



MEETING NOTICE & MESSAGE FROM THE BOARD CHAIR

TO: AIDA Board Members
FROM: Gwen Webber-McLeod, Board Chair
DATE: September 11, 2024

Greetings AIDA Board Members,

I look forward to our meeting scheduled for September 18 from 5 to 6:30 p.m. in the 3rd-floor conference room at City Hall. As discussed, we will continue to use meetings to discuss, act, and share ideas to ensure AIDA remains an effective economic development organization for the City of Auburn. The agenda and related handouts for the meeting are attached. Here are highlights of what will happen during our meeting.

Business Items

We have an application from 21 Allen, LLC / Bo-Mer to discuss. This application is for a PILOT and sales and use tax exemption. We will not be authorizing any incentives at this meeting. Rather we will learn about the project and consider an Initial Project Resolution, which simply allows us to set a public hearing and continue to process.

We will also review and discuss a draft 2025 budget from the Finance Committee. We do not need to approve a budget until October, so the Finance Committee is seeking feedback from the board on this budget draft, and will refine at their next meeting and present a recommendation for approval in October.

Board Education- Application Process

While we intended to revisit the Camoin report this month, given the Bo-Mer application we felt it was appropriate to reorder our intended topics and cover the AIDA Application process at this meeting instead. As such, Tracy will go through the application and the process of moving a business/project through the application process.

We will revisit the Camoin report at a future meeting.

Reminder – Board Self-Evaluation

If you have not yet, please return your board self-evaluation to Tracy ASAP so that the Governance Committee can consider your input at their meeting on Monday, September 16.

Continued thanks for your dedication to the work of AIDA.

CC: Auburn Citizen, Rob Poyer, Jennifer Haines, Chuck Mason

Mission Statement
"To advance the job opportunities, general prosperity, sustainability and economic welfare of the people of Auburn, NY."

Strategic Priorities

- Market the benefits of doing business in Auburn and the incentives available through AIDA to eligible projects that will generate jobs and revenue for the community.
- Assist at least two (2) projects per year with AIDA benefits and/or guidance on other benefits available in the community.
- Market parcels owned by AIDA.
- Diversify deal flow.





Auburn Industrial Development Authority
 Regular Board Meeting
 24 South Street, 3rd floor Training Room, Auburn, NY
 Wednesday September 18, 2024 at 5:00pm

The public can view the meeting online at
<https://us02web.zoom.us/j/84428492300?pwd=ophAdxP5HMc2CNnfdBYGDx7qiq8L6x.1>

Item	Time	Presenter	Outcomes
Welcome/Roll Call	5:00 – 5:05	Gwen Webber-McLeod, Board Chair	Attendance/Greet members/ Establish Quorum
Minutes for Review and Approval	5:05 – 5:10	Gwen Webber-McLeod	Vote on items as a package
Bills Treasurers Report	5:10 – 5:20	Tracy Verrier Tessa Crawford, Board Treasurer	Vote to pay bills & accept Treasurers Report
New Business: • 21 Allen Application • 2025 Budget • Bank Accounts • Governance Committee Report	5:20 – 5:50	Tracy Verrier Tessa Crawford Tracy Verrier Terry Cuddy	Initial Project Resolution for 21 Allen/Bo-Mer Discussion/Feedback regarding 2025 budget and bank accounts Overview and next steps re: board self-evaluations
Unfinished Business: • Updates	5:50-6:00	Tracy Verrier	Updates on: • Letter to CCDC • Residential property disposition
Board Education: Application process	6:00-6:25	Tracy Verrier	For board information only, no action needed
Board Updates Adjournment	6:25-6:30	Board of Directors	Opportunity for Board to share information and ideas relevant to the work of AIDA Vote to adjourn meeting

Upcoming meetings, events, and trainings:

- Next AIDA Board Meeting: October 16 @ 5pm
- Next Finance Committee Meeting: October 2 @ 5pm
- Cayuga County Chamber Annual Dinner: October 2 @ 5:30pm (dinner at 6:30), Emerson Park Pavilion
- NYSEDC/NYATEP Partners for Workforce and Economic Development Conference: October 21-23, Rochester Hyatt Regency
 - Single day = \$225/person
 - Full conference = \$499/person
- NYSEDC Fall IDA Academy: November 7, Crotonville Conference Center, Ossining
 - \$125/person
 - \$500 for 5



2 State Street, Auburn, NY 13021
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 Where possibility takes root.



**Regular Meeting Minutes
Auburn Industrial Development Authority
Wednesday, August 21, 2024 @ 5:00pm
Remote and board attendance
2 State St., Auburn, NY**

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

Excused: William Andre (Vice-Chair & Member of Labor)
Stephanie Leone

Staff & Guests: Rob Poyer, Hancock Estabrook
Tracy Verrier, MRB Group
Jeff Dygert, City of Auburn

**Remote attendance*

REGULAR MEETING

Ms. Webber-McLeod called the meeting to order at 5:03pm and a roll call was taken.

MEETING MINUTES:

The minutes of the July regular meeting and August Finance Committee meeting were reviewed. A motion to approve the minutes was made by Mr. Giannettino, seconded by Mr. Lovell. All present voted in favor, motion carried.

BILLS AND COMMUNICATION:

Ms. Verrier reviewed the bills.

TREASURER’S REPORT:

Ms. Crawford noted that she now has access to the bank account and QuickBooks for additional oversight. She explained that the new checking account and CD were established. Some items in Quickbooks are still being reconciled, including the Due to Government account. Ms. Crawford reviewed the profit and loss statement and explained the expenses and income, noting that for July contract services include MRB Group and the travel and meetings expense was for the recent IDA Academy. She noted that there is nothing is out of the ordinary.

Ms. Webber-McLeod praised Ms. Crawford for her actions to put AIDA in alignment with the agreed-upon corrective action plan following the 2023 audit.

Mr. Lovell motioned to pay the bills as presented and approve the treasurer’s report, seconded by Mr. Cuddy. All present voted in favor, motion carried.

NEW BUSINESS:

Report from IDA Academy

Ms. Walter attended the IDA Academy and presented her takeaways to the board. She noted that there are two things on the horizon to be aware of: 1) DEC is expected to expand wetland buffers and review of endangered species, and 2) there is a bill pending that will require IDAs to consider whether a project will provide childcare.

Ms. Walter explained some additional topics she found interesting from the Academy. One presenter mentioned that IDAs should be thinking long-term, about what a project will look like 30 years ahead. Another mentioned that if something doesn't seem right, it is okay to slow down, say something, and ask questions. Presenters recommended that IDAs talk to their energy providers to better understand their power capacities. Ms. Walter also noted that state auditors that presented encouraged IDAs to think about additional ways to verify job creation. Ms. Verrier noted that state auditors want verification beyond the NY45s. Currently, the existing monitoring policy includes an annual visit, which could help on this front. Ms. Verrier noted that this topic should be revisited as the transition progresses. Mr. Poyer noted that collecting NY45s and periodic inspections should satisfy state auditors. He explained that he thinks it's also a matter of tracking change of circumstances at projects, which the site visits would accomplish.

Ms. Walter said that presenters explained that HCR's Low Income Tax Credits are now only for new construction, and can no longer be used for rehabilitation of existing housing stock. Mr. Giannettino expressed disappointment at this and said that this change will make reaching the state's Pro Housing goals more difficult.

Ms. Walter finished her summary of the IDA Academy by noting that she learned that every dollar of IDA tax abatement generates \$6.57 in new tax revenues.

UNFINISHED BUSINESS

Updates

Regarding the transition of county-wide economic development efforts, Ms. Webber-McLeod noted that it would be good to have public communication about where people can go for assistance and where the county is in the process. Mr. Giannettino said that he would not support AIDA joining a one-stop under CCDC as AIDA is not represented in the CCDC board starting now. He suggested that they submit a letter to CCDC outlining what is needed for them to consider participating. Ms. Verrier disclosed that she is on the CCDC board, and as such cannot represent AIDA in those discussions given her fiduciary duty. She agreed that a letter communicating from the board to CCDC directly would be helpful in that regard. Mr. Cuddy added that he wants to see clearer community about economic development activities in the long-term. He explained that it sometimes felt like they were left in the dark with CEDA and wants to ensure that is not going to be the case with CCDC.

Ms. Webber-McLeod noted that it sounds like they are in agreement about sending CCDC a letter to outline what they are looking for in terms of their participation. The board discussed and agreed that the letter should request:

- That two City of Auburn representatives, one being an AIDA member, be added to the CCDC board as soon as possible and prior to the engagement of an executive director search firm;
- That AIDA have representation in the CCDC executive director search;
- Clarity and communication regarding the the interim plan/process;
- communication from CCDC to AIDA about the status of the process; and
- information about the nature and timing of public communication about the process and interim supports.

Ms. Walter said she was disappointed to hear the response that CCDC did not want to add new board members now since this was launched as a partnership.

Ms. Webber-McLeod agreed to draft the letter.

BOARD EDUCATION: HOUSING

Ms. Webber-McLeod explained the importance of continuing the discussion about housing to establish clarity and understanding about AIDA’s role in the overarching conversation, as well as ensuring cohesion about their point of view during ongoing conversations about economic development. She noted that they want to be speaking with one voice about emerging opportunities and scenarios. Additionally, even if AIDA can’t do something directly, they can help advocate and facilitate activities to improve Auburn’s position for economic development.

Ms. Verrier presented on why IDAs are getting involved in housing, the housing continuum, what some other IDAs are doing in their UTEPs around housing, and best practices for establishing “but for”. Mr. Giannettino noted that they should be in the housing conversation. He expressed wanting to target specific types of projects that would have the greatest impact, rather than it being a free-for-all for all housing development projects. Mr. Giannettino asked if there is market data to show that additional rental units lead to more single-family homes going on the markets (e.g. seniors downsizing to apartments and selling their homes). Ms. Verrier will look into that.

Ms. Crawford asked if they have to limit the types of housing projects they are involved in. Ms. Verrier explained that right now, the only projects AIDA can be involved in are those that can be justified as commercial. Right now that tends to be rental projects. They can advocate and get creative with single family projects, but cannot provide incentives for that type of housing. Ms. Crawford noted that if that is the case, then they can put together incentive packages for specific project types they’d like to support and advertise that. Ms. Verrier noted that it would be good to come to an agreement about what the IDA wants to support and how, then updating the UTEP accordingly.

