Conference

Ms. Verrier and Mr. Fish spoke to the Board about the upcoming EDC Annual Meeting in May. Mr. Dacey noted that this was a good meeting to attend for information about IDAs and what is happening in Albany that may affect IDAs moving forward. Mr. Fish added that it is in the AIDA budget if Board members want to attend. Members interested in attending were asked to contact Ms. Milewski.

Ms. Verrier asked the Board to contact her by noon on March 30 with and questions, edits, or concerns regarding the organizational chart, Operations and Accomplishments Report, or Measurement Report included in the pre-read packet. These are all documents required for PAIRS reporting.

ADJOURNMENT

Motion to adjourn the meeting at 7:15 by Mr. Cuddy, seconded by Mr. Byron. All present voted in favor, motion passed.