



Auburn Industrial  
Development Authority

**MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, March 16, 2016**  
**Cayuga County Chamber of Commerce**  
**2 State St., Auburn, NY 13021**

**Board Present:**

Robert Byron (Member of Industry)  
Michael Quill (Council Member)  
Terry Cuddy (Council Member)  
Monika Salvage (School Board Member)  
Tricia Ottley (Member at Large)  
William Andre (Member at Labor)

**Board Excused:**

Demetrius Murphy (Member at Large)  
James A. Dacey (Chair & Member of Business)  
Frank DeRosa (Member at Large)

**Staff & Guests:**

Andrew Fish, Executive Director  
Tracy Verrier, Assistant Treasurer  
Michelle Prego-Milewski, Acting Secretary  
Elaine Buffington, Buffington & Hoatland

Mr. Andre, Vice Chair, called the meeting to order at 5 pm noting a quorum was present.

Motion to approve the February regular meeting minutes by Mr. Quill; seconded by Mr. Cuddy. Ms. Salvage abstained, and all other members present voted in favor; motion passed.

**AUDIT**

Ms. Buffington reviewed the 2015 Audit with the board. She said that the audit went well, and that Ms. Verrier did a very good job preparing the schedules and documents. Ms. Buffington said all of the issues that came up on the 2014 audit were corrected immediately. She said that she would like to see more separation of duties, recommending that Ms. Milewski (or the office manager) deposit checks. She said that the financials were found to be fairly stated by general accounting and government standards. Ms. Buffington said that AIDA's cash position dropped by roughly \$422,000, but it was primarily a matter of timing as there were more PILOT payments that had not been disbursed as of December 31, 2014 than for 2015. She noted that all 2015 PILOT amounts have been collected. She recommended that the AIDA finance committee make a decision on the equipment still on the books; it has all fully depreciated. Ms. Buffington reviewed the PILOT payments, and said that PILOT revenue is up by \$154,00. AIDA paid out \$78,000 for the McQuay overpayment, \$20,000 for CEDA administrative fees and paid for audit expenses. She said there was grant expense for the URI consulting, and a total loss of \$22,000. She stated that the board needs to see more income through projects or land sales.

James A. Dacey  
Chairman

2 State Street  
Auburn, NY 13021

PHONE  
(315) 252-3500

FAX  
(315) 255-3077

Ms. Buffington also said that there were major improvements in policies and procedures. Mr. Quill asked if this was the first full year that AIDA was under CEDA's umbrella, and was answered that it was. Ms. Buffington said that the City was using QuickBooks before, but not to this extent. She said that there was maybe one journal entry, and it was just a reclassification. She said things are being handled in an efficient and diligent manner. Motion to approve the 2015 Audit by Ms. Salvage, seconded by Ms. Ottley. All members favor voted in favor; motion passed.

#### AUDIT AND PARIS

Ms. Verrier asked that any questions on the PARIS report be directed to her so that it can be submitted before the March 31 deadline.

#### BILLS AND COMMUNICATIONS

Ms. Verrier presented the board with a \$1,500 bill from Buffington and Hoatland for the audit preparation.

Ms. Verrier said that Chuck Mason, City Clerk, contacted the office and reported that one of the Allen St. neighbors had submitted a FOIL request for an un-redacted copy of the Crown Castle lease agreement. An additional FOIL request was submitted to the City for copies of checks related to the lease, but AIDA legal counsel recommended having Mr. Mason reject the request on grounds of not having the documents and informing the requestor to FOIL AIDA directly for such documents as that matter of process. Mr. Fish said that we expect to get a direct request. Mr. Quill said he didn't think that there was a lot of information to request. Ms. Verrier said that there was just one check that was received for the option. Ms. Ottley asked if anyone knew what the status was. Mr. Cuddy said that he had heard rumors of the neighbors retaining counsel. Ms. Salvage asked if the planning board approved the project, and Mr. Quill said that they did.

#### BUDGET REPORT AND BALANCE

Ms. Verrier said that there was not a lot to report.

Motion to accept the February financials by Mr. Quill; seconded by Ms. Ottley. All present voted in favor, motion passed.

#### REPORT OF THE GOVERNANCE COMMITTEE

Mr. Cuddy said that the joint governance committee had met a number of months ago regarding options for more collaboration between or merging of the IDA boards. He said that based on the meeting, there is a push on some level that the organizations merge, and that there needs to be a discussion at the board level about what kind of relationship CCIDA should have with AIDA. Mr. Cuddy said that he didn't feel as if the boards should be completely merged, and he didn't think that AIDA should be dormant (two of the options presented at the meeting). Mr. Fish said that the other two options were keeping things as they are or looking at AIDA to do targeted work. As an example, he said that AIDA could focus on tourism and community development, while CCIDA focused on industrial development. He noted that if AIDA decided to dissolve and transfer projects to CCIDA, it would dissolve in the state's eyes because it had no active projects.

Mr. Fish said that he has had long conversations off line and things are working well both with CCIDA and internally with AIDA. He said not everyone is going to be around the table five or ten years from now. Mr. Fish said that there is nothing that AIDA can do that CCIDA can't and there is currently duplication of services. Mr. Fish said that AIDA was created with a board structure that CCIDA doesn't have, and that it's really a question for the boards now. He noted that there is a strong commitment to keep the CSS model going.

Ms. Salvage said that on the flip side of the coin, AIDA would like to stay but pointed to the audit about AIDA's losses and the duplication of services. She asked if the board should meet month after month, and also said the board needs to see more projects.

Mr. Fish said that the board needs to see projects with fees and not just small projects. Ms. Salvage said that if AIDA does not have projects steadily then the question becomes whether the board should try to keep something alive that isn't seeing a lot of activity.