Ms. Walter asked how the Pro Housing initiative impacts or interacts with AIDA’s incentives. Ms. Verrier explained that like ESD grants, IDA incentives could layer with some of the Pro Housing grants quite well. They play a different role for developers than the grant funding. The IDA PILOT helps to manage developer costs over time and encourages long-term financial sustainability of the projects, while grants tend to help offset the upfront cost.

Ms. Webber-McLeod thinks it is important to understand the city’s perspective on how they’d like to see the IDA get involved with the Pro Housing work. Mr. Jeff Dygert, City Manager,

noted that they should have a workshop or educational session to learn about housing and potential places for collaboration with the city and other partners. Ms. Walter noted that they should also work to involve the stakeholders being impacted by certain projects more.

BOARD UPDATES

There were no board updates.

CLOSING

Motion to adjourn the meeting by Mr. Cuddy, seconded by Mr. Giannettino. All present voted in favor, motion carried.

The meeting adjourned at 6:33pm.



**Finance Committee Meeting Minutes
Auburn Industrial Development Authority
Wednesday, September 4, 2024 @ 5:00pm
Memorial City Hall, 24 South Street, Auburn, NY**

Board Present: Tessa Crawford (Committee Chair)
Karen Walter
Excused: Gwen Webber-McLeod
Staff & Guests: Tracy Verrier, MRB Group

Ms. Crawford called the meeting to order at 5:08pm noting that a quorum was present.

FINANCIAL REPORTS

Ms. Crawford and Ms. Verrier reviewed each of the financial reports with the committee.

Ms. Verrier reviewed the transaction report for August and listed all transactions for the month, as well as the Accounts Payable and Due to Government lines on the balance sheet. She explained that she has been able to tie the roughly \$1,300 of unexplained balance in the Due to Government account to a specific set of journal entries, and will now drill down into those entries to see what happened. Ms. Crawford reviewed the Profit and Loss statement, noting the expenses that show up on each line.

Ms. Crawford asked if there is any update on properties for sale. Ms. Verrier responded that there were none, but she will follow up with Stever Baier for an update ahead of the full board meeting.

2025 BUDGET

The committee went through each budget line to determine preliminary numbers to present to the board for discussion at the next meeting in September. The net income for this preliminary budget is just over \$5,000, and Ms. Verrier will include a copy in the September meeting packet. Ms. Crawford will present the preliminary budget at the full board meeting and ask for feedback from the board. The Finance committee will then meet October 2nd to refine the budget based on feedback and present a final budget recommendation to the board for approval at the October full board meeting.

OTHER UPDATES & DISCUSSION

During the October 2nd meeting the committee will also complete their annual policy review. The committee will not meet during November and December and will reconvene in January 2025.

CLOSING

Motion to adjourn the meeting by Ms. Crawford, seconded by Ms. Walter. All present voted in favor, motion carried.

The meeting adjourned at 5:56pm.

Bills & Invoices

As of **September 18, 2024**, the following bills and invoices are unpaid (also attached for review):

Vendor	Invoice #	Date	Amount	Description
MRB Group	62713	8/30/2024	\$4,392.50	Staff services 7/28-8/24/2024

PILOT Disbursements:

Still forthcoming: Nucor correction, Mack Studios reimbursement, JBJ late fee

Requesting approval for the following disbursements:

Payee	Covered Invoices/PILOTs	Total Amount
MRB Group	62713	\$4,392.50

A motion to make the above disbursements was made, seconded, and approved by the AIDA board of directors.

Approved: _____

Tessa Crawford (Board Treasurer)





Swiftwater Strategies
 145 Culver Road, Suite #160
 Rochester, NY 14620

INVOICE

Invoice Number: 62713
 Date: August 30, 2024

Auburn Industrial Development Authority
 2 State Street
 Auburn, NY 13021

Project: 2720.24001.000 Auburn Industrial Development Authority - Interim Management Services

Client Manager: Verrier, Tracy N.

Professional Services from July 28, 2024 to August 24, 2024

04 - Management Services Month 04 07.28.24 - 08.24.24

Professional Services

		Hours	Rate	Amount
Verrier, Tracy N.	07/29/2024	.50	195.00	\$97.50
Prep and send agenda for Finance Committee meeting.				
Grissett, Grace M	07/30/2024	.50	155.00	\$77.50
Called Tracy to talk about website updates.				
Verrier, Tracy N.	07/30/2024	2.00	195.00	\$390.00
Potential project (BM) incentive scenarios, coordination re: letters of support, start website updates, prep actual PILOT payment report for school district, bookkeeping, work with ExtraMile on YouTube access				
Grissett, Grace M	07/31/2024	.75	155.00	\$116.25
Uploaded meeting information to website.				
Verrier, Tracy N.	07/31/2024	.50	195.00	\$97.50
Review and correct 2024/25 PILOT projections for school district				
Verrier, Tracy N.	08/07/2024	2.00	195.00	\$390.00
Pull financials, prep for and attend finance committee meeting, draft committee meeting minutes.				
Verrier, Tracy N.	08/08/2024	2.50	195.00	\$487.50
Update Quickbooks to reflect City and School waiver of fees, draft committee minutes, return various signed forms and contracts to vendors, correspond with Rob Poyer about County fee waiver request.				
Verrier, Tracy N.	08/09/2024	.75	195.00	\$146.25
Correspondence, set up PARIS accounts, make corrections to PARIS 2023 report				
Verrier, Tracy N.	08/12/2024	2.50	195.00	\$487.50
Agenda prep call with Gwen, finalize draft agenda and outline of cover letter. Review board evaluation templates and create board evaluation form, send to Gwen for feedback.				

Verrier, Tracy N.	08/14/2024	.75	195.00	\$146.25
Compile meeting packets, send packets and notices. Send board evaluation forms to board. Outreach to governance committee to schedule meeting.				
Verrier, Tracy N.	08/15/2024	.25	195.00	\$48.75
Call with Jenny Haines re: potential application				
Grissett, Grace M	08/19/2024	.50	155.00	\$77.50
AIDA website updates and email to Tracy about server error/troubleshooting.				
Verrier, Tracy N.	08/19/2024	.50	195.00	\$97.50
Correspondence re: board meeting. Initial communication and research re: prospect 2024-6.				
Verrier, Tracy N.	08/20/2024	.75	195.00	\$146.25
Prep for board meeting				
Grissett, Grace M	08/21/2024	1.00	155.00	\$155.00
Called GoDaddy to troubleshoot website server error.				
Verrier, Tracy N.	08/21/2024	2.50	195.00	\$487.50
Board meeting, including prep, setup, and tear down. Correspondence with prospect 2024-2.				
Grissett, Grace M	08/22/2024	2.00	155.00	\$310.00
Drafted meeting minutes for August.				
Verrier, Tracy N.	08/22/2024	.50	195.00	\$97.50
Prepare financial transactions, get Bob Gautier signatures.				
Verrier, Tracy N.	08/23/2024	2.75	195.00	\$536.25
Meeting follow ups, create board pipeline report, investigate inconsistency in Due To Government QB account, follow up with prospect 2024-5.				
Total Professional Services		23.50		\$4,392.50

04 - Management Services Month 04 07.28.24 - 08.24.24 Total: \$4,392.50

Invoice Total \$4,392.50

Auburn Industrial Development Authority

Balance Sheet

As of August 31, 2024

	TOTAL		
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
101 Checking-Generations	34,019.81	44,432.38	-10,412.57
102 Chemung Checking - PILOTS	500.00		500.00
111 Savings-Generations	27,364.31	169,580.27	-142,215.96
112 Chemung CD	75,000.00		75,000.00
130 Petty Cash	165.00	165.00	0.00
Total Bank Accounts	\$137,049.12	\$214,177.65	\$ -77,128.53
Accounts Receivable			
166 A/R PILOTS	0.00	0.00	0.00
166.10 AR/Auburn Community Hotel, L.P.	25,505.61	0.00	25,505.61
166.13 JBJ Real Property	1,311.55	0.00	1,311.55
166.16 PILOT Rec.- Mack Studios	-10,881.34	0.00	-10,881.34
Total 166 A/R PILOTS	15,935.82	0.00	15,935.82
Total Accounts Receivable	\$15,935.82	\$0.00	\$15,935.82
Total Current Assets	\$152,984.94	\$214,177.65	\$ -61,192.71
Fixed Assets			
168 Land	305,064.96	305,064.96	0.00
170 Furniture & Equipment	20,032.33	20,032.33	0.00
171 Website	16,500.00	16,500.00	0.00
172 A/D Furniture & Equipment	-31,782.55	-28,614.55	-3,168.00
Total Fixed Assets	\$309,814.74	\$312,982.74	\$ -3,168.00
Other Assets			
195 Closing Costs	4,646.81	4,646.81	0.00
Total Other Assets	\$4,646.81	\$4,646.81	\$0.00
TOTAL ASSETS	\$467,446.49	\$531,807.20	\$ -64,360.71
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 Accounts Payable	5,887.97	1,000.00	4,887.97
Total Accounts Payable	\$5,887.97	\$1,000.00	\$4,887.97
Other Current Liabilities			
224 Loan Payable - City C	0.00	23,100.00	-23,100.00
228 Accrued Interest Payable	0.00	10,530.00	-10,530.00
240 Due To Government	24,029.47	19.76	24,009.71
Total Other Current Liabilities	\$24,029.47	\$33,649.76	\$ -9,620.29
Total Current Liabilities	\$29,917.44	\$34,649.76	\$ -4,732.32

Auburn Industrial Development Authority

Balance Sheet

As of August 31, 2024

	TOTAL		
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)	CHANGE
Total Liabilities	\$29,917.44	\$34,649.76	\$ -4,732.32
Equity			
390 Retained Earnings	220,827.08	257,813.00	-36,985.92
395 Unrestricted Net Assests	254,867.66	266,061.45	-11,193.79
Net Income	-38,165.69	-26,717.01	-11,448.68
Total Equity	\$437,529.05	\$497,157.44	\$ -59,628.39
TOTAL LIABILITIES AND EQUITY	\$467,446.49	\$531,807.20	\$ -64,360.71

