



Auburn Industrial  
Development Authority

**MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, April 19, 2017**  
**First Floor Meeting Room**  
**Chamber of Commerce, 2 State Street, Auburn, NY 13021**

**Board Present:** James Dacey (Chair & Member of Business)  
William Andre (Vice-Chair & Member of Labor)  
Terry Cuddy (Council Member)  
Ronald LaVarnway (Member at Large)  
Michael Quill (Council Member)  
Monika Salvage (Secretary & School Board Member)

**Board Excused:** Roger Beer (Member at Large)  
Tricia Kerr (Member at Large)

**Staff & Guests:** Tracy Verrier, Executive Director  
Joseph Sheppard, Assistant Treasurer  
Rick Cook, Hancock Estabrook  
Andrew Leja, Barclay Damon  
Karen Walker, City of Auburn Resident

Mr. Dacey, Chair, called the meeting to order at 5:05pm noting a quorum was present.

**MEETING MINUTES**

Mr. Dacey tabled the minutes from both the March 22<sup>nd</sup> Regular Meeting and the March 22<sup>nd</sup> Audit Committee meeting stating that there was not a quorum of members present at this meeting, who were also present at those meetings.

**BILLS AND COMMUNICATION**

Mr. Sheppard reviewed the bills, which included invoices from the Cayuga County Chamber of Commerce for the State of the City/ County Luncheon (\$40), CEDA for 2017 Q1 Administrative Services (\$5,705.36), Bergmann Associates for studies being conducted at the Technology Park (\$1,872.00), Hancock Estabrook for Legal Services (\$3,000.00), and Laura Coburn Design for web hosting (\$216.00) totaling \$10,833.36. Mr. Dacey asked if Coburn Design would be the same for this year's hosting services. Ms. Verrier confirmed that it likely would be. Motion to pay all bills by Ms. Salvage, seconded by Mr. Andre. All voted in favor.

**REPORT OF THE TREASURER**

Mr. Sheppard provided the budget report noting that there had been revenue received that month because of the Auburn Hotel Ventures project closing. Ms. Verrier stated that both the Nolan Block and Central Building projects should be closing soon and will result in additional revenues. Ms. Salvage asked if the Nolan Block project was opened. Ms. Verrier noted that there are businesses opening in the Marine Midland building (Lyons National Bank, ABC Cayuga's Play Space, and AFLAC), but that the development of that building is separate from the approved project.

James A. Dacey  
Chairman

2 State Street  
Auburn, NY 13021

PHONE  
(315) 252-3500

FAX  
(315) 255-3077

## **UNFINISHED BUSINESS**

CEDA STAFF UPDATE: Ms. Verrier provided an update of the CEDA staff, noting that she had attended the IEDC Fed Forum in Washington DC earlier in the week and that Ms. Riester was currently at a SCORE conference.

Mr. Dacey asked about Good Shepherd's Brewing and their move to a new site. Ms. Verrier explained that CEDA staff had been staying in touch with the owners, and are connecting them with various resources. Ms. Verrier noted the project would be done in stages, and that the first priority is getting the brewery moved to the new space.

Mr. Dacey asked if Prison City had completed the expansion into the basement of their current building. Ms. Verrier stated that she believed they had received their last shipment of equipment and were getting everything installed and operating.

StartUP NY MOU: Ms. Verrier asked if anyone had any additional questions or concerns regarding the Draft MOU provided at last month's meeting. Mr. Cook stated that a Resolution of the Board would be needed to approve the MOU and that he would have that available for the next meeting, noting that there was not much to negotiate or change. Ms. Verrier explained that the major piece of the agreement to finalize had to do with insurance, which was sorted out. Ms. Salvage asked what benefit the MOU would provide. Ms. Verrier explained that the major benefit was that it would allow AIDA owned land to be included into the Startup NY plan as designated program space, which could be a marketing tool. She explained that there is nothing in the agreement that requires AIDA to keep land in the program. Ms. Verrier stated that a resolution and the agreement would be sent out prior to the next meeting for review.

