



Auburn Industrial  
Development Authority

**MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, August 16, 2017**  
**First Floor Meeting Room**  
**Chamber of Commerce, 2 State Street, Auburn, NY 13021**

**Board Present:** Tricia Kerr (Member at Large)  
Ronald LaVarnway (Member at Large)  
William Andre (Vice-Chair & Member of Labor)  
Michael Quill (Council Member)  
Jeff Gasper (School Board Member)

**Board Excused:** James Dacey (Chair & Member of Business)  
Roger Beer (Member at Large)  
Terry Cuddy (Council Member)

**Staff & Guests:** Tracy Verrier, Executive Director  
Joseph Sheppard, Assistant Treasurer  
Karen Walter, City of Auburn Resident

Mr. Andre, Vice-Chair, called the meeting to order at 5:02pm noting a quorum was present.

**MEETING MINUTES**

Mr. LaVarnway moved to accept the minutes from the June 21, 2017 Regular Meeting; seconded by Ms. Kerr. The motion was approved 5-0.

**BILLS AND COMMUNICATION**

Mr. Sheppard reviewed the bills, which included invoices from CEDA for Q2 Administrative expenses (\$5,720.08), and the YMCA for the Wednesday Morning Roundtable (\$75.00) totaling \$5,795.08. Mr. Lavarnway moved to pay the bills, seconded by Mr. Quill. The motion was approved 5-0.

**REPORT OF THE TREASURER**

Mr. Sheppard provided the treasurers report, noting that presently income is higher than what was budgeted, and expenses are less. Ms. Verrier stated that it appeared that the CEDA Administrative Services had been placed into the Contract Services Line on the Profit and Loss statement and should be moved to Professional Services. Mr. Sheppard stated he would make the change. Ms. Kerr asked if there was any outstanding income. Mr. Sheppard stated that the Nolan Block Project – approved earlier in the year – had not yet closed. Ms. Verrier stated that they were still working on finalizing documents and would close soon.

Ms. Kerr made a motion to approve the Report of the Treasurer, seconded by Mr. Lavarnway. The motion was approved 5-0.

James A. Dacey  
Chairman

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## **UNFINISHED BUSINESS**

CEDA STAFF UPDATE: Ms. Verrier welcomed Mr. Gasper to the Board, noting that he was the new appointed member from the School Board. Mr. Gasper introduced himself to the board and provided a brief background of his professional experiences working with IDA's and Public Authorities.

Ms. Verrier provided an update to the Board regarding the REDC scoring of the Consolidated Funding Applications (CFA). She explained that the REDC would be reviewing applications at their August and September meetings, making final scoring decisions in September. She then provided a brief overview of some of the Auburn based projects that CEDA Staff worked with to generate applications, noting that there was a good variety of projects and that she was hopeful that they received funding.

Ms. Kerr asked about the Downtown Revitalization Initiative (DRI), questioning if it was separate funding and if we knew the timeline of when announcements would be made. Ms. Verrier explained that the DRI and CFA were two separate pots of money. She continued, giving a brief overview of the DRI, stating that she was unsure what the DRI timeline would be and that the CFA announcements were usually made in December. Mr. Quill asked about the duplicity between projects that applied for both funding through the CFA and DRI. Ms. Verrier explained that it was encouraged, stating that if they did not receive funding through the DRI they would hopefully receive it through the CFA.

Ms. Verrier discussed the Global Report that was received by the Authorities Budget Office (ABO). She explained that the draft response to the report needed to be received by the ABO prior to August 28. She stated that she did not find anything inaccurate within the report and that she would work with Mr. Cook to draft a response. She noted that ABO was already in possession of their response to the AIDA specific portion of the report.

## **NEW BUSINESS**

POPULATE COMMITTEES: Ms. Verrier explained that both the Governance and Finance Committees only had two members and they were required to have three. She then asked if there were any volunteers to fill the empty seats. Mr. Quill volunteered to fill the seat on the Governance Committee. Mr. Gasper volunteered to fill the seat on the Finance Committee.

SECRETARY: Ms. Verrier stated that a new Secretary would be needed to replace Ms. Salvage. Ms. Kerr volunteered to fill the seat.

## **BOARD MEMBER UPDATES:**

Mr. Lavarney discussed the NY State Economic Development Conference that he had attended in May. He stated that the main topic of the conference was Workforce Development and training. The Board then discussed the various training programs within the community and the need for more workforce development and trades education.

## **UPCOMING EVENTS**

Ms. Verrier discussed the upcoming events at both the Chamber and Commerce and SCORE.

**ADJOURNMENT**

Motion to adjourn made by Mr. Lavarney, seconded by Ms. Kerr. All members present voted in favor; meeting adjourned at 5:35pm.

Next regularly scheduled meeting Wednesday September 20th, 2017 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.