Auburn Industrial Development Authority
Budget vs. Actuals: FY_2024 - FY24 P&L
 January - December 2024

	Aug 2024				2024			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
410 Income - Admin Fees		1,666.66	-1,666.66	0.00%	500.00	20,000.00	-19,500.00	2.50%
Total Income	\$ 0.00	\$ 1,666.66	-\$ 1,666.66	0.00%	\$ 500.00	\$ 20,000.00	-\$ 19,500.00	2.50%
Gross Profit	\$ 0.00	\$ 1,666.66	-\$ 1,666.66	0.00%	\$ 500.00	\$ 20,000.00	-\$ 19,500.00	2.50%
Expenses								
510 Fines & Penalties			0.00		5,887.97	0.00	5,887.97	
630 Dues		0.00	0.00		0.00	1,500.00	-1,500.00	0.00%
660 Legal Fees		29.00	-29.00	0.00%	0.00	500.00	-500.00	0.00%
670 Office Supplies	29.16	0.00	29.16		93.98	0.00	93.98	
680 Professional Services		0.00	0.00		9,950.00	11,000.00	-1,050.00	90.45%
715 Travel & Meetings		125.00	-125.00	0.00%	400.00	1,500.00	-1,100.00	26.67%
720 Contract Services	4,035.00	4,500.00	-465.00	89.67%	22,130.40	41,000.00	-18,869.60	53.98%
745 Marketing and Promotion		625.00	-625.00	0.00%	1,798.71	7,500.00	-5,701.29	23.98%
Total Expenses	\$ 4,064.16	\$ 5,279.00	-\$ 1,214.84	76.99%	\$ 40,261.06	\$ 63,000.00	-\$ 22,738.94	63.91%
Net Operating Income	-\$ 4,064.16	-\$ 3,612.34	-\$ 451.82	112.51%	-\$ 39,761.06	-\$ 43,000.00	\$ 3,238.94	92.47%
Other Income								
800 Gain on Sale of Land		833.33	-833.33	0.00%	0.00	10,000.00	-10,000.00	0.00%
820 Interest Income	11.78	500.00	-488.22	2.36%	1,595.37	6,000.00	-4,404.63	26.59%
Total Other Income	\$ 11.78	\$ 1,333.33	-\$ 1,321.55	0.88%	\$ 1,595.37	\$ 16,000.00	-\$ 14,404.63	9.97%
Net Other Income	\$ 11.78	\$ 1,333.33	-\$ 1,321.55	0.88%	\$ 1,595.37	\$ 16,000.00	-\$ 14,404.63	9.97%
Net Income	-\$ 4,052.38	-\$ 2,279.01	-\$ 1,773.37	177.81%	-\$ 38,165.69	-\$ 27,000.00	-\$ 11,165.69	141.35%

Tuesday, Sep 03, 2024 08:50:42 AM GMT-7 - Accrual Basis

Auburn Industrial Development Authority

Profit Loss Prev Year Comparison

January - August, 2024

	TOTAL			
	JAN - AUG, 2024	JAN - AUG, 2023 (PY)	CHANGE	% CHANGE
Income				
410 Income - Admin Fees	500.00	1,311.55	-811.55	-61.88 %
420 Miscellaneous Income	0.00	0.00	0.00	
Total Income	\$500.00	\$1,311.55	\$ -811.55	-61.88 %
GROSS PROFIT	\$500.00	\$1,311.55	\$ -811.55	-61.88 %
Expenses				
510 Fines & Penalties	5,887.97	0.00	5,887.97	
630 Dues	0.00	1,160.50	-1,160.50	-100.00 %
66900 Reconciliation Discrepancies	0.00	-0.87	0.87	100.00 %
670 Office Supplies	93.98	0.00	93.98	
680 Professional Services	9,950.00	8,700.00	1,250.00	14.37 %
700 Miscellaneous Expense	0.00	0.00	0.00	
715 Travel & Meetings	400.00	0.00	400.00	
720 Contract Services	22,130.40	10,002.40	12,128.00	121.25 %
745 Marketing and Promotion	1,798.71	9,035.05	-7,236.34	-80.09 %
Total Expenses	\$40,261.06	\$28,897.08	\$11,363.98	39.33 %
NET OPERATING INCOME	\$ -39,761.06	\$ -27,585.53	\$ -12,175.53	-44.14 %
Other Income				
820 Interest Income	1,595.37	868.52	726.85	83.69 %
Total Other Income	\$1,595.37	\$868.52	\$726.85	83.69 %
NET OTHER INCOME	\$1,595.37	\$868.52	\$726.85	83.69 %
NET INCOME	\$ -38,165.69	\$ -26,717.01	\$ -11,448.68	-42.85 %

INITIAL PROJECT RESOLUTION
(21 Allen Street, LLC Project)

A regular meeting of the Auburn Industrial Development Authority was convened at Memorial City Hall, 24 South Street, Auburn, New York on September 18, 2024 at 5:00 p.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2024-9-1

RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (i) ACCEPTING THE APPLICATION OF 21 ALLEN STREET, LLC WITH RESPECT TO A CERTAIN PROJECT (AS MORE FULLY DESCRIBED BELOW); (ii) AUTHORIZING A PUBLIC HEARING WITH RESPECT TO THE PROJECT; AND (iii) DESCRIBING THE FORMS OF FINANCIAL ASSISTANCE BEING CONTEMPLATED BY THE AUTHORITY.

WHEREAS, the Auburn Industrial Development Authority (the "**Authority**") is authorized and empowered by the provisions of the Auburn Industrial Development Authority Act, Chapter 915 of the 1969 Laws of New York constituting Title 15 of Article 8 of the Public Authorities Law, Chapter 43-A of the Consolidated Laws of New York, as amended (the "**Act**"), to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial and research facilities, and facilities for use by a federal agency or medical facility, among others, and thereby to advance the job opportunities, health, general prosperity and economic welfare of the people of the City of Auburn and improve their medical care and standard of living; and

WHEREAS, 21 Allen Street, LLC (the "**Company**") has requested the Authority's assistance with a certain project (the "**Project**") consisting of (i) the acquisition of an approximately 3.03 acre parcel of land located at 21 Allen Street in the City of Auburn, New York identified as Tax Map No. 108.81-1-6 (the "**Land**") improved by an approximately 33,000 square foot building and related site improvements (collectively, the "**Existing Improvements**"), (ii) the construction or reconstruction of the Existing Improvements for use by the Company or its affiliates as a manufacturing, warehousing and office facility (the "**New Improvements**" and, together with the Existing Improvements, the "**Improvements**"), and (iii) the installation in and around the Improvements of equipment for use by the Company or its affiliates as a manufacturing, warehousing and office facility (the "**Equipment**" and, together with the Land and the Improvements, the "**Project Facility**"); and

WHEREAS, pursuant to Section 2302 of the Act, the Authority desires to adopt a resolution describing the Project and the financial assistance that the Authority is contemplating with respect to the Project; and

WHEREAS, it is contemplated that the Authority will hold a public hearing and (i) negotiate and enter into a lease agreement (the "**Lease Agreement**"), leaseback agreement (the "**Leaseback Agreement**") and payment-in-lieu-of-tax agreement (the "**PILOT Agreement**") with the Company, (ii) take title to or retain a leasehold interest in the Land and personal property

constituting the Project (once the Lease Agreement, Leaseback Agreement and PILOT Agreement have been negotiated), and (iii) provide financial assistance (the "**Financial Assistance**") to the Company in the form of (a) a sales and use tax exemption for purchases and rentals related to the acquisition, construction and equipping of the Project; and (b) a partial abatement of real property taxes, all as set forth in the PILOT Agreement and an agent agreement to be executed between the Authority and the Company and its affiliates (the "**Agent Agreement**"); and

WHEREAS, pursuant to Section 2307 of the Act, prior to the Authority providing any Financial Assistance to any project, the Authority, among other things, must hold a public hearing with respect to the Project.

WHEREAS, the actions of the Authority remain subject to the review required by the New York State Environmental Quality Review Act ("**SEQRA**") with respect to the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE AUTHORITY AS FOLLOWS:

Section 1. The Company has presented an application in a form acceptable to the Authority. Based upon the representations made by the Company to the Authority in the Company's application, the Authority hereby finds and determines that:

(A) By virtue of the Act, the Authority has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(B) The Authority has the authority to take the actions contemplated herein under the Act; and

(C) The action to be taken by the Authority will further the purposes of the Authority under the Act by increasing employment opportunities in the City of Auburn, preventing economic deterioration and otherwise furthering the purposes of the Authority as set forth in the Act; and

(D) The Project will not result in the removal of a civic, commercial, industrial, or manufacturing plant of the Company or any other proposed occupant of the Project from one area of the State of New York (the "**State**") to another area of the State or result in the abandonment of one or more plants or facilities of the Company or any other proposed occupant of the Project located within the State; and the Authority hereby finds that, based on the Company's application, to the extent occupants are relocating from one plant or facility to another, the Project is reasonably necessary to discourage the Project occupants from removing such other plant or facility to a location outside the State and/or is reasonably necessary to preserve the competitive position of the Project occupants in their respective industries.

Section 2. The proposed financial assistance being contemplated by the Issuer includes (A) an exemption from all state and local sales and use taxes with respect to the qualifying personal property included in or incorporated into the Project Facility or used in the acquisition, construction, renovation or equipping of the Project Facility; and (B) an abatement or exemption from real property taxes levied against the Project Facility pursuant to a PILOT Agreement to be negotiated.

Section 3. The Chair or Vice Chair of the Authority are hereby authorized, on behalf of the Authority, to cause the issuance of a public hearing, hold a public hearing in compliance with the Act and negotiate (but not execute or deliver) the terms of (A) the Lease Agreement whereby the Company leases the Project Facility to the Authority, (B) the Leaseback Agreement conveying the Project Facility back to the Company, (C) the PILOT Agreement, whereby the Company agrees to make certain payments-in-lieu-of real property taxes, (D) the Agent Agreement whereby the Company makes certain representations and agreements with respect to the Financial Assistance granted to the Company, and (E) related documents; provided (i) the rental payments under the Leaseback Agreement shall include payments of all costs incurred by the Authority arising out of or related to the Project and indemnification of the Authority by the Company for actions taken by the Company and/or claims arising out of or related to the Project; and (ii) the terms of the PILOT Agreement is consistent with the Authority's Uniform Tax Exemption Policy or if there is a deviation from such policy that sufficient grounds are stated for such deviation as set forth in Section 2315 of the Act.