Mr. Fish stated that there may be an opportunity with a current PILOT company coming up. He said that if the board can really make its Industrial Park parcels shovel-ready, it changes the ability to market them. Ms. Salvage agreed that AIDA needs to do things like that.

Ms. Verrier said that there has been movement in StartUP New York, and asked the board if they would be interested in entering into an MOU with Cayuga Community College that would allow AIDA to utilize the StartUP NY broker. Ms. Verrier added that she was thinking the North Division Street Rear property might be a good starting point for that relationship. Ms. Salvage asked if anything has been submitted, and Mr. Fish said there was a potential property but not technically in the plan. Ms. Verrier said that if the board is interested, she can bring back a draft of the MOU. She stated she had some concerns about the language in the MOU, but would be working with the college and SUNY to address those concerns. Ms. Ottley expressed interest in this process, and the board generally agreed. Mr. Quill said that the governor is pushing for consolidation. Mr. Quill added that some people think combining the IDAs is a great idea because it would be easy, but they may not have any idea how it works. He said that city council has changed again, and he doesn't feel like it's the best option to combine with CCIDA. He said that AIDA works a little bit differently and would like the board to continue on.

Mr. Andre said he wasn't part of the committee, but when you look at it no one knows the City of Auburn better than the board. He said he wouldn't want to give up the representation, and the board wouldn't have the specific named seats if it combined.

Ms. Salvage asked if CCIDA is pursuing the idea of merging, and Mr. Fish said that CCIDA sees the benefits, but they also aren't pushing or insisting that it happen right now. Mr. Fish said he doesn't want to close the book on merging, and that the fact that the boards are staffed jointly keeps the door open for collaboration.

Ms. Ottley said she liked having the discussion at the full board level, and said her sentiments are the same as she had heard throughout the meeting. She said she would like to see more projects and allocate funds to support activities and stimulate new growth. Ms. Ottley said she is very interested in StartUp New York, and likes the idea of getting the IDA park shovel ready. Mr. Quill said that down the road, it may be beneficial to merge, but the timing isn't right. Ms. Ottley said that AIDA should be engaging more with CCIDA and working together more. She suggested having a night at Falcon Park and invite all the businesses that the IDAs have supported.

#### CEDA CONTRACT

Mr. Fish said that CCIDA met the previous day and the contract was voted on and defeated. He said that they reinstated the 2015 contract for a two-year term and will discuss the fee share portion of the contract again at the April meeting. He suggested that this board could take similar action.

Mr. Cuddy asked about the percentage (80/20), and Mr. Fish responded that CCIDA would like to earmark some monies for new land acquisition as well. Mr. Cuddy said that he knows the idea is to approve identical contracts, but he suggested approving a 75/25 split. Mr. Fish said he strongly believes in keeping both contracts the same. He said he's not opposed to the extra 5%, but said he would caution going above 20% so as not to jeopardize the other contract. He added that Ms. Verrier will be finishing these conversations as acting director.

Ms. Ottley said that she was more comfortable with an 80/20 split because it was a new service, and she would like to see some accountability to AIDA, and asked about more comprehensive Operations and Accomplishment report. Ms. Verrier said the staff will begin sending out the activities reports.

Motion to approve the CEDA contract as presented with understanding that activities reports would be provided by Mr. Cuddy; seconded by Ms. Ottley.

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

	<u><b>Yea</b></u>	<u><b>Nay</b></u>	<u><b>Absent</b></u>	<u><b>Abstain</b></u>
James A. Dacey, Chairman			x	
William Andre, Member	x			
Monika Salvage, Member	x			
Robert Byron, Member	x			
Terry Cuddy, Member	x			
Michael Quill, Member	x			
Frank DeRosa, Member			x	
Tricia Ottley, Member	x			
Demetrius Murphy, Member			x	

Mr. Fish thanked the board, saying it would be helpful to the transition team.

#### CEDA STAFF UPDARTE

Mr. Fish updated the board on the search for his replacement. He said that the search committee is comprised of four board members each of CEDA and the Chamber, and the job has been posted and the deadline for applications is March 31<sup>st</sup>. Mr. Fish said that the first round of interviews should start on April 11<sup>th</sup>, and the field will be narrowed to 2-4 candidates. The stakeholders will have chance to attend presentations by the candidates, possibly during the week of April 25<sup>th</sup>. He hopes a candidate will be hired by mid-May and in place in June depending on the amount of time the new executive director needs to give notice. Mr. Fish's last day is April 1, and will remain somewhat engaged in the process while the acting directors are still in place. He noted that the boards have been clear about continuing the joint venture. Ms. Ottley asked if there were any women on the search committee, and Mr. Fish replied that there were not. He said that Allison DiMatteo was originally on it, but has resigned her position on the Chamber board. Mr. Quill asked Mr. Fish to be careful with the open meetings law. Mr. Fish said that it came up at the CCIDA meeting, but Rick Galbato said it was okay because they are viewing a presentation rather than having discussion and making decisions. Ms. Salvage said the succession plan was proactive and it helps a lot.

#### INFORManaylitics

Ms. Verrier said that CCIDA elected not to use the tool. Ms. Ottley said it would be a benefit if there was more activity. Ms. Verrier added that CCIDA said it may be open to it if there were more projects. The board agreed to wait for more deal flow to reconsider.

#### REPORT OF THE AUDIT COMMITTEE

The Report of the Audit Committee was tabled until April.

#### UPCOMING EVENTS

Mr. Fish reviewed the upcoming events.

#### ADJOURNMENT

Motion to adjourn at 6:09 pm by Mr. Quill; seconded by Ms. Ottley. All members present voted in favor; meeting adjourned.