



Auburn Industrial
Development Authority

REGULAR MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, March 20, 2019
First Floor Meeting Room
Chamber of Commerce, 2 State Street, Auburn, NY 13021

- Board Present:** William Andre (Vice-Chair & Member of Labor)
Tricia Kerr (Secretary & Member at Large)
Brandon Gravius (Member of Industry)
Roger Beer (Member at Large)
Terry Cuddy (Council Member)
Ronald LaVarnway (Member at Large)
- Board Excused** James Dacey (Chair & Member of Business)
Michael Quill (Council Member)
Jeff Gasper (School Board Member)
- Staff & Guests:** Tracy Verrier, Executive Director
Samantha Frugé, Assistant Treasurer
Zachary Blodgett (Hancock Estabrook)
Karen Walter (City of Auburn Resident)

Mr. Andre, Vice-Chairman, called the meeting to order at 5:13pm, noting the presence of a quorum.

MEETING MINUTES

Mr. Beer moved to accept the minutes from the February 20th Finance Committee Meeting and February 20th Regular Meeting, seconded by Mr. Gravius. All members present voted in favor; motion carried.

BILLS AND COMMUNICATIONS

Ms. Frugé presented bills from the Chamber of Commerce (\$65) for one seat at the 2018 Annual Dinner and NYSEDC (\$790) for the 2019 Annual Meeting attendance for Mr. Dacey & Mr. LaVarnway. Mr. Cuddy motioned to approve and pay the bills, seconded by Ms. Kerr. All members present voted in favor, motion carried.

REPORT OF THE TREASURER

Mr. Beer reviewed the February profit and loss and balance sheet, noting no income to date. Mr. Beer asked if they expected any issues meeting the budgeted project fee income this year? Ms. Verrier said that they would see project administrative fees come in soon from two projects that were approved last month. She added that Currier Plastics is planning on submitting their application soon. Mr. LaVarnway motioned to approve the report of the treasurer, seconded by Mr. Cuddy. All members present voted in favor, motion carried.

James A. Dacey
Chairman

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UNFINISHED BUSINESS

CEDA Staff Update: Ms. Verrier discussed conversations she had with Bluefield Manor in regards to potentially extending their PILOT. She advised that their current PILOT was structured in such a way that did not build them up to their actual tax liability, which would cause their taxes to double within one year after their PILOT concluded. She explained that Bluefield Manor had put together a prospective schedule that would get them more prepared for their tax liability after the PILOT. Along with the extension, they were also looking to expand their facility which would involve purchasing land from the City to build another building. Mr. Cuddy asked if there was a job creation component to the extension of the PILOT? Ms. Verrier explained that the PILOT extension alone did not create jobs, but expanding their facility would and that would only be possible if the PILOT was extended. Mr. Cuddy asked if their financials would be included in the application? Ms. Verrier said they would be included. Mr. Andre asked if Bluefield Manor was operating at capacity? Ms. Verrier said they were and had a waiting list. She added that she could have them attend the next meeting to discuss extending their PILOT ahead of submitting a formal application. The Board was agreeable and asked to review financials if possible.

Ms. Verrier discussed a request from Joe Bartolotta to reactivate the ST-60 sales tax exemption for the JBJ project as they are working on the John Street renovations. She explained that the project's ST-60 expired in 2016, however the project did not use all of the exemption due to delays in the renovation process. They were now in the process of completing the renovations and were looking to reactivate the ST-60 but is not requesting any additional exemption to what had been approved originally. She added that Mr. Bartolotta would be submitting a letter and that she would put together a package of past information for the Board to review. Mr. Beer asked if there would be a legal issue with approving the reactivation request? Ms. Verrier said that it would be at the Board's discretion, adding that it is not unusual to extend an ST-60 but it generally occurs before the original one expires. However, she spoke with Rick Cook at Hancock Estabrook and they did not see any legal issue with reactivating the ST-60, only that it would need Board approval since there is not an increase in the benefit. If there were an increase in the benefit, a new application would be needed. The Board asked why the John Street properties had not been renovated by now? Ms. Verrier said there was another potential project that delayed the project's timetable for completion, and that board members had been in touch with Mr. Bartolotta over the years regarding the progress. She added that they stabilized the properties and were now working on renovations. She advised that CEDA staff would pull together past minutes regarding the project and bring to the next meeting for the Board's review.

