



**Regular Meeting Minutes
Auburn Industrial Development Authority
Wednesday, September 18, 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)
William Andre (Vice-Chair & Member of Labor)
Stephanie Leone
Katie MacIntyre*
Terry Cuddy (Secretary & Council Member)

Excused: Karen Walter

Staff & Guests: Rob Poyer, Hancock Estabrook
Tracy Verrier, MRB Group
Tom Herbert, Bo-Mer

**Remote attendance*

REGULAR MEETING

Ms. Webber-McLeod called the meeting to order at 5:02pm and a roll call was taken.

MEETING MINUTES:

The minutes of the August regular meeting and September financial 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.

NEW BUSINESS:

21 Allen Application

Mr. Herbert presented the project application, explaining that Bo-Mer is outgrowing their current 64,000 square foot facility on Pulaski. They had previously been considering adding 20,000 to 30,000 square feet onto that facility, but they instead decided to purchase the 35,000 square foot building at 21 Allen Street in the Auburn Tech Park. The building has 35-foot ceilings, which is what they wanted but are very expensive to build. Mr. Herbert explained that the EarthPlatner business is growing, but municipalities are asking for larger planters. The ceiling height will allow them to accommodate the equipment they need to meet this demand and expand that business line. So they will move the EarthPlatner operations to Allen Street and continue the rest of their business at the Pulaski Street facility. However, Mr. Herbert noted that the building is in

poor shape and will need significant upgrades, like a sprinkler system and utility upgrades, to satisfy the needs of their growing company. He noted that this is a substantial growth opportunity for Bo-Mer, and they hope to close on the building at the end of this month so that they can get gas into the facility because the manufacturing area is not heated. Building the expansion to the existing facility would have taken about 18 months to get up and running. This building allows them to potentially be up in running in Q1 2025. The AIDA incentives will allow them to do the full buildout and equipping in one phase. Without the incentives they would have to upgrade the facility over time as the business has the funds available. This would delay the full growth opportunity and hiring.

Mr. Giannettino disclosed that Bo-Mer’s controller is his cousin, but that the relationship does not present a conflict of interest.

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

Mr. Giannettino motioned to approve the initial project resolution. Mr. Cuddy seconded the motion. The resolution was put to a roll call vote, which resulted as follows:

	Yea	Nay	Absent	Abstain
Gwendolyn Webber-McLeod, Chair	X			
William Andre, Vice Chair	X			
Terry Cuddy, Secretary	X			
James Giannettino	X			
Katie McIntyre	X			
Daniel Lovell	X			
Tessa Crawford	X			
Stephanie Leone	X			
Karen Walter			X	

The Resolution was thereupon duly adopted.

BOARD EDUCATION: HOUSING

Ms. Verrier reviewed the application document and process. Items of note include:

- Before an application is completed, Ms. Verrier uses the project budget and anticipated change in assessment to run two scenarios for the project: one if the project applies for a PILOT and a second if they utilize a 485b – a similar as of right property tax abatement program – with AIDA’s sales tax exemption. This assessment considers benefits and fees associated with the programs so that the project owners can understand the net benefit and choose the right path.

- The applicant has to be the property owner. It is common for companies to have a separate property holding company, and that company needs to be the applicant. In that case, the operating business would be shown in the application as a lessee.
- The application asks about other facilities in NY and how the project will impact those locations. This is because if the project will relocate jobs from another part of the state, AIDA is required to notify that municipality.
- The application covers the project budget, job creation, and various aspects of the development process.
- The application also includes the monitoring policy and local labor policy.
- The application includes a hold harmless clause, which indemnifies AIDA from damages related to the project (e.g. if an environmental condition is discovered at the project site, AIDA can't be held liable for that).

CCDC LETTER:

Ms. Webber-McLeod noted that she is seeking approval to send the letter as presented in the meeting packet. Ms. Webber-McLeod explained that CCDC has invited AIDA to assign a representative to the executive director search committee, and CCDC has decided to engage an executive search firm who will work with the search committee.

Mr. Cuddy asked about whether or not CCDC will provide AIDA a seat on the board. Ms. Webber-McLeod explained that CCDC is shifting that conversation to the legislature. Ms. Webber-McLeod will send the letter to Legislative Chair Aileen McNabb-Coleman and have a follow-up conversation with her. The board expressed consensus to send the letter.

BILLS & TREASURER'S REPORT:

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

2025 BUDGET:

Ms. Crawford reviewed the draft 2025 budget lines and asked for feedback from the board. The board had no feedback at this time. Ms. Crawford noted that the budget will be on the agenda for adoption in October.

BANK ACCOUNTS

Ms. Verrier provided the board with an overview of the situation with Generations Bank, which was issued a Formal Agreement by the OCC. She explained her understanding of the situation and suggested that the board monitor the required strategic planning process. However, they could also choose to make different banking decisions if they wanted. She felt it was important for them to be aware given their responsibilities. The board agreed to monitor the situation.

GOVERNANCE COMMITTEE REPORT

Mr. Cuddy provided an overview of the governance committee meeting and their review of the board self-evaluations. He explained the suggestions that were provided by the board, which are on the last page of the compiled results.

Mr. Cuddy noted that the governance committee would have liked to see more board members respond. Only half the board returned the evaluations. Next time they'd like to have full participation. The annual evaluation will be passed out in December and the governance committee plans to bring this new evaluation back in June 2025 as a true mid-year evaluation.

Mr. Cuddy explained that the committee also talked about reviewing the charter. Nothing in particular needed to change, and the bylaws have been updated recently.

Ms. Webber-McLeod noted that she attended the meeting and explained that there are some good recommendations for the marketing committee from the governance committee discussion. As the chair, the evaluation also provides her with good feedback on how the board should be conducting business. It is a continuous improvement tool.

UNFINISHED BUSINESS

Updates

Ms. Verrier explained that Ms. Jenny Haines pitched the residential properties to Ms. Jackie Reilley (TJ Reilley Construction) who is looking to build some houses on Bradley Street on some lots that a partner owns. Hopefully Ms. Reilley will look at those properties and expand her vision.

Ms. Verrier noted that Mr. Steve Baier said he had only received two inquiries so far. The first was from a neighbor of the properties, and the second was from a real estate agent. The agent has a client interested in the Bradley Street properties but is looking to put up a workshop. The city doesn't allow this per zoning laws. Mr. Baier suggested to the agent that they contact codes to see if a use variance or another remedy could be sought. Mr. Baier has not yet heard back from the agent.

Ms. Verrier explained that Mr. Baier has posted the properties on the MLS, which reaches the largest audience. The properties are also marketed on Mr. Baier's company website. Right now, the activity on these properties aligns with many other lots for sale within the city. Lots move slowly and the local market as a whole has slowed ahead of the upcoming election.

Mr. Giannettino asked for an update on Builder's Choice. Ms. Verrier noted that they have not submitted a site plan application yet.

BOARD UPDATES

There were no board updates.

CLOSING

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

The meeting adjourned at 6:21pm.