Section 4. The Authority is hereby authorized to schedule, notice and conduct a public hearing with respect to the Project in compliance with the Act.

Section 5. This Resolution is subject to compliance with the applicable provisions of SEQRA in connection with the Project.

Section 6. The officers, Executive Director, employees and agents of the Authority are hereby authorized and directed for and in the name and on behalf of the Authority to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Authority with all of the terms, covenants and provisions of the documents executed for and on behalf of the Authority.

Section 7. This Resolution shall take effect immediately upon adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Gwendolyn Webber-McLeod, Chair				
William Andre, Member				
James Giannettino, Member				
Daniel Lovell, Member				
Katherine MacIntyre, Member				
Tessa Crawford, Member				
Stephanie Leone, Member				
Karen Walter, Member				
Terrence Cuddy, Member				

This Resolution was thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF CAYUGA) SS:

I, the undersigned Assistant Secretary of the Auburn Industrial Development Authority, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Auburn Industrial Development Authority (the "**Authority**"), including the resolution contained therein, held on September 18, 2024, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Authority and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Authority had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Authority present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this ____ day of _____, 2024.

Terrence Cuddy, Secretary

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY APPLICATION FOR FINANCIAL ASSISTANCE

Form Adopted: July 20, 2016

IMPORTANT NOTICE: The answers to the questions contained in this Application are necessary to determine the Applicant's eligibility for financing, tax exemptions and other assistance from the Auburn Industrial Development Authority (the "Authority"). These answers will also be used in the financial preparation of legal documents for this transaction. Accordingly, all questions should be answered accurately and completely by an officer or other employee of this Applicant who is thoroughly familiar with the business and affairs of your firm and who is also thoroughly familiar with the proposed project. This application is subject to acceptance by the Authority.

Instructions

1. The Authority will not approve any application unless, in the judgment of the Authority, this Application contains sufficient information upon which to base a decision whether to approve or tentatively approve the project contemplated herein (the "Project").
2. Fill in all blanks, using "none" or "not applicable" or "N/A" where the question is not appropriate to the Project.
3. If an estimate is given as the answer to a question, put "(est)" after the figure or answer which is estimated.
4. If more space is needed to answer any specific question, attach a separate sheet.
5. When completed, return two (2) signed copies of this application to the Authority at 2 State Street, Auburn, New York 13021.
6. A completed Environmental Assessment Form (EAF) concerning the Project must be submitted with the Application. A Short Form EAF should be provided by staff with this Application. Depending on the nature of the Project, the Authority may require a Long Form EAF.
7. Please note that Article 6 of the New York Public Officers Law provides that all records in the possession of the Authority (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets or information, the nature of which is such that if disclosed to the public or otherwise widely disseminated would cause substantial injury to the Applicant's competitive position, the Applicant may identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of the Public Officers Law.
8. The Applicant will be required to pay to the Authority all actual costs incurred in connection with this application and the Project, including fees and expenses of the Authority's legal counsel.
9. The Authority has established an administrative fee to be paid by the Applicant upon successful conclusion of the sale of the bonds or the leaseback transaction, as applicable, said fee being intended to cover the indirect expenses incurred by the Authority in administering the Project. The administrative fees are outlined in Section I of this application or such other amount as is agreed to by the Authority on a case-by-case basis. Unless the Authority agrees in writing to the contrary, the administrative fee is required to be paid at or prior to the issuance of bonds or the granting of any financial assistance, as applicable.
10. The Authority has established an application fee of five hundred and 00/100 dollars (\$500) to cover the anticipated costs of the Authority in processing this application. A check or money order made payable to the Authority must accompany each application. This application will not be accepted by the Authority unless accompanied by the application fee.

I. Authority Administrative Fee Policy

The Auburn Industrial Development Authority (the "**Authority**") shall calculate Project administrative fees as follows:

For Projects with a Total Project Cost in excess of \$750,000:

- (i) Bond transactions shall incur a fee of 0.75% of the aggregate principal amount of the bonds issued with respect to the Project ("**Bond Fees**"). Legal fees shall be paid in addition to the Bond Fees and such other fees as is agreed to by the Authority Board on a case-by-case basis.
- (ii) Leaseback transactions shall incur a fee of 1% of the Total Project Costs ("**Leaseback Fees**"). Legal fees shall be paid in addition to the Leaseback Fees and such other fees as is agreed to by the Authority Board on a case-by-case basis.
- (iii) Due to the Authority's interest in promoting and contributing to public benefit, in the sole discretion of the Authority's Board, Leaseback Fees shall not exceed ten percent (10%) of the total benefit approved for the Project.

For Projects with a Total Project Cost between \$100,000 and \$750,000:

- (i) Application for Sales & Use Tax Exemption only shall incur a fee of \$500 and a flat rate legal fee of \$2,500.
- (ii) Application for exemption of Mortgage Recording Tax only shall incur a fee of \$500 and a flat rate legal fee of \$2,500.
- (iii) Application for both (i) and (ii) shall be a fee of \$1000 and a flat rate legal fee of \$3,000.

For purposes of this Policy, Total Project Costs shall be based upon the information in Article III, Section 9 of this Application for Financial Assistance.

II. Applicant Information

Company Name: **21 Allen, LLC (lessee Bo-Mer Plastics LLC)**

Address 1: 13 Pulaski Street

Address 2:

City/State/ZIP: Auburn NY 13021

Contact Person: Brian Colella Title: Controller

Contact 315-252-7216 Contact Fax: 315-252-7450

Telephone:

Contact Email: bcolella@bo-mer.com

Attorney: David Holstein

Firm: Bosquet and Holstein

Phone: 315-701-6423

Email: dholstein@bhlawpllc.com

Tax Map ID (if 108.81-1-6
available):

Zoning of Project Site: Industrial

Zoning Change Needed?: No

- c. Attach map showing the general location of the project.
- d. If this project will result in closing or relocating from an existing facility, is the move necessary in order to remain competitive? N/A
- e. Describe existing improvements, if any: existing building structure

2. Project User:

- a. Will the Applicant be the User of the facility that is the subject of the proposed Project?
Yes

- b. If no, please submit the following information about the user:

Company Name: **Bo-Mer Plastics, LLC**

Address 1: 13 Pulaski St

Address 2:

City/State/ZIP: Auburn NY 13021

Contact Person: Brian Colella Title: Controllor

Contact 315-252-7216 Contact 315-252-7450

Telephone: Fax:

Contact Email: bcolella@bo-mer.com

Business Type: Privately Held Corporation

If other, describe: LLC

If a corporation, date of 11/2001
establishment?

If a corporation, incorporated in which NY
state?

- c. Select the type of operations of all end users at the project site (check all that apply):

- Industrial
- Warehousing
- Back Office
- Commercial
- Retail
- Housing
- Mixed Use
- Facility for Aging
- Civic Facility
- Other

- d. Does the Project include facilities or property that are used in making retail sales of goods or services to customers who personally visit such facilities? No
- If yes, what percentage of the cost of the Project will be expended on such facilities or property used in making retail sales of goods or services to customers who personally visit such facilities?
 - If more than 33.33%, please check all that apply from the following list:
 - The Project will be operated by a not-for-profit corporation.
 - The Project is likely to attract a significant number of visitors from outside of the economic development region (defined as the counties of Cayuga, Onondaga, Madison, Cortland, and Oswego).
 - The Project occupant, if not for the proposed financial assistance from the Authority, would locate the Project and related jobs outside of New York State.
 - The predominant purpose of the Project is to make available goods or services which would not, but for the Project, be reasonably accessible to the residents of the City, Town or Village within which the Project will be located due to a lack of accessible retail trade facilities offering such goods or services.
 - The Project will be located in an area designated as an Empire Zone pursuant to Article 18-B of the General Municipal Law.
 - The Project will be located in a census tract, or census tract contiguous thereto, which, according to the most recent census data has (a) a poverty rate of at least 20% or at least 20% of households receiving public assistance for the year in which the data relates, **and** (b) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relates.

3. Utilities on Site:

- | | | |
|------------------------|-----------|---|
| a) Water Supply | Municipal | Describe source / supplier: City of Auburn |
| b) Sewer | Municipal | Describe other: City of Auburn |
| c) Electricity Utility | NYSEG | Describe other: |
| d) Gas Utility | NYSEG | Describe other: |

4. Attach copies of preliminary plans or sketches of proposed construction, site plans or floor plans of existing facility.
5. Who presently is legal owner of the project building or site described in # 2 above? **21 Allen, LLC has negotiated a purchase offer on the property and intends to close before year end.**
6. Is there an existing or proposed lease for the project? No. If yes, attach a copy of the lease.
7. Existing Facilities within New York State:
- a. Are other facilities owned, leased or used by the Owner or User (or any related entity/person) within the State? Yes
 - b. If there are other facilities within the state, is it expected that any of these other facilities will close or be subject to reduced activity as a result of the proposed Project? No

- c. If yes, is the Project reasonably necessary to discourage the Owner or User from removing activities in the State to a location outside of the State? N/A If yes, please explain.

Note: The Authority is required to notify the chief executive officer of the municipality from which your facility is being relocated or abandoned. This notification will be sent prior to the Authority's conduct of required public hearing(s).

CERTIFICATION: Based upon the answers provided within question 8 above, the Company hereby certifies to the Authority that the undertaking of the proposed project and provision of financial assistance to the Company by the Authority will not violate Section 2306 of the New York Public Authorities Law.

