



Regular Meeting Minutes
Auburn Industrial Development Authority
Wednesday, December 18, 2024
24 South Street, Auburn, NY

Board Present: Gwen Webber-McLeod (Chair)
Jimmy Giannettino (Council Member)
Karen Walter
Terry Cuddy (Secretary & Council Member)
Dan Lovell (Representative of Auburn School District)

Excused: Stephanie Leone
William Andre (Vice-Chair & Member of Labor)
Tessa Crawford (Treasurer & Member at Large)

Staff & Guests: Rob Poyer, Hancock Estabrook
Tracy Verrier, MRB Group

REGULAR MEETING

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

MEETING MINUTES:

The board reviewed minutes from the November regular meeting and December Audit Committee meeting.

Mr. Giannettino motioned to approve the minutes, seconded by Mr. Lovell. All present voted in favor, motion carried.

NEW BUSINESS:

Ms. Verrier reviewed the anticipated processes for the annual and Comptroller's audits.

The annual financial audit work will occur the week of February 17th. She expects to schedule an audit committee meeting in March ahead of the full board meeting to review the draft audit.

Ms. Verrier explained that the auditors from the Comptroller's Office have already begun work and they expect to be done with field work before the annual audit is complete. However, Ms. Verrier explained that the board may not see this report for a number of months. One item the state auditors need is information about conflicts of interest for board members. Ms. Verrier will send the conflict-of-interest statement to board to fill out, as well as the board evaluation form and link. She asked that the board members return these before or at the January meeting. Ms. Verrier noted that the Governance committee will meet once all the evaluations are received.

Ms. Verrier presented the Swiftwater contract. Mr. Poyer noted that he reviewed the contract and it substantially the same as the previous contract, and he does not have any concerns. The vote on the Swiftwater contract was tabled until January to ensure that more board members are present. Services will continue under the current contract in the interim.

BOARD EDUCATION:

Ms. Verrier outlined the 2025 strategic priorities and framework. She noted once the actions are completely filled in, she can start to work on a more specific workplan with responsible parties, timelines, etc. The board agreed the strategic framework is headed in the right direction. Mr. Cuddy noted that the strategic framework can be a living document, and the board can make adjustments as conditions shifts.

Ms. Webber-McLeod noted that the board needs to consider what they realistically have the capacity to accomplish. Ms. Verrier agreed and noted that the board might want to think about prioritizing actions within the workplan as well.

When discussing what to prioritize, the board agreed that they should localize advocacy issues, including power availability. Ms. Webber-McLeod noted that housing and childcare are the top two issues of concern at every economic development discussion she's participated in. She explained that AIDA playing an advocacy role on a topic doesn't necessarily mean they have responsibility to act on a specific solution. Instead, it means that AIDA could provide space to share information or support specific efforts.

Ms. Webber-McLeod also noted the importance of knowing what conversations are happening regionally, and how those could affect AIDA. One way to increase their regional knowledge and priorities is to examine regional advocacy agendas for topics aligned with AIDA's priorities.

BILLS AND COMMUNICATION:

Ms. Verrier reviewed the bills and noted that three additional PILOT payments came in since the last meeting. She explained that half of the PILOT payments have now been received.

Mr. Lovell motioned to approve the bills, seconded by Mr. Cuddy. All present voted in favor, motion carried.

TREASURERS REPORT:

Ms. Verrier reviewed the P&L budget versus actuals report and balance sheet.

Motion to approve the treasurers report by Mr. Giannettino, seconded by Mr. Lovell. All present voted in favor, motion carried.

EXECUTIVE SESSION

Ms. Walter motioned to enter executive session to discuss the sale or lease of real property, seconded by Mr. Lovell. All present voted in favor, motion carried. The board entered executive session at 6:10pm.

Mr. Giannettino motioned to exit executive session, seconded by Mr. Cuddy. All present voted in favor. The board exited executive session at 6:17pm.

BOARD UPDATES

Ms. Webber-McLeod explained that she'd like to reach out to the County to request communication about their plans for economic development at this time. This will allow AIDA to move forward with some certainty. The board agreed.

CLOSING

Motion to adjourn the meeting by Mr. Lovell, seconded by Mr. Cuddy. All present voted in favor, motion carried. The meeting adjourned at 6:30pm.