



Auburn Industrial  
Development Authority

**Regular Meeting Minutes**  
**AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Wednesday, April 21<sup>st</sup> @ 5:00pm**  
**Remote due to COVID-19**  
**2 State Street, Auburn, NY**

**Board Present:**

James Dacey (Chair & Member of Business)  
William Andre (Vice-Chair & Member of Labor)  
Roger Beer (Member at Large)  
Jimmy Giannettino (Council Member)  
Brandon Gravius (Member of Industry)  
Gwen Webber-McLeod (Member at Large)  
Terry Cuddy (Council Member)  
Jeff Gasper (School Board Member)  
Katie MacIntyre (Member at Large)  
Tracy Verrier, Executive Director  
Taylor Symes, Acting Treasurer  
Devon Roblee (CEDA)  
Richard Cook, Hancock Estabrook, LLP

**Staff & Guests:**

Mr. Dacey called the meeting to order at 5:01pm, noting the presence of a quorum.

**MEETING MINUTES:**

Mr. Giannettino motioned to approve the Regular and Audit Committee Meeting Minutes, seconded by Mr. Cuddy. All members voted in favor; motion was carried.

**BILLS AND COMMUNICATION:**

Ms. Symes presented the bills as followed: Buffington & Hoatland in the amount of \$3,800, Cayuga Economic Development Agency in the amount of \$5,102.28, and TGW in the amount of \$3,000. Mr. Beer asked how much the first payment was for Buffington & Hoatland? Ms. Symes stated that it was \$2,700. Mr. Beer stated that in total we have paid for the 2020 audit is \$6,500. Mr. Andre motioned to accept the bills, seconded by Ms. Webber-McLeod. All members voted in favor; motion was carried.

**REPORT OF THE TREASURER:**

Mr. Beer reviewed the Profit and Loss Budget Report and the Balance Sheet. He went over the Income pertaining to Admin Fees in the amount of \$13,803 which resulted from Mack Studios. The miscellaneous expense totaled \$46.26 for the Currier Plastic Public Hearing notice and the Marketing and Promotion totaling \$11,916 for TGW's brand work. The total expense for the month of March was \$11,962.26. The net income for the month of March totaled \$1,878.12.

Mr. Beer reviewed the account balances and would recommend moving some money from the checking account into the savings account. Mr. Dacey asked if we were in a financial position to transfer funds without having to transfer the finds back at a later time? Ms. Verrier stated that the transfer should be fine and still allow the IDA to pay upcoming bills. Mr. Dacey motioned to transfer \$100,000 from checking to savings, seconded by Mr. Beer. All members voted in favor; motion was carried.

James A. Dacey  
Chairman

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Ms. Webber-McLeod motioned to approve the Treasurers Report, seconded by Mr. Gasper. All members voted in favor; motion was carried.

#### **UNFINISHED BUSINESS:**

TGW- Updated Marketing Plan Timeline: Ms. Verrier informed the board that TGW was planning to launch the brand the week of April 26<sup>th</sup>, 2021, which would include redirecting AIDA's URL to the new website. The launch program would include a press release and content being presented to the community via various platforms. Ms. Verrier wanted to ensure the board was comfortable with the launch prior to pulling the trigger. Ms. Roblee stated that the expected launch date would be April 27<sup>th</sup> and a press release has been drafted. Ms. Verrier stated that Mr. Thomas is preparing a bulleted list of talking points, which will be sent to the board to help with fielding any questions. This will ensure that everyone is messaging consistently. Ms. Verrier stated that metrics will start to be tracked on the website and social media after the launch. Mr. Dacey asked if that was a part of the ambassador program? Ms. Verrier stated that the ambassador program is slated for later in the rollout, but the messaging would be consistent.

CEDA Staff Update: Ms. Verrier stated that the microenterprise program just ended. There were 6 applicants that completed the program and we were able to create an equal amount of funding for everyone. Ms. Verrier stated that the staff is working on a plan to improve the program in the future, but overall it was a success.

