



Auburn Industrial  
Development Authority

**REGULAR MEETING MINUTES**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, January 23, 2019**  
**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)  
Michael Quill (Council Member)  
Jeff Gasper (School Board Member)  
Brandon Gravius (Member of Industry)  
Roger Beer (Member at Large)  
Terry Cuddy (Council Member)  
Ronald LaVarnway (Member at Large)

**Board Excused:** Tricia Kerr (Secretary & Member at Large)  
**Staff & Guests:** Tracy Verrier, Executive Director  
Samantha Frugé, Assistant Treasurer  
Andriy Troyanovych, Hancock Estabrook  
Charlie Ripley, Cayuga County Legislator  
Karen Walter, City of Auburn Resident

Mr. Dacey, Chairman, called the meeting to order at 5:00pm, noting the presence of a quorum.

**MEETING MINUTES**

Mr. LaVarnway moved to accept the minutes from the September 19<sup>th</sup> Regular Meeting, seconded by Mr. Gasper. Mr. Quill abstained. All remaining members present voted in favor, motion carried. Mr. Gravius moved to accept the minutes from the October 24<sup>th</sup> Regular Meeting, seconded by Mr. Gasper. All members present voted in favor, motion carried.

**BILLS AND COMMUNICATIONS**

Ms. Frugé reviewed outstanding bills for CEDA’s fourth quarter administrative services and expenses (\$5,013.07), the Economic Forecast Luncheon for one seat (\$40), the NYSEDC 2019 membership renewal (\$750), the 2019 County & Town tax bill for parcel 122.00-1-42 (\$1.64), the Cayuga Chamber of Commerce membership dues (\$275), and Coburn Design for web hosting (\$216). Mr. LaVarnway motioned to approve and pay the bills, seconded by Mr. Andre. All members present voted in favor, motion carried.

James A. Dacey  
Chairman

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## **REPORT OF THE TREASURER**

Ms. Frugé reviewed the October, November, and December profit and loss and balance sheets, noting interest revenue generated from savings accounts in the amounts of \$24.76 in October, \$23.97 in November, and \$24.76 in December. Ms. Verrier noted that the restricted funds listed on the profit and loss statements reflect PILOT payments that were received but had not yet been disbursed to the municipalities. Ms. Frugé added that a final invoice and disbursement report would be included in the next meeting packet. Mr. LaVarnway motioned to approve the report of the treasurer, seconded by Mr. Andre. All members present voted in favor, motion carried.

## **UNFINISHED BUSINESS**

CEDA Staff Update: Ms. Verrier explained that Mr. Dacey noted the board binders were due to be updated. She asked the Board to bring their binders to the next meeting to get updated policies, adding that CEDA staff would work on a process to ensure everyone had updated policies in the future.

Ms. Verrier provided an update on the Downtown Revitalization Initiative progress, noting they had a Local Planning Committee meeting the day prior to refine the list of potential projects. She explained there had been over \$29 million of requests and were refining the list down to around \$13-\$15 million to send to the State for a final decision. She explained that the Committee made good progress sorting projects into a priority list or pipeline list (projects that they'd still like to see move forward, but aren't a good fit for the DRI). She added that the CEDA office was looking to work with the pipeline project list to help them find alternative financing options. Mr. LaVarnway asked when the final projects would be chosen? Ms. Verrier stated the a list of projects was due to the State at the end of March and award announcements would likely be in the summer. Projects that were awarded would be connected with a state agency to administer the funds, noting there were different agencies according to the project type (infrastructure, municipal, renovations...). Mr. LaVarnway asked if the funds were awarded all at once? Ms. Verrier explained that the funds would be awarded all at once, but would be distributed to different agencies and disbursed on a reimbursement basis, so the projects would actually see the money at different times. She added that larger projects likely wouldn't start until the Spring of 2020.

Ms. Verrier discussed an event the Chamber and CEDA are coordinating with BOCES and the Auburn School District to host a career fair in March. The event will focus on providing insight on workforce opportunities within local industry clusters and encouraging students to consider careers they may not have considered before. Mr. Quill asked if trades would be represented at the career fair? Ms. Verrier confirmed they would, adding she'd also like to have unions represented.

Ms. Verrier discussed upcoming events CEDA was organizing, including a Banker's Breakfast in February and a presentation on Opportunity Zones to businesses located in the northwestern census tract that was designated an Opportunity Zone.

Mr. LaVarnway requested an update on the Nolan Block project and Ms. Verrier stated the building was going to be a mixed-use space with commercial on the first floor and about 16 residential units above. She explained that one commercial space was being leased to Octane Social House which was scheduled to open this Spring. Mr. Ripley asked what the price range was for the residential units? Ms. Verrier stated they would be market-rate.

## **NEW BUSINESS**

2019 Proposed Meeting Calendar: Ms. Verrier discussed the proposed 2019 meeting date calendar, explaining that they were trying to get the Committee meetings back onto a regular schedule. She requested the Board review the proposed calendar and alert CEDA staff if they could not attend a future meeting.

Report of the Governance Committee: Ms. Verrier said that the Governance Committee went through the self-evaluations and were waiting on one more evaluation to come in before sending the results to the State. She noted that the evaluations indicated some Board members were not familiar with the goals and processes of the IDA. She explained that one of the suggestions from the Governance Committee was to incorporate small training sessions from CEDA staff into the Board meetings to go over items such as reviewing business plans, going over site selection process, and reviewing the role of the ABO. The Board was agreeable.

Fiduciary Agreement: Ms. Verrier reviewed the fiduciary responsibilities of Board members and asked that the Board sign and return the fiduciary agreements by the end of the meeting or return via email if they needed additional time to review.

Ms. Verrier provided an update on 2018 September PILOT payments, noting that all PILOT payments had been received. She explained that the PILOT invoice for Currier Plastics had to be re-billed due to an increased property assessment and Currier made a partial payment in December and the remaining balance after January 1<sup>st</sup>. She added that another PILOT payment from Mack Studios had also been received just a day or two after January 1<sup>st</sup>. Ms. Verrier noted that it had been almost three years since a late PILOT payment and asked the Board their thoughts on potentially charging a late fee. Mr. Dacey recommended sending notification to the companies reminding them of the late fee and advise of possible recourse. Mr. Quill added that they had to set precedent and be consistent across the board regarding recourse, adding his suggestion to provide a one-time courtesy for the first late payment, then institute a penalty for a second. The Board was agreeable. Mr. Dacey motioned to send notification to Mack Studios of a one-time waiver of the late fee and explaining that any payments in the future received after January 1 would be charged a fee, seconded by Mr. Quill. All members voted in favor, motion carried.

## **ADJOURNMENT**

Motion to adjourn made by Mr. Quill, seconded by Mr. Gasper. All members present voted in favor; meeting adjourned at 5:47pm.

Next regularly scheduled meeting Monday, February 20<sup>th</sup>, 2019 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St.