TOWER LEASE: Ms. Verrier explained that the City of Auburn Planning Committee had discussed the new application at their recent meeting. Mr. Cook stated that there has been some discussion about changing the location of the tower on the site, noting that the AIDA Board would need to approve any such changes. Ms. Verrier explained that Crown Castle might consider moving the tower farther away from the residential properties by placing it in the northeast or northwest corner of the property instead. She then asked if the Board was comfortable with Crown Castle proposing a new location.

Mr. Quill moved to enter into Executive Session to discuss matters pertaining to the acquisition, sale, or lease of real property; seconded by Mr. LaVarnway. All members present voted in favor. The motion carried. The Board entered Executive Session at 5:29pm.

Mr. Lavarnway moved to exit Executive Session; seconded by Mr. Quill. All members present voted in favor. The motion carried. The Board exited Executive Session at 5:45pm.

Mr. Dacey noted that Crown Castle would be doing a site visit the following week and that the Board would review any new requests following that visit.

STATE COMPTROLLER'S AUDIT RESPONSE: Ms. Verrier explained that they had received a draft of the State Comptroller's audit resulting from field work that had been completed in the summer of 2015. She also reviewed the response that she had written with Mr. Dacey and submitted as it was due prior to this meeting. Ms. Verrier also noted that the Board could approve this response to serve as their Corrective Action Plan, or that they can adjust it following the release of the final document. Mr. Dacey stated that he believed that everything brought up in the Draft Document had been corrected by the Board and that he does not see anything that could be done to improve upon the response.

Mr. LaVarnway moved to approve the current Audit Response dated April 13, 2017 as the Corrective Action Plan following the release of the final report; seconded by Mr. Andre. All members present voted in favor. The motion carried.

### **NEW BUSINESS**

Mr. Cook provided clarification and background on a letter that was sent regarding the Public Works Enforcement Fund, including an acknowledgment that AIDA would need to contribute .01% of the total project cost to the fund if they undertake any public works projects. He noted that AIDA does not generally do public works projects, so would likely not be affected by this even if they sign the accompanying acknowledgment. Only projects that benefit AIDA directly, not any of the typical business projects, would qualify. Mr. Dacey asked for clarification on the purpose of the fund. Mr. Cook explained that the fund pays for the enforcement of labor-related laws – such as prevailing wage on public works projects. Mr. Quill asked if AIDA would still need to pay if there were no complaints related to their projects. Mr. Cook explained that they would still need to pay because it is a general fund. Ms. Verrier asked if there were any upgrades at the Technology Park that would qualify. Mr. Cook explained that it would be unlikely. Mr. Dacey asked when AIDA would be required to pay into this fund. Mr. Cook explained that they would need to pay into the fund if AIDA directly benefited from the project rather than serving as a conduit, noting that AIDA does not have any beneficial ownership in any projects. Mr. Quill asked if it is only a onetime payment per project. Mr. Cook confirmed that it is a onetime payment. Mr. Quill noted that the Board would need to pay attention to this in the future. Ms. Verrier added that this expense would need to be added to the budget for any qualifying project. Mr. Cook explained that he did not feel there was any harm in signing the acknowledgment, but that it may be beneficial to see what other IDA's were doing. Mr. Dacey recommended checking with the NYS EDC to see what others are doing.

Mr. Quill moved to table the discussion of this letter until next month pending further guidance; seconded by Mr. LaVarnway. All member present voted in favor. The motion carried.

### **UPCOMING EVENTS**

Ms. Verrier provided an update on upcoming events.

### **ADJOURNMENT**

Motion to adjourn made by Mr. LaVarnway, seconded by Mr. Quill. All members present voted in favor; meeting adjourned at 6:18pm.

Next regularly scheduled meeting Wednesday May 17, 2017 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.