8. Project Costs (Estimates):

Category	Amount
Land acquisition	909,000
Building Construction/Renovation	1,300,000
Site Work	60,000
Machinery & Equipment	600,000
Furniture & Fixtures	
Soft Costs (Architect, Legal and Engineering)	10,000
Financial Charges (loan or bond fees and interest)	
Authority Fee	
Other (Describe:)	
Other (Describe:)	
Total Project Cost:	\$2,879,000

9. Sources of Funds for Project Costs:

Source	Amount
Bank Financing:	
Equity (excluding equity attributed to grants/tax credits):	\$2,303,200
Tax Exempt Bond Issuance:	
Taxable Bond Issuance:	
Public Sources (total pf all state and federal grants and tax credits):	\$575,800
Identify each state and federal grant/credit:	
ESD Grant Funds	\$575,800

Total Sources of Funds for Project Costs: \$2,879,000

10. Have any of the above costs been paid or incurred as of the date of this Application? No If yes, describe particulars.

IV. Permitting and Environmental Requirements

1. Does the project require local planning or permitting approvals? No
2. Will a site plan application be filed? No
3. Has another entity been designated as lead agent under the State Environmental Quality Review Act (“SEQRA”)? No
 - a. If yes, attach copy of Negative Declaration if completed, or a copy of submitted Environmental Assessment Form if Negative Declaration has not yet been issued.
 - b. If no, attach a completed Environmental Assessment Form.

V. Employment and Payroll Projections

1. Job Creation:
 - a. Anticipated construction jobs created by the Project:10
Anticipated Dates of Construction: October 2024 – March 2025
 - b. Permanent Full Time Equivalent (FTE)* Jobs to be Created and Retained by the Project

Column A: Insert the job titles or types that exist within the company at the time of application, as well as any job titles that will be established as a result of the Project.

Column B: Indicate the average wage for each listed job title/type in terms of annualized wages.

Column C: Indicate the wage range for each listed job title/type in terms of annualized wages.

Column D: Indicate the average amount of fringe benefits for each listed job title/type.

Column E: For each listed job title insert the number of FTEs that exist at the time of application.

Column F: Insert the number of FTE jobs to be created during year one of the Project for each listed job title.

Column G: Insert the number of FTE jobs to be created during year two of the Project for each listed job title.

Column H: Insert the number of FTE jobs to be created during year three of the Project for each listed job title.

(A) Job Title/Type	(B) Average Annual Wages	(C) Annual Wage Range	(D) Average Fringe Benefits	(E) Current Number of FTEs	(F) Jobs Created: Year One	(G) Jobs Created: Year Two	(H) Jobs Created: Year Three
Production	\$40,000	\$36k - \$60k	\$12k	39	3	2	2
Quality Tech.	\$56,000	\$44k - \$70k	\$12k	3			1
Maintenance Tech.	\$52,000	\$42k - \$80k	\$12k	4		1	
Shipping/Receiving	\$44,000	\$42k – \$60k	\$12k	2			
Engineering	\$70,000	\$60k- \$130k	\$12k	3			
Toolmaker	\$65,000	\$60k - \$80k	\$12k	3			
Management	\$70,000	\$50k- \$120k	\$12k	6			
Office Support	\$46,000	\$42k - \$62k	\$12k	2			
Sales/Marketing	\$70,000	\$60k- \$130k	\$12k	3			

TOTALS:	65	3	3	3
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*Definition of Full Time Equivalent (FTE) Job: For the purposes of this application, any employee working 30 hours or more per week is considered 1 FTE. Any employee working fewer than 30 hours per week is counted as a proportion of an FTE equal to the number of hours worked per week divided by 30. For example, an employee working 20 hours per week equals .67 FTE (20 divided by 30). Please contact Authority Staff if you have questions about calculating FTE. **[NEEDS TO MATCH WITH RECAPTURE POLICY]**

2. What percentage of jobs to be created are estimated to be filled by residents of the Labor Market Area, defined by the Authority as the Counties of Cayuga, Cortland, Onondaga, Ontario, Oswego, Seneca, Tompkins, and Wayne? 100%
3. Payroll Projections:
 - a. Current Annual Payroll: \$4,016,000
 - b. First Year After Completion of Project: \$4,136,000
 - c. Second Year After Completion of Project: \$4,268,000
 - d. Third Year After Completion of Project: \$4,404,000

VI. Estimate of Potential Benefits

1. Please indicate the type(s) of Financial Assistance sought for the Project:

Yes	Sales and Usage Tax Exemption
No	Mortgage Tax Exemption
Yes	Real Property Tax Abatement (PILOT Agreement)
No	Issuance by the Authority of Industrial Development Revenue Bonds

2. Estimated Project Benefits

*Note to Applicant: AIDA staff will work with applicants to identify potential IDA benefits upon receipt of a completed draft application, using the information contained in the draft application and discussions with the applicant. Therefore, **please do not complete this section or sign and certify application** until AIDA staff has reviewed a draft application and assisted in the calculation of estimated benefits.*

A. Sales and Use Tax Exemption

a. Amount of Project Cost Subject to Tax:	\$1,552,000
Applicable sales and use tax rate:	x .08
b. Financial benefit if fully exempt:	\$124,160

B. Mortgage Recording Tax Exemption

a. Projected amount of Mortgage:	\$
Mortgage recording tax rate:	x .0075
b. Financial benefit if fully tax exempt:	\$

C. Payment of Lieu of Taxes (PILOT) *

- a. Investment in real property \$1,360,000
- b. Equalization rate
- c. Current, pre-project assessment \$523,400
- d. Probable post-project assessed value \$1,000,000
- e. PILOT Schedule

Year	f. Abatement on Added Value	g. Abated Taxable Value	h. Total Tax Rate	i. PILOT Payment	j. Full Taxes	k. Net Exemption
<i>Calc.</i>		$c + [(d-c) \times f]$		$(g/1000) \times h$	$(d/1000) \times h$	$j - i$
1	100%	\$523,400	36.055286	\$18,871.34	\$36,055.29	\$67,676.27
2	90%	\$571,060	36.415838	\$20,795.63	\$36,415.84	\$83,296.48
3	80%	\$622,720	36.779997	\$22,903.64	\$37,515.60	\$97,908.43
4	70%	\$672,380	37.147796	\$24,977.44	\$37,890.75	\$110,821.75
5	60%	\$722,040	37.519276	\$27,090.42	\$38,269.66	\$122,000.99
6	50%	\$771,700	37.894468	\$29,243.16	\$38,652.36	\$131,410.19
7	40%	\$833,600	38.273412	\$31,904.72	\$39,819.66	\$139,325.13
8	30%	\$885,300	38.656147	\$34,222.29	\$40,217.86	\$145,320.70
9	20%	\$937,000	39.429270	\$36,945.23	\$41,022.21	\$149,397.69
10	10%	\$988,700	40.217855	\$39,763.39	\$41,842.66	\$151,476.95

l. Total PILOT Net Exemption: \$151,476.95

D. Interest Exemption – Bond transactions only

- a. Total Estimated Interest Expense Assuming Taxable Interest: \$
- b. Total Estimated Interest Expense Assuming Tax-exempt Interest Rate: \$
- c. Interest Exemption (a - b): \$

E. Total Estimated Exemptions

- a. Sales & Use Tax Exemption \$124,160
- b. Mortgage Recording Tax Exemption \$
- c. PILOT Real Property Net Exemption \$151,476.95
- d. Interest Exemption from Bond Issuance \$
- e. TOTAL EXEMPTION \$275,573.25

3. Is it likely that the Project would be undertaken without the provision of the above financial assistance? Yes, but likely a scaled-back plan over an extended time period. If yes, describe how the Project would be impacted if these benefits were not provided. We are seeking IDA incentives because the renovations required to bring this new building up to code and provide the utilities required for our manufacturing operation are expected to far exceed our original estimates and our ability to self-fund the project in a timely manner. We have moved forward with the purchase of the building since another party was quite interested, thus we wanted to avoid a bidding war. We would like to set the wheels in motion to provide the necessary resources (water for sprinklers, natural gas, and electricity

required for heating and processing equipment), and improving the overall aesthetics of this location prior to the upcoming winter months. The bones of this building are good, however, it has lacked necessary maintenance for years and needs full-scale improvements to bring it from a warehousing building to a completely employable, manufacturing facility. If we can secure these incentives, our goal would be to have production up and running during the first quarter of 2025 rather than 2-3 years out.

VII. Supplemental Materials

1. Map showing project location included
2. Preliminary plans or sketches of proposed construction N/A
3. Copies of two most recent annual financial statements and unaudited year to date financial statements included
4. Copy of most recent Annual Report (for established businesses) or Business Plan (for new businesses) unavailable
5. Sales and income projections for next three years included
6. Environmental Assessment Form of Negative Declaration TBD
7. \$500 application fee included
8. Other attachments (please specify):
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.

VIII. Application Submission

Once the application has been reviewed by Authority staff and Section VI has been completed, please sign, certify and submit the completed application along with Supplemental Materials to:

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY

2 State Street

Auburn, NY 13021

Email Applications (scanned PDFs) may be sent to: tracy.verrier@mrbgroup.com

Telephone: (315) 362-1088

Administrative fees in the amount outlined in Section I will be collected at the time of closing.

Representations by the Applicant

The Applicant understands and agrees with the Authority as follows:

- A. Job Listings:** In accordance with Section 2329 of the New York Public Authorities Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Authority, except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed with the New York State Department of Labor Community Services Division (the “DOL”) and with the administrative entity (collectively with the DOL, the “JTPA Entities”) of the service delivery area created by the federal job training partnership act (Public Law 97-300) (“JTPA”) in which the Project is located.
- B. First Consideration for Employment:** In accordance with Section 2329 of the New York Public Authorities Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Authority, except as otherwise provided by collective bargaining agreements, where practicable, the applicant will first consider persons eligible to participate in JTPA programs who shall be referred by the JTPA Entities for new employment opportunities created as a result of the Project.
- C. Annual Sales Tax Filings:** In accordance with Section 2326(3) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any sales tax exemptions as part of the Financial Assistance from the Authority, the applicant agrees to file, or cause to be filed, with the New York State Department of Taxation and Finance, the annual form prescribed by the Department of Taxation and Finance, describing the value of all sales tax exemptions claimed by the applicant and all consultants or subcontractors retained by the applicant.
- D. Annual Employment Reports:** The applicant understands and agrees that, if the Project receives any Financial Assistance from the Authority, the applicant agrees to file, or cause to be filed, with the Authority, on an annual basis, reports regarding the number of people employed at the project site.
- E. Absence of Conflicts of Interest:** The applicant has received from the Authority a list of the members, officers, employees and Counsel of the Authority. No member, officer, employee, or Counsel of the Authority has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:

**HOLD HARMLESS AGREEMENT AND APPLICATION DISCLAIMER
CERTIFICATION PURSUANT TO NEW YORK STATE
FREEDOM OF INFORMATION LAW (“FOIL”)**

Applicant hereby releases the AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY and the members, officers, servants, agents and employees thereof (the "Authority") from, agrees that the Authority shall not be liable for and agrees to indemnify, defend and hold the Authority harmless from and against any and all liability arising from or expense incurred by (A) the Authority's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the Application or the Project described therein or the tax exemptions and other assistance requested therein are favorably acted upon by the Authority, (B) the Authority's acquisition, construction and/or installation of the Project described therein and (C) any further action taken by the Authority with respect to the Project; including without limiting the generality of the foregoing, all causes of action and attorneys' fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, within a reasonable or specified period of time, to take reasonable, proper or requested action, or withdraws, abandons, cancels or neglects the Application, or if the Authority or the Applicant are unable to reach final agreement with the respect to the Project, then, and in the event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the Authority, its agents or assigns, all costs incurred by the Authority in the processing of the Application, including attorneys' fees, if any.

