



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)  
Tricia Ottley (Member at Large)  
Monika Salvage (School Board Member)

**Excused:**

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

Mr. Dacey called the meeting to order at 5:01 pm.

Mr. Dacey called for a motion to accept the March 25 meeting minutes. Moved by Mr. Cuddy, seconded by Mr. Andre. All other members voted in favor, motion passed.

**UTEP AND APPLICATION REVISIONS**

The UTEP item was moved up on the agenda by Mr. Dacey. The board reviewed the suggested revisions to the UTEP and Assistance Application. The documents were updated by Rick Cook to reflect the new policies the board had passed in recent months (Local Labor Policy, Monitoring Policy, etc.). The board noted that Dave Arnold should be removed as the Labor Contact and replaced with Mr. Andre.

Motion to accept the revised UTEP and application by Ms. Ottley, 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			

**BILLS AND COMMUNICATIONS**

Ms. Verrier reviewed the CEDA invoice. Motion to accept the invoice by Ms. Salvage, seconded by Mr. Andre. All members voted in favor, motion passed.

James A. Dacey  
Chairman

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Ms. Verrier reviewed an invoice from the Chamber of Commerce State of the City and County Luncheon. Mr. Fish reviewed a request from the Highland Park Golf Club for sponsorship at an upcoming tournament. There was not a motion sponsor Highland Park.

#### REPORT OF THE TREASURER

Ms. Verrier reviewed the Profit and Loss Statement and the Balance sheet for March. The \$3,500 charge for the 2014 audit has been paid, but Ms. Verrier said she is still working on getting bank surcharges reversed. She also said that the board should start seeing more interest in AIDA's savings account now that the money has been transferred into a higher-yielding account. Motion to accept the report of the treasurer by Mr. Andre, seconded by Mr. Byron. All members present voted in favor, motion passed.

#### PILOT JOB UPDATE

Ms. Verrier reported that when taken as a whole, the lot of active PILOTs are exceeding the estimated total job creation despite the job losses at McQuay.

#### URI UPDATE

Mr. Fish said that the deadline for the REDC and URI competitions has been pushed back to July 31 and early October, respectively. He also informed the board that the consultant RFPs returned one offer for more than \$7m instead of the expected \$250,000. The state said that they do not expect each region to spend that much on a consultant and they will be providing each region with help from the University of Buffalo Research Institute (UBRI). The CNY REDC would like to bring in national experts to validate the data UBRI has provided. They would then hire a writing consultant. A new request will be drafted to the IDAs, since the IDAs can provide funding for the consultant and marketing dollars, but not for the experts. Mr. Fish said that he expects to know more after the first week of May when the guidebook is made available. Mr. Fish also spoke of the upcoming URI forum that will be held at LeMoyne College.

Ms. Salvage said that the \$60,000 that had been pledged from Cayuga County (between CEDA, AIDA and CCIDA) would have been too much to contribute. Mr. Fish said that Cayuga County wasn't included in any significant way in the past Brookings' study and even if CNY doesn't win the \$500m, the region will have the information attained for the future.

#### WORK SESSION

Mr. Fish reviewed the last part of work session, communications, with the board. The board discussed communication between members of the board, staff to the board, and the board to external contacts. Ms. Ottley believed that there was a disconnect between the board and CEDA and would like to see a brief report or update on the agenda. Mr. Fish said that he would ask Maureen Riester and Bruce Sherman to attend meetings on occasion. The board would like to see upcoming events as a permanent agenda item and be added to the constant contact list.

Mr. Dacey and Mr. DeRosa spoke about creating committees for audit and finance. They suggested a joint governance committee between AIDA and CCIDA, and perhaps later down the road joint finance and audit committees as well. They suggested starting by having a joint meeting between the two governance committees. They believed this strategy would result in more communication between the boards and add expertise to the committee. Mr. Cuddy thought it would be good to add another set of eyes. He said that he isn't comfortable with joining the boards, but is in favor of merging committees.

The Board also reviewed the AIDA mission that is provided on the ABO site, as well as what is provided on AIDA's website. The board expressed interest in revising the mission statement. Mr. Dacey and Mr. Fish asked that suggestions be emailed to staff, and that the staff would provide some recommendations at the next meeting.

#### WEBSITE UPDATE

Ms. Verrier discussed a shared landing page with CCIDA with the board. She said that the two organizations will split the hosting costs of the new website, but the board will still have to pay for domain registration. She said that this is an opportunity to upgrade the website to something more current on the operating end. Mr. Cuddy suggested that the CEDA logo be added, and Ms. Ottley asked if both sites can be run from the CEDA page and be mobile friendly. Fish said he would look into it. Mr. Quill suggested that there be some text on the landing page describing the two entities to ensure that people would know which site to go to. Mr.

#### MEETING CHANGE

Due to the EDC Conference in Cooperstown, the board agreed to move the May 20 meeting to May 27.

#### PBMM SITE VISIT

Ms. Verrier relayed Mr. Sherman's report from his site visit and invited feedback on the format of the report. Mr. DeRosa suggested that AIDA verify the employment and sales tax numbers by collecting or viewing the companies' state reporting documents. The board asked that when CEDA is visiting companies they check the employee documentation. Mr. Cuddy would like to see more descriptive observations in the report. Mr. Dacey expressed a desire to have the reporting be consistent for all companies and therefore be appropriate for companies of all sizes. Ms. Ottley would like the report to outline any concerns a company has or if something new is happening.

#### UPCOMING EVENTS

Mr. Fish gave a brief description of each event.

#### ADJOURNMENT

Motion to adjourn the meeting at 6:20 by Mr. Quill, seconded by Ms. Ottley. All present voted in favor, motion passed.