



**Regular Meeting Minutes
Auburn Industrial Development Authority
Wednesday, April 17, 2024 @ 5:00pm
Remote and board attendance
2 State St., Auburn, NY**

Board Present: Gwen Webber-McLeod (Chair)
Terry Cuddy (Secretary & Council Member)
Tessa Crawford (Treasurer & Member at Large)
William Andre (Vice-Chair & Member of Labor)
Katie MacIntyre
Dan Lovell (Representative of Auburn School District)
Karen Walter

Excused: Jimmy Giannettino (Council Member)
Stephanie Leone

Staff & Guests: Rob Poyer, AIDA Counsel
Katie Moran, Bookkeeper/Office Manager

Roll call was taken. A quorum was present and Ms. Webber-McLeod called the meeting to order at 5:00pm.

MEETING MINUTES:

The minutes of the March meeting were reviewed, with one amendment to include “Treasurer” after Tessa Crawford’s name in the board list.

A motion was made by Ms. MacIntyre to approve the minutes with the amendment, seconded by Ms. Walter. All present voted in favor, motion carried.

BILLS AND COMMUNICATION:

Ms. Moran reported that there were two bills, one from Dannible & McKee for the 2023 audit and one for Ms. Walter’s registration for the NYSEDC IDA Academy. Ms. Moran also requested permission to order new, printable checks. Ms. Webber-McLeod noted that the IDA Academy was postponed and a new date has not been announced yet. Ms. MacIntyre noted that she would be interested in attending depending on the new date. Ms. Moran suggested holding off on paying the registration until the new date is announced and it is determined whether any additional board members will attend.

Mr. Cuddy made a motion to pay the Dannible & McKee bill, second by Ms. MacIntyre. All present voted in favor, motion carried.

The board members noted that the amount billed for the audit was quite high. Mr. Cuddy suggested there may have been additional work given the circumstances, and Ms. Webber-McLeod offered that the audit can be RFP-ed next year.

TREASURER REPORT:

Ms. Crawford explained that she had met with Ms. Webber-McLeod and Ms. MacIntyre regarding a corrective action plan and response to the auditor. One item they wanted to get a better handle on was the PILOT billing, so Ms. Crawford met with Maureen Riester and Peter King of CEDA and Tracy Verrier of

MRB Group to review the PILOT billing information. Ms. Verrier had reviewed the PILOT billing and assisted in updating the PILOT tracking spreadsheet, which will be shared with the Board. The auditors had also recommended creating a second bank account for just PILOT receipts and disbursements. Ms. Moran noted that she will need to coordinate with Bob Gauthier, City Treasurer, to get that account set up. The Board questioned why Bob Gauthier is the only person to sign checks, and Mr. Poyer agreed to look into it.

Motion to send the corrective action plan to the auditor by Mr. Lovell, second by Ms. MacIntyre. All present voted in favor, motion carried.

Mr. Poyer presented a set of resolutions, along with letters and waivers, to be sent to the taxing jurisdictions requesting that they forgive penalties and interest related to the delayed disbursement of PILOT funds. If the board approves, the letters, waivers, and resolutions will be sent to the jurisdictions, and the jurisdictions will bring the resolutions to their governing bodies.

Motion to approve the form of the letters and resolutions requesting the forgiveness of penalties and interest related to PILOT disbursements by Mr. Cuddy, second by Mr. Lovell. The board discussed adding the year that Tracy Verrier resigned, filling in the blanks in the resolutions with the amounts of forgiveness requested, and updating the last sentence of the letter to reflect AIDA's mission. Mr. Cuddy and Mr. Lovell accepted these as friendly amendments. All present voted in favor of approving the forms as amended. Motion carried.

BOARD EDUCATION: Organizing the board and committees

Ms. Webber-McLeod reviewed aspects of the bylaws and provided a board roster. Some items of note included:

- There are not currently acting officers, but there have been in the past.
- The website needs to be updated on the website, including the board list.
- An audit committee needs to be appointed and implemented.
- Ms. Crawford has agreed to chair the finance committee, Mr. Cuddy would like to stay on the governance committee.
- Mr. Poyer and Ms. Walter discovered that the enabling statute dictates that the City Treasurer be in charge of the monies of the authority. However, the bylaws indicate that other board officers could sign checks. Mr. Poyer will look at whether a bylaw amendment is needed for clarity and alignment.
- Ms. Webber-McLeod recommended creating a marketing, branding, and positioning committee to consider and make recommendations regarding what types of marketing and outreach AIDA should be doing. Could also do outreach to businesses that have been supported by AIDA, monitor the website, and find ways to stay connected to the business community. Ms. MacIntyre agreed to lead up this effort.
- No executive director right now, but contractual relationship with CEDA is in place through April 30. The board discussed whether to pass a resolution regarding extending relationship with CEDA to stay in compliance. With CEDA's organizational report coming out soon, it was decided to have a special meeting if necessary to make a decision.
- Currently no vice-chair.

Motion to appoint Mr. Andre as vice-chair by Ms. Walter, seconded by Mr. Cuddy. All present voted in favor, motion carried.

Ms. Webber-McLeod reviewed a To Do list summary that was created by Ms. Walter about items that have been mentioned at board meetings but never acted on. The board discussed whether a new RFP for auditing services needs to go out. Ms. Moran will look into when the last RFP was done, it is usually done every three years. Ms. Walter also asked whether AIDA is up to date on NYSEDC dues.

Mr. Poyer will look through the bylaws and do some additional research regarding the question about check signing. There is a need to clarify that section of the bylaws.

Motion to approve ordering printable checks by Ms. MacIntyre, seconded by Mr. Cuddy. All present voted in favor, motion carried.

CLOSING

The meeting adjourned at 6:22pm.