Through submission of this Application for Financial Assistance (this “Application”), the Company acknowledges that the Authority, as a public benefit corporation, is subject to the New York State Freedom of Information Law (“FOIL”) and Open Meetings Law (“OML”), as codified pursuant to the Public Officers Law (“POL”) of the State of New York (the “State”). Accordingly, unless portions hereof are otherwise protected in accordance with this Certification, this Application, including all Company-specific information contained herein, is subject to public disclosure in accordance with applicable provisions of the POL, Title 15 of Article 8 of the Public Authorities Law (“PAL”), Article 18-A of the General Municipal Law (“GML”) (to the extent applicable) and the Public Authorities Accountability Act of 2005, as codified within the PAL. Specifically, this Application may be disclosed by the Authority to any member of the public pursuant to a properly submitted request under FOIL and the Authority is further required to affirmatively disclose certain provisions contained herein pursuant to the GML and PAL, including the identification of the Company, general project description, location proposed capital investment and job estimates.

Notwithstanding the foregoing, the Company, pursuant to this Certification, may formally request that the Authority consider certain information contained within this Application and other applicable supporting materials proprietary information and “trade secrets”, as defined within POL Section 87(2)(d). To the extent that any such information should qualify as trade secrets, the Company hereby requests that the Authority redact same in the event that formal disclosure is requested by any party pursuant to FOIL. Application Sections or information requested by Company for Redaction*:

(* - Please indicate specific sections within Application that the Company seeks to qualify as “trade secrets”. Additional correspondence or supporting information may be attached hereto. Please also note that notwithstanding the Company’s request, the Authority shall make an independent determination of the extent to which any information contained herein may be considered as such)

In the event that the Authority is served with or receives any subpoena, request for production, discovery request, or information request in any forum that calls for the disclosure of the Application, in entirety, specifically including but not limited to any demand or request for production or review of Company-designated trade secrets, the Authority agrees to notify the Company as promptly as is reasonably possible, and to utilize its best efforts to: oppose or decline any such request; preserve the confidentiality and non-disclosure of such requested confidential material; and maintain such information and prevent inadvertent disclosure in responding to any such discovery or information request. The Company understands and agrees that all reasonable costs, including attorney’s fees, associated with any such formal undertaking by the Authority to protect the trade secrets from disclosure shall be reimbursed by the Company to the Authority.

The undersigned officer of the applicant deponent acknowledges and agrees that the applicant shall be and is responsible for all costs incurred by the Authority and legal counsel for the Authority, whether or not the Application, the proposed project it describes, the attendant negotiations, or the issue of bonds or other transaction or agreement are ultimately ever carried to successful conclusion and agrees that the Authority shall not be liable for and agrees to indemnify, defend and hold the Authority harmless from and against any and all liability arising from or expense incurred by (A) the Authority’s examination and processing of, and action pursuant to or upon, the Application, regardless of whether or not the Application or the proposed project described herein or the tax exemptions and other assistance requested herein are favorably acted upon by the Authority, (B) the Authority’s acquisition, construction and/or installation of the proposed project described herein and (C) any further action taken by the Authority with respect to the proposed project; including without limiting the generality of the foregoing, all causes of action and attorney’s fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing.

By executing and submitting this Application, the applicant covenants and agrees to pay the following fees to the Authority, the same to be paid at the times indicated:

- (a) The sum of **\$500** as a non-refundable application fee, to be paid upon submission of the Application;
- (b) An Administrative Fee amounts to be determined using the schedule in Section I on page 2 hereof for all other projects for which the Authority provides financial assistance, to be paid at transaction closing;
- (c) An amount to be determined by Authority Staff payable to the Authority’s bond/transaction counsel for the preparation and review of the inducement resolution, the environmental compliance resolution, TEFRA hearing proceedings and the tax questionnaire assuming no further activity occurs after the completion of the inducement proceedings, to be paid within ten (10) business days of the receipt of bond/transaction counsel’s invoice;

- (d) All fees, costs and expenses incurred by the Authority for (1) legal services, including but not limited to those provided by the Authority's general counsel or bond/transaction counsel, and (2) other consultants retained by the Authority in connection with the proposed project; with all such charges to be paid by the applicant at the closing or, if the closing does not occur, within ten (10) business days of receipt of the Authority's invoices therefore please note that the applicant is entitled to receive a written estimate of fees and costs of the Authority's bond/transaction counsel;
- (e) The cost incurred by the Authority and paid by the applicant, including bond/transaction counsel and the Authority's general counsel's fees and the processing fees, may be considered as a costs of the project and included in the financing of costs of the proposed project, except as limited by the applicable provisions of the Internal Revenue Code with respect to tax-exempt bond financing.

The applicant further covenants and agrees that the applicant is liable for payment to the Authority of all charges referred to above, as well as all other actual costs and expenses incurred by the Authority in handling the application and pursuing the proposed project notwithstanding the occurrence of any of the following:

- (a) The applicant's withdrawal, abandonment, cancellation or failure to pursue the Application;
- (b) The inability of the Authority or the applicant to procure the services of one or more financial institutions to provide financing for the proposed project;
- (c) The applicant's failure, for whatever reason, to undertake and/or successfully complete the proposed project; or
- (d) The Authority's failure, for whatever reason, to issue tax-exempt revenue bonds in lieu of conventional financing.

The applicant and the individual executing this Application on behalf of applicant acknowledge that the Authority and its counsel will rely on the representations made in this Application when acting hereon and hereby represents that the statements made herein do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements contained herein not misleading.

Company Acknowledgment and Certification:

The undersigned, being a duly authorized representative of the Company, hereby and on behalf of the Company, certifies to the best of his or her knowledge and under the penalty of perjury that all of the information provided by the Company within this Application for Financial Assistance is true, accurate and complete.

The Company, on behalf of itself and all owners, occupants and/or operators receiving or that will receive financial assistance from the Authority (collectively, the "Recipients") hereby certifies that the Recipients are in substantial compliance with applicable local, state and federal tax, worker protection and environmental laws, rules and regulations.

The Company, on behalf of itself and all Recipients, hereby further acknowledges that the submission of any knowingly false or knowingly misleading information herein or within any agreement with the Authority may lead to the immediate termination of any financial assistance and the reimbursement of an amount equal to all or part of any tax exemptions claimed by reason of the Authority's involvement in the project, including all costs of the agency relating to same. The Company has reviewed and accepts the terms of the Authority's Project Recapture and Termination Policy.

By:



Name:

Thomas R. Herbert

Title:

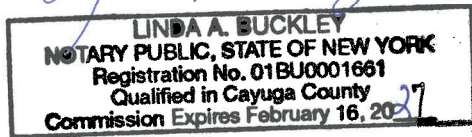
Sole Member

State of New York)

County of Cayuga) ss.:

On the 11th day of September in the year 2024, before me, the undersigned, personally appeared Thomas R. Herbert, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signatures on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public



Appendix 1:

PROJECT MONITORING POLICY

Auburn Industrial Development Authority

Adopted: November 17, 2015; Amended: June 21, 2016

The Auburn Industrial Development Authority (AIDA) will adopt the following steps and procedures for the purpose of monitoring the results of PILOT and other tax abatement program(s) that are established with companies. The required steps are as follows:

- 1) Adoption of a PILOT agreement; of which in it there are goals set forth and agreed upon by both AIDA and the company ("Project Goals"). Project Goals may include, but are not limited to, level of investment, job creation/retention (including salary ranges for new and retained positions), and sales tax generation goals. Goals will be determined on a case by case basis.
- 2) AIDA will ask the company to document the number of employees and company payroll, as well as baseline data for any additional Project Goals, at the time the project is induced. Project costs will be verified during the time of the project start-up and then as soon after project completion as feasible. Verification will consist of a certification by the companies' accountant or engineer of the cost(s) of the project. The company will also be asked to provide a copy of their annual financial report/audit to AIDA at the close of the fiscal year(s) during which the project took place.
- 3) Annually, AIDA will ask the company to document the number of retained and/or created jobs and their salaries, as well as sales tax generation for retail and tourism projects. The attached form, which is subject to revision from time to time, will be used for this purpose. AIDA's Acting Treasurer will be responsible for distributing the form to companies with PILOTs or other tax abatement programs no later than December 31st. All new PILOT agreements created after the effective date of this policy will include a reporting clause that will require the companies to return this form by January 31st or risk default. AIDA may also request a copy of the company's NYS-45 with all individual identifying information redacted in order to verify reported employment levels.
- 4) A member of AIDA's staff or board, or a representative of the Cayuga Economic Development Authority (CEDA) on behalf of AIDA, will conduct an annual site visit to each company with a PILOT agreement to see how the company is doing and the status of any improvements and progress toward achieving the Project Goals. The site visit will also allow the AIDA or CEDA representative to observe any new construction, discuss financial operation and performance shortfalls (if any), and to obtain a visual representation of employment levels.
- 5) The AIDA or CEDA representative conducting the site visit, in conjunction with the AIDA Assistant Treasurer, will prepare a report describing each company, its Project Goals, and the progress in achieving the Project Goals.
- 6) The Board of Directors will review the site visit reports and data relevant to Project Goals and compare them to the original agreed upon Project Goals. This will be done at regular meetings throughout the year as site visits are conducted and reports completed.
- 7) If a company has failed to achieve the proposed Project Goals, the AIDA or CEDA representative that conducted the visit, in conjunction with the AIDA Executive Director or Acting Treasurer if necessary, will be responsible for finding the reasons for the shortfall and presenting them to the Board. The Board will then determine whether to:
 - Work with the company in an effort to achieve the Project Goals
 - Give the company more time to achieve the Project Goals
 - Pursue recapture penalties

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY

Project Report

As part of the incentive package provided to your company by the Auburn Industrial Development Authority (AIDA), it is required that you report to AIDA on an annual basis information regarding employment levels and payroll. Please fill out the form below to satisfy this requirement. All employment and payroll information should be reported as of December 31. Please complete and return this form to **AIDA, 2 State Street, Auburn, NY 13021** by **January 31**.