Ms. Verrier reviewed the DRI small project grant fund. She stated that the 5 projects awarded in round 1 are still working through the paperwork to be submitted to the State. Round 2 was just launched and Ms. Symes sent out the information to the board. Ms. Verrier stated that we would be holding two informational sessions to help potential applicants, and that potential projects should be slated to start in fall 2021 or spring 2022 given the long documentation period. Mr. Gasper asked how much funding was still available for Round 2? Ms. Verrier reviewed the funding and stated that \$360k was awarded in round 1 which leaves \$210k for round 2. Ms. Webber-McLeod asked why we didn't receive that many applicants in the first round? Ms. Verrier explained that it was bad timing for most people since the applications were due back at the beginning of January and they were sent out in the beginning of December. Some projects had other applications due, then there was the holidays. Some businesses may have also been uncertain about their ability to finance the projects due to COVID. Ms. Verrier explained that Ms. Szabo and Ms. Goloub are available to assist the businesses in completing the application. Ms. Webber-McLeod asked if the people that are applying are new entrepreneurs or existing? Ms. Verrier stated that it could be either. Ms. Verrier gave an overview of Round 1 applicants and their projects.

Ms. Verrier stated that the Supply Chain Analysis is underway. The first phase is pretty much completed and the whole project should be complete by the end of the year.

Ms. Verrier stated that we have a job opening for the Communications Coordinator. Ms. Saret has decided to resign for personal reasons. This position would be for the receptionist at the front desk, email marketing, and social media. The job description was posted on Indeed and the CEDA and Chamber websites. Also, Ms. Verrier has sent it out to CCC and Wells College. Ms. Verrier stated that the position is part-time. Mr. Cuddy asked what hours were we looking for? Ms. Verrier stated that the ideal schedule would be 8:30-5 Tuesday through Thursday, or half day Monday or Friday and 10am-5pm Tuesday through Thursday. Ms. Verrier stated the afternoon hours during the middle of the week are crucial. There would be some flexibility but the hours listed would be the best fit.

Fiduciary Acknowledgement Reminder: Ms. Verrier reminded the board to return their fiduciary statement forms to Ms. Symes.

**NEW BUSINESS:**

PRISON CITY LEASE SUBORDINATION RESOLUTION: Mr. Cook stated that Prison City would be refinancing some of the debt they used for their project. They would be refinancing \$1.7 million through Empire State Certified Development Corporation. Empire State has asked AIDA to subordinate its lien position on the property. Ms. Verrier stated that AIDA does not use its lien position for collateral purposes, so subordinating does not make a huge difference. Mr. Cook explained that normally we would sign on the mortgage as a non-recourse, but ESCDC prefers this mechanism instead. Mr. Dacey read the resolution into the record. Mr. Andre motioned to accept the Resolution, seconded by Ms. Webber-McLeod.

Roll call vote:

	Yea	Nay	Abstain	Absent
James Dacey	X			
William Andre	X			
Jimmy Giannettino	X			
Brandon Gravius	X			
Jeff Gasper	X			
Katie MacIntyre	X			
Gwen Webber-McLeod	X			
Terry Cuddy	X			
Roger Beer	X			[TV1]

All member voted in favor; motion was carried.

NOLAN BLOCK ST-60 EXTENSION AND RESOLUTION: Ms. Verrier stated that Mr. Kyle asked if they could have an extension of their ST-60 until the end of the year. Mr. Kyle stated that they were a little behind on their project due to COVID and ran out of time on the original ST-60, which is related to sales tax benefit only. Mr. Giannettino asked if there was a limit on how many times someone could have an extension? Mr. Cook stated that it's at the discretion of the board. Mr. Andre asked how this would be different from Health Central? He stated that they have taken on additional projects on top of their original project. Ms. Verrier stated that they have had an extension to their PILOT. Ms. Verrier explained that this would be different due to it being for just their Sales Tax Exemption and that there is no additional incentive amount being granted; this would just be an extension of time. Mr. Dacey read the resolution into the record. Mr. Gasper motioned to approve the resolution, seconded by Mr. Cuddy.

Roll call vote:

	Yea	Nay	Abstain	Absent
James Dacey	X			
William Andre	X			
Jimmy Giannettino	X			
Brandon Gravius	X			
Jeff Gasper	X			
Katie MacIntyre	X			
Gwen Webber-McLeod	X			
Terry Cuddy	X			
Roger Beer				X

All members voted in favor; motion was carried.