NEW BUSINESS

2018 Financial Audit Review: Ms. Buffington presented an overview of the 2018 Financial Audit to the Board, stating that the report was clean. Ms. Buffington noted that they tested internal control processes and found no deficiencies. She added that the minutes for the 2018 Board meetings were clean and thorough. Ms. Buffington then provided an overview of the Statement of Net Position noting the net position was positive, however there was concern regarding the lack of revenue generated. The past few years have not had many projects, which so the entity has had to draw on reserves. Ms. Buffington noted that accounts payable included three PILOT payments which were received and disbursed right at the beginning of the new year. Mr. Beer noted that the 2018 expenses aligned with what was budgeted. Ms. Verrier pointed out that the note on page 7 regarding the Tower lease could be removed. Ms. Buffington said she would review and delete the note if appropriate and have the final audit completed and distributed shortly.

Mr. LaVarnway moved to accept the 2018 Financial Audit as Amended, seconded by Mr. Beer. All members present voted in favor, motion carried.

Report of the Audit Committee: Mr. Gravius provided a report of the Audit Committee which had met prior to the Regular meeting, noting they discussed Ms. Buffington's concern of revenue generation. Ms. Verrier explained they were expecting project fees from two projects that were approved the month prior and were anticipating Currier Plastics to submit their application soon. Mr. Gravius added that the auditors provided a new report on Investments, noting they found no instances of non-compliance.

2018 PARIS Reporting Review: Ms. Verrier stated that PARIS reporting was almost complete and that the majority of the report would be similar to the previous year. Ms. Frugé was still waiting on outstanding paperwork from three projects for the project metrics section. Ms. Verrier pointed out the Annual Operation & Accomplishment report and Measurement report were narratives of what projects were in progress and how the IDA was performing with selected goals. She asked the Board to review the reports and let her know of any changes that should be made before the reporting was due at the end of the month.

RESOLUTION: Ratifying Authority Policies for 2019: Ms. Verrier stated that the Committees met and reviewed policies. The resolution was to re-ratify the policies and was an annual process. The resolution lists all the policies under PAAA and PARA. She noted the only change to the policies was to add 'Executive Director' as the contracting officer on the Property Disposition Policy.

Mr. LaVarnway moved to accept the Resolution to Ratify Authority Policies for 2019, seconded by Mr. Gravius. The resolution was voted upon roll call vote as follows:

NAME	Yes	Nay	Absent	Abstain
JAMES DACEY			X	
WILLIAM ANDRE	X			
JEFF GASPER			X	
ROGER BEER	X			
TERRY CUDDY	X			
MICHAEL QUILL			X	
TRICIA KERR	X			
RON LAVARNWAY	X			
BRANDON GRAVIUS	X			

The motion passed.

UPCOMING EVENTS: Ms. Verrier provided an update on the Career Day to be held at CCC, noting they had about 50 employers who planned to attend and expected around 300 students. Ms. Verrier also discussed an upcoming NYSERDA information session to be held at BOCES on March 25th, noting municipal officers were invited to attend and learn more about PILOTs for solar projects under RPTL 487. Ms. Verrier discussed the presentation on Opportunity Zones that was held on March 4th, noting the presentation was available on the City's website for viewing.

ADJOURNMENT

Motion to adjourn made by Mr. LaVarnway, seconded by Ms. Kerr. All members present voted in favor; meeting adjourned at 5:55pm.

Next regularly scheduled meeting Wednesday, April 17th, 2019 @ 5:00pm in the First Floor Conference Room of the Chamber Offices, 2 State St, but a new date may be selected due to board member conflicts.