Contact Information

Company Name:

Company Address:

Company Phone:

Contact Person:

Contact Person Phone:

Contact Person Email:

Employment Level

Number of Full Time Equivalent (FTE)* Employees as of December 31: _____

Number of Leased Employees as of December 31: _____

Number of employees in each of the following categories:

	Skilled	Semi-skilled	Unskilled
Full time			
Part time			
Leased			

Number of Construction Jobs in the reporting year (if applicable): _____

*Definition of Full Time Equivalent (FTE) Employee: For the purposes of this form, any employee working 30 hours or more per week is considered 1 FTE. Any employee working fewer than 30 hours per week is counted as a proportion of an FTE equal to the number of hours worked divided by 30. For example, an employee working 20 hours per week equals .67 FTE (20 divided by 30). Please contact Authority Staff if you have questions about calculating FTE.

Company Payroll

Please do not include data regarding leased employees in the payroll section.

Total payroll as of December 31: \$_____

Average annualized wage: \$_____

Annualized wage range: \$_____ to \$_____

Sales Tax Generation (For Retail/Tourism Projects Only)

Please state the amount of sales tax generated by your business as reported to the NYS Dept. of Taxation and Finance (Form ST-100) for the last four quarters:

December 1 – February 28: \$_____

March 1 – May 31: \$_____

June 1 – August 31: \$_____

September 1 – November 30: \$_____

Optional: Employment Plans

What are your employment plans for the current calendar year?

Increase employment Keep current employment levels Decrease employment

How much?____

How much?____

Please explain your reasoning for this employment plan:

I hereby certify that the above information is accurate to the best of my knowledge and that I am authorized by the company listed above to report information regarding employment and payroll.

Signature

Print Name

Title

Date

Appendix 2:

LOCAL LABOR POLICY AGREEMENT
Auburn Industrial Development Authority
Adopted: September 16, 2020

Project Applicants, as a condition to receiving Financial Assistance (including sales tax exemption, mortgage recording tax exemption, real property tax abatement, and/or bond proceeds) from the Auburn Industrial Development Authority (the “Authority”) will be required to use local labor for 100% of the construction of new, expanded, or renovated facilities. Local labor is defined as an individual that resides within the Cayuga County, an adjacent county, or New York State as stated in the percentages below:

- 65% of all project employees of the general contractor, subcontractor, or subcontractor to the subcontractor (collectively, the “Workers”) must reside within Cayuga County, including the City of Auburn.
- An additional 20% of Workers must reside in Cayuga County or an adjacent county (Oswego, Onondaga, Ontario, Cortland, Tompkins, Seneca, or Wayne).
- An additional 15% of Workers must reside within Cayuga County, an adjacent county, or New York State.

The Authority may determine on a case-by-case basis to waive all or a portion of the local labor policy for a project or a portion of a project where consideration of warranty issues, necessity of specialized skills, cost differentials of at least 10% between local and non-local services, documented lack of Workers meeting the local labor requirement, or other compelling circumstances exist.

In consideration of the extension of Financial Assistance by the Authority, _____ (Applicant) understands the Local Labor Policy and agrees to submit a Local Labor Utilization Report Form (attached) to the Authority every 90 days after authorization of the Financial Assistance, and/or at the completion of the construction portion of _____ (the Project). The Applicant further understands any request for a waiver to this policy must be submitted in writing using the Local Labor Policy Waiver Request form (attached) and approved by the Authority prior to hiring any Workers that do not satisfy the local labor requirements laid out above. If Financial Assistance has already been approved, the Applicant must submit documentation of a good faith effort to procure local labor with the Waiver Request Form. A “good faith effort” means that the Applicant has submitted bids, requests for proposals, or other procurement documents to local contractors and suppliers on the same terms and at the same time as submitted non-local contractors and suppliers. Evidence of the Applicants “good faith effort” shall include, without limitation documentation of the companies receiving bid documents, information regarding their proposal or decision not to bid, and/or a list of companies and unions contacted in an effort to identify local firms and workers for the Project. The Applicant further understands that if the required forms are not submitted to the Authority, then the Authority shall have the right to immediately terminate any and all Financial Assistance being provided to the Project.

An extensive list of local resources, labor unions, contractors is available on the Authority’s website, <https://takerootinauburn.org/potential-applicants/>.

Auburn Industrial Development Authority Local Labor Policy Certification

I agree to the conditions of this agreement and certify all information provided regarding the construction and employment activities for the Project as of _____ (date).

Applicant: _____

Representative for Contract Bids/Awards: _____

Vendor Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Project Address: _____

Authorized Representative: _____

Title: _____

Signature: _____

Sworn to before me this
_____ day of _____, 20____.

(Notary Public)

Local Labor Utilization Report

Applicant: _____

Project Address: _____

COMPLETE FOR ALL CONSTRUCTION CONTRACTORS, SUBCONTRACTORS, AND SUBCONTRACTORS OF SUBCONTRACTORS WHO ARE WORKING OR WHO HAVE WORKED ON THIS SITE IN THE LAST 90 DAYS.

Vendor Name: _____

Vendor Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

List the number of employees residing in each of the following:

Location	# of employees
City of Auburn	Click here to enter text.
Cayuga County outside of Auburn City limits	Click here to enter text.
Oswego County	Click here to enter text.
Onondaga County	Click here to enter text.
Ontario County	Click here to enter text.
Cortland County	Click here to enter text.
Tompkins County	Click here to enter text.
Seneca County	Click here to enter text.
Wayne County	Click here to enter text.
New York State outside of the above listed Counties	Click here to enter text.
Outside of NYS	Click here to enter text.

Is construction complete? Choose an item.

Is this your final report? Choose an item.

I certify that the above is an accurate accounting of the employees that are employed by my company who are working at the above listed project address and their residency.

Authorized Company Representative: _____

Signature:

Date: _____

Local Labor Policy Waiver Request

Applicant: Bo-Mer Plastics LLC

Project Address: 21 Allen Street, Auburn, NY 13021

Describe the portion(s) of the project for which you would like the Local Labor requirements waived:

We are requesting an adjustment to the local labor schedule to 30% Cayuga County, 60% Regional, and 10% NYS because we do not have local contractors necessary to complete this project (i.e. sprinkler system and supporting structures). We will do our best to stay local as we have in the past.

Reason for waiver request:

- Warranty requirements- Attach supporting documentation
- Necessity of specialized skills- Attach description of need and documentation of unavailability of Workers with needed skills
- Cost differential of at least 10%- Attach supporting quotes, including at least two using local labor
- Unavailability of Workers meeting local labor requirement- Attach supporting documentation
- Other compelling circumstances- Attach description of circumstances

If for a reason other than warranty requirements, attach a list and/or other documentation of efforts made to identify Workers meeting the Local Labor Policy Requirements.

I Tom Herbert (Authorized Representative) hereby request a waiver from the Authority’s Local Labor Policy for the above mentioned portions of Bo-Mer Plastics Expansion (the project). I understand that the submission of this form does not guarantee a waiver from the Authority and that hiring Workers that do not meet the Local Labor requirements prior to receiving written approval of this Waiver from the Authority could disqualify the project from receiving financial assistance from the Authority and/or could cause the Authority to terminate existing financial assistance.

