



Regular Meeting Minutes

Auburn Industrial Development Authority

Wednesday, June 19th @ 5:00pm

Remote and limited board attendance

2 State St., Auburn, NY

Board Present:

James Dacey (Chair & Member of Business)

William Andre (Vice-Chair & Member of Labor)

Gwen Webber-McLeod (Member at Large)

Terry Cuddy (Council Member)

Jeff Gasper (School Board Member)

Jimmy Giannettino (Council Member)

Lisa Green (Member at Large)

Absent:

Katie MacIntyre (Member at Large)

Staff & Guests:

Brad Broadwell, CEO

Taylor Symes, Acting Treasurer

Maureen Riester, CEDA

Rob Poyer, Hancock Estabrook

Karen Walters, Auburn Citizen

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

MEETING MINUTES:

Mr. Andre motioned to approve the May 18th Regular Meeting Minutes, seconded by Mr. Cuddy. All members present voted in favor; motion was carried.

BILLS AND COMMUNICATION:

Ms. Symes presented the following bill: TGW in the amount of \$4,750.00, A&M Graphics for \$285.61. Ms. Symes stated that Ms. Roblee would need to reorder the rack cards which had 1000 cards in it. Ms. Symes stated that this bill will be a reoccurring bill for an entire year in the amount of \$4,750.00.

Ms. Webber-McLeod motioned to pay the bills, seconded by Mr. Giannettino. All members present voted in favor; motion was carried.

Ms. Symes stated that a transfer is needed to cover the bills this month, Ms. Green asked how much would need to be transferred, Ms. Green wanted to know if 5,000 would cover it? Ms. Symes stated no due to the TGW bill was \$4,750.00 Mr. Cuddy stated we should make a transfer that would last us through the summer. Ms. Green asked where would we be transferring the funds from and do we need a motion to transfer funds? Ms. Symes stated the transfer would come from the savings account. Mr. Poyer stated a motion was not necessary and that it was in the power of the Treasurer. Ms. Symes asked if it was in her power or Mr. Bob Gauthier's power? Ms. Green stated that we would need to inform Mr. Gauthier of the transfer that was needed. Mr. Poyer stated that he could delegate. Mr. Gasper stated that the funds transferred should be able to cover this month's bills along with the next two months' worth of bills.

Ms. Webber-McLeod asked if this transfer was for a cash flow purpose of to cover our bills along with upcoming bills? Ms. Symes stated that this transfer is to cover this months' worth of bills and upcoming bills. Ms. Webber-McLeod asked is Ms. Symes knew exactly how much the upcoming bills would be? Ms. Symes stated that she doesn't know what the future hold in regards to upcoming projects but is aware of one reoccurring bill. Mr. Cuddy stated that \$20,000 would seem reasonable. Mr. Gasper asked who had the access to the accounts? Ms. Symes stated that Mr. Gauthier and herself has access and the power to transfer the funds.

REPORT OF THE TREASURER:

Ms. Green reviewed the P&L and Balance sheet. She stated that we had very little activity for May. We had \$1000 in income. The income comes in when the projects come in. Ms. Green stated that she had a conversation with Ms. Symes about extra quarter that is reporting on the balance sheet that will be adjusted by the auditors.

Mr. Andre motioned to approve the Report of the Treasurer, seconded by Mr. Gasper. All members present voted in favor; motion was carried.

UNFINISHED BUSINESS:

CEDA Staff Update: Mr. Broadwell stated that we were short 2 part-time positions. Our communications coordinator moved on to be a project manager elsewhere. They have been conducting interviews for that position and have narrowed down their final candidates. They will be returning for a second interview and hopefully make an offer and fill the position. Mr. Broadwell stated that the office manager position would need to be retitled to a finance specialist due to the accounting aspects that's involved. He stated that he has posted the position and has 5 candidates and will begin interviewing. He stated this may need to be a full time position. Ms. Green asked if it was being advertised as a fulltime position right now? Mr. Broadwell stated no, they are looking for the right person and to watch the finances before offering it as a fulltime position.

Ms. Symes stated that Ms. Foster finished with ARPA and is working with the City of Auburn to award the approved projects. Ms. Symes stated that she has been working on continuing the DRI projects and all 9 projects are making efforts to move forward. She stated that some projects are fully in construction while some projects are being reviewed by the state still. Ms. Symes

explained that each project moves at their own pace. Ms. Symes stated that Ms. Riester has been helping business expand and potentially relocate to Auburn or its surrounding area.

Mr. Giannettino asked how many businesses were awarded for ARPA? Ms. Symes stated that she wasn't sure but there were 54 applications but not all of them were awarded. Ms. Symes stated that all applicants will be notified if they were approved or denied. The letter would be coming directly from The Mayor. Mr. Giannettino wanted to know if the letters would be on the City letterhead to make sure the businesses know that the City of Auburn did help the community. Ms. Webber-McLeod asked if the awards would be publically announced? Ms. Symes stated that she was unsure if this would be announced.

NEW BUSINESS:

No new business.

UPCOMING EVENTS:

Mr. Dacey reviewed upcoming events.

BOARD MEMBER UPDATES:

Mr. Dacey stated that at the last meeting he announced Mr. Gravius leaving. He wanted to know if anyone had any recommendations for the board. Mr. Cuddy stated that he would think about people who could be on the board. Ms. Webber-McLeod asked if Mr. Gravius represented a specific industry? Mr. Dacey stated that it was not industry specific. Mr. Dacey stated that Mr. Gasper would be stepping down from the board also along with the school board. The school board would announce his replacement in due time. Mr. Dacey wanted to thank Mr. Gasper for the hard work and dedication he has put into this board.

ADJOURNMENT:

Mr. Gasper motioned to adjourn at 5:27pm, seconded by Mr. Giannettino. All members present voted in favor; motion was carried.

Respectfully Submitted,

Taylor Symes