AIDA/CCIDA DRAFT RFP FOR AUDIT SERVICES: Ms. Verrier stated that AIDA and CCIDA have jointly used the same Audit Services in the past. Ms. Verrier stated that the 3-year contract with Buffington & Hoatland is up. Normally, the IDAs would issue an RFP at this time, but it may be beneficial to extend the current engagement. At the CCIDA meeting the board decided to ask Buffington & Hoatland for a one-year extension with the stipulation of keeping the same price as for 2020, and if they do not to go ahead and put out the RFP. Ms. Verrier explained that it is normal for the price to slightly increase each year based on inflation and increasing costs. Mr. Dacey asked if CCIDA took increasing costs into consideration? Ms. Verrier stated that it was noted, but they still wanted to see a steady price, however, AIDA did not have to make the same request.

The motion would be as followed: To extend Buffington & Hoatland for one year at the same cost as the 2020 FY Audit, and if it does not work then the RFP would be released. Mr. Dacey made the motion, seconded by Ms. Webber-McLeod.

Mr. Dacey said it would be beneficial to keep the same auditors for the sake of the staff being able to work with the same Auditors without the stress of retraining the auditors on the books. Ms. Verrier stated that when a new auditor starts it takes about 2 years to become fully aware of everything happening in the books. Once they make it to the 3<sup>rd</sup> year, they are just starting to actually understand the full picture. Mr. Andre wants to know why we don't just submit an RFP? Ms. Verrier stated that if we are happy with the services, it could be beneficial to maintain the relationship. Mr. Dacey stated that when an RFP was done 3 years ago it was hard to receive proposal back and the costs were fluctuating. Ms. Verrier stated may receive even fewer proposals back now based upon staffing shortages and various disruptions to the industry. Buffington & Hoatland were the only local company that responded the last time an RFP was put out. Mr. Gasper stated that we should ask for the extension but next year to submit the RFP to see exactly what is out there. Ms. MacIntyre asked what year they would be basing this off of since two different years were mentioned? Ms. Verrier stated that the price would be based off of the costs paid in 2021 for the 2020 FY Audit.

Ms. Webber-McLeod asked if the CEDA Board asked if they would keep the same terms? Ms. Verrier stated that they asked for Buffington & Hoatland to supply a fee schedule. Ms. Webber-McLeod asked what was the percentage they increase? Ms. Verrier stated that it wasn't a percentage, they tend to just increase by \$150-\$200 yearly. Ms. Webber-McLeod wanted to know what would happen if the firm came back and said they cannot keep the same price, would CCIDA RFP without AIDA? Ms. Verrier stated that they potentially could do that, but that isn't necessarily the intention. Mr. Dacey said he doesn't see the value of doing an RFP right now as we likely wouldn't receive many responses. Mr. Giannettino stated that he doesn't feel comfortable asking them to keep pricing steady. Ms. Verrier stated that looking at the fee schedule they had a standard increase of \$150 each year for the last 3 years. They quoted \$6,500 for the 2020 audit and that aligns with what was actually paid. Ms. Verrier stated that she would feel comfortable if the board wanted to amend the motion to ask Buffington & Hoatland for a 1 year extension with the standard increase. Mr. Dacey stated that we have been successful with this company and that Ms. Verrier and her team know what is being done.

Mr. Dacey motioned to amend the motion to include a standard increase, and for Buffington & Hoatland to propose a price for the 2021 Audit. All members voted in favor; motion was carried.

**BOARD MEMBER UPDATES:**

Ms. Verrier directed the board to look at the Performance Goal Progress Report. She stated that she will provide one quarterly to keep everyone on track as to where we are. Ms. Verrier also reviewed the upcoming events.

Ms. Webber-McLeod stated that she was able to attend the Microenterprise Final Presentations and that the experience would be life changing for the participants. Ms. Webber-McLeod voiced her concerns on the unemployment issue and how various businesses and boards are talking about this issue. Mr. Dacey stated that he understands what she is saying and the bill that was set in place made sense at the time COVID started, but the lack of enforcement is creating a problem. Mr. Cuddy stated that the board should ask themselves what could the AIDA Board do to help this situation? He suggested addition training could help.

**ADJOURNMENT:**

Mr. Giannettino motioned to adjourn at 6:19pm, seconded by Mr. Gravius. All members voted in favor; motion was carried.

Respectfully Submitted,

Taylor Symes