Authorized Company Representative: Thomas R. Herbert

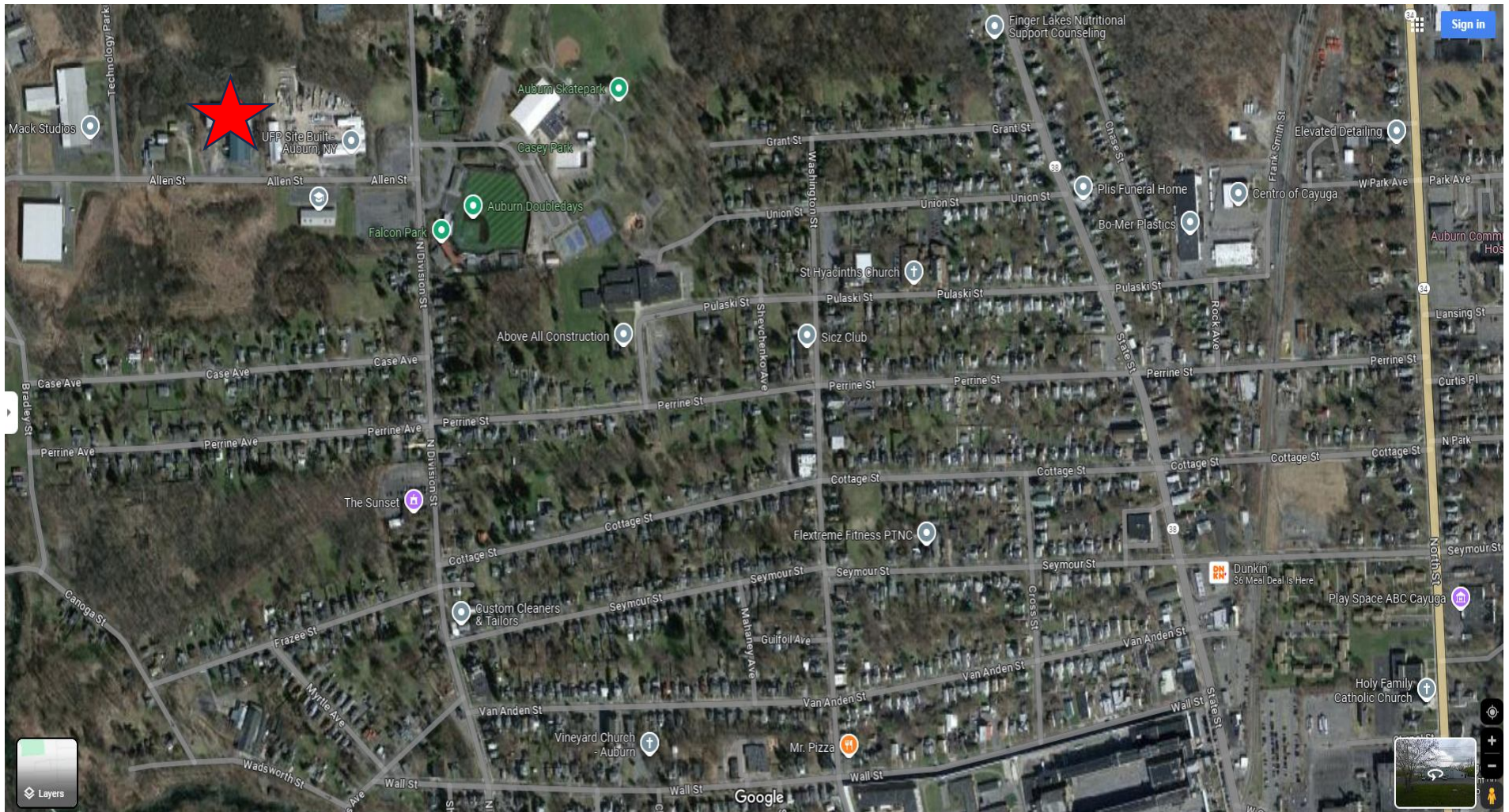
Signature: _____

Date: 9/05/2024

Auburn Industrial Development Authority

Application for Financial Assistance

VII. Supplemental Materials, Item 1. Map showing project location (21 Allen Street)



Short Environmental Assessment Form

Part 1 - Project Information

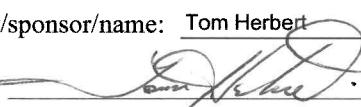
Instructions for Completing

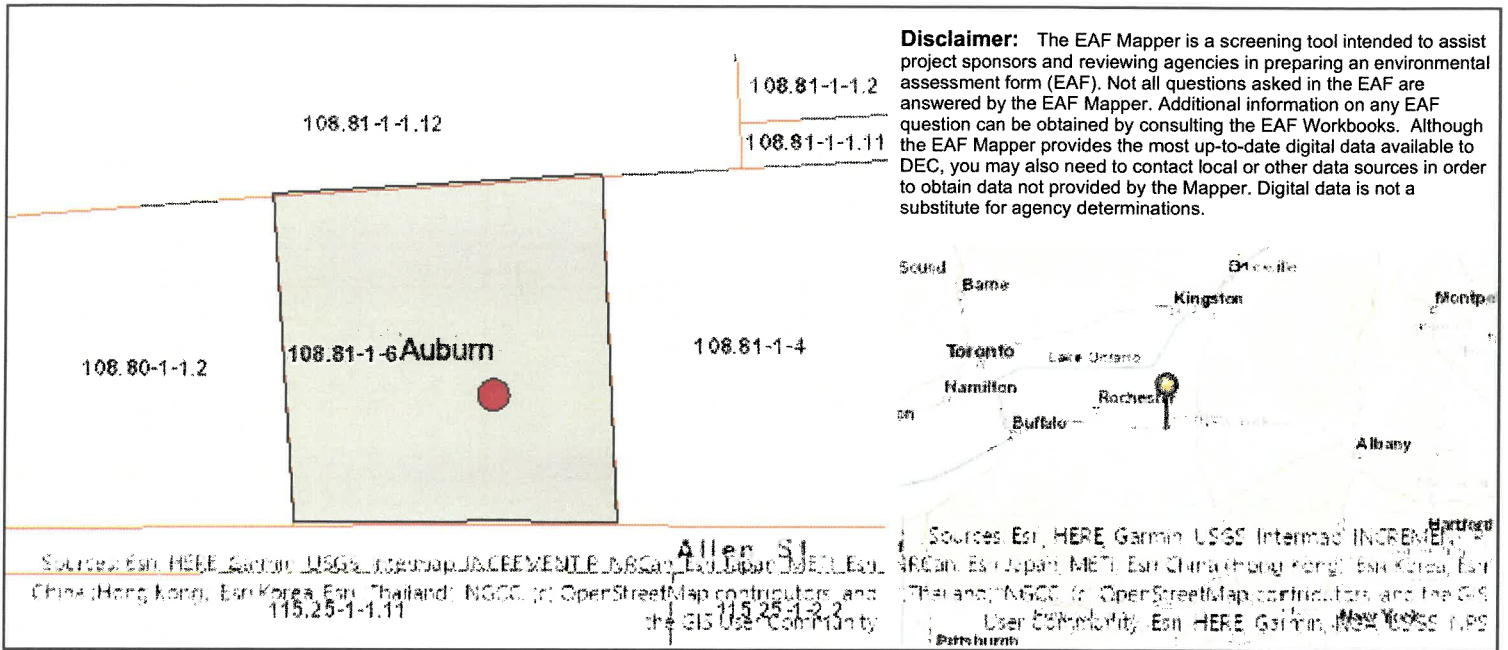
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Bo-Mer Plastics Expansion			
Project Location (describe, and attach a location map): 21 Allen Street, Auburn, NY 13021			
Brief Description of Proposed Action: Purchase and renovate the building at 21 Allen Street, Auburn to be used for expanded manufacturing space. This project will include upgraded electrical, gas and water service throughout; sprinkler system installation; add or replace heating/cooling systems; phone and network upgrades; installation of compressed air and vacuum systems; and general building and site repairs.			
Name of Applicant or Sponsor: 21 Allen, LLC (lease Bo-Mer Plastics, LLC)		Telephone: 315-252-7216 E-Mail: bcolella@bo-mer.com	
Address: 13 Pulaski Street			
City/PO: Auburn		State: NY	Zip Code: 13021
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 3.03 acres b. Total acreage to be physically disturbed? _____ 2 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 3.03 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ N/A...no new construction, no addition, not altering 50% or more of the building _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site name: Auburn Landfill; Site Code: 706001; Program: State Superfund Program. In 1989, following completion of a site investigation, the dump was capped in accordance with the Department's Part 360 landfill closure requirements. Monitoring ongoing.		
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>Tom Herbert</u> Date: <u>9/11/2024</u>		
Signature:  Title: <u>CEO</u>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	No
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	Yes

AUBURN INDUSTRIAL DEVELOPMENT AGENCY 2025 BUDGET

Draft September 2024

	YTD 8/28/24	2024 Budget	2025 Budget	NOTES
INCOME				
Land	\$0.00	\$10,000.00	\$0.00	
Admin. Fees	\$500.00	\$20,000.00	\$75,000.00	<i>Will bring pipeline for discussion</i>
Miscellaneous	\$0.00	\$0.00	\$0.00	
Interest Income	\$1,583.59	\$6,000.00	\$5,500.00	<i>CD maturing in Feb should yield ~\$2800</i>
TOTAL INCOME	\$2,083.59	\$36,000.00	\$80,500.00	
EXPENSE				
Taxes on Land	\$0.00	\$0.00	\$0.00	<i>remove?</i>
Dues	\$0.00	\$1,500.00	\$1,175.00	<i>Chamber \$325; NYSEDC \$850</i>
Interest Expense	\$0.00	\$0.00	\$0.00	<i>remove?</i>
Legal Fees	\$0.00	\$0.00	\$150.00	<i>public hearing legal notices ~\$50 each</i>
Office Supplies	\$93.98	\$500.00	\$1,500.00	<i>QB \$1200 + postage/mailings</i>
Professional Svs	\$9,950.00	\$11,000.00	\$12,000.00	<i>per DM quote</i>
Miscellaneous	\$0.00	\$0.00	\$0.00	
Travel & Meetings	\$400.00	\$1,500.00	\$1,000.00	
Contract Services	\$22,130.40	\$41,000.00	\$52,000.00	<i>Staffing</i>
Bank Service Charge	\$0.00	\$0.00	\$0.00	
Marketing	\$1,798.71	\$7,500.00	\$7,500.00	
TOTAL EXPENSE	\$34,373.09	\$63,000.00	\$75,325.00	
NET INCOME	(\$32,289.50)	(\$27,000.00)	\$5,175.00	

September 10, 2024

Aileen McNabb-Coleman
Cayuga County Legislature Chair, 6th Floor
Cayuga County Office Building
160 Genesee Street
Auburn NY 13021

Dear County Chair McNabb-Coleman,

I am writing on behalf of the Auburn Industrial Development Authority Board of Directors.

We appreciate the county's efforts to position the Cayuga County Development Corporation (CCDC) as the county's one-stop entity for economic development.

The AIDA Board discussed the proposed structure presented at the meeting hosted by CCDC on August 1, 2024. The conversation resulted in the AIDA Board making the following requests of the county and/or the CCDC.

The AIDA board requests that:

- Two representatives from the city will be appointed to the CCDC Board of Directors as soon as possible. We expressly request that one of the appointees be a member of the AIDA board.
- The AIDA board be represented on the committee selected to oversee search processes for the CCDC executive director position. We request representation on the search committee even if final appointments to the board are not complete at the onset of the search process.
- The AIDA board be provided with monthly updates on the status of transitioning the CCDC to the county's one-stop economic development entity.
- The AIDA Board be apprised of communication strategies and timelines to be used to inform businesses and the community at large of the status of transitioning CCDC to the county's one-stop economic development entity

We hope that the county and CCDC will respond favorably to these requests. The level of requested engagement and desired communication is central to our ability to trust the process and fully engage in the work of the CCDC one-stop economic development project.

Thank you in advance for considering our requests. I am available if you have questions or need additional information.



Gwen Webber-McLeod
President/CEO, Gwen Inc.
Chair, Auburn Industrial Development Authority

