



**Annual Meeting Minutes
Auburn Industrial Development Authority
Wednesday, January 15, 2025 at 5:00pm
24 South Street, Auburn, NY**

Board Present: Gwen Webber-McLeod (Chair)
William Andre (Vice-Chair & Member of Labor)
Jimmy Giannettino (Council Member)*
Terry Cuddy (Secretary & Council Member)
Dan Lovell (Representative of Auburn School District)
Stephanie Leone
Karen Walter

Excused: Tessa Crawford (Treasurer & Member at Large)

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

**remote attendance*

ANNUAL MEETING

Ms. Webber-McLeod called the meeting to order at 5:00pm and a roll call was taken.

RESOLUTION

Ms. Webber-McLeod introduced the resolution and Ms. Verrier explained each section of the resolution. The board did not have comments on sections one or two, which go over policies.

Regarding the third section, Ms. Verrier noted that the Audit Committee has a vacant seat. She provided some details about Audit Committee duties and meetings. Mr. Lovell volunteered to fill the seat.

Ms. Verrier noted that the Marketing Committee also has a vacant seat. This seat may be filled by a non-board member, so Ms. Webber-McLeod asked the board to think about who in their networks may be a good fit for that committee. The board agreed to fill this seat at a later meeting.

Ms. Verrier noted that the Vice-Chair position is open since Mr. Andre has asked to step back from the position. Ms. Verrier explained the position, and Mr. Andre commented on what he did in this role. Ms. Webber-McLeod noted that if the Vice-Chair has to run the meeting, she will make sure that the individual is prepared by meeting in advance to review the agenda. Mr. Cuddy volunteered to move into the Vice-Chair position if someone else was interested in secretary. Ms. Webber-McLeod asked the board to consider this. Mr. Lovell volunteered for secretary.

Resolution No. 2025-1-1

RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (THE "AUTHORITY") (i) RATIFYING CERTAIN PRIOR ADOPTED POLICIES, STANDARDS AND PROCEDURES IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005; AND

(ii) RATIFYING CERTAIN AUTHORITY POLICIES AND PROCEDURAL MATTERS IN FURTHERANCE OF THE PUBLIC AUTHORITY REFORM ACT OF 2009.

Ms. Leone motioned to approve the resolution with Mr. Lovell added to the Audit Committee, Mr. Cuddy as Vice-Chair, Mr. Lovell as Secretary, and leaving the 3rd seat of the Marketing Committee vacant for now. Motion was seconded by Ms. Walter.

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			
Daniel Lovell	X			
Tessa Crawford			X	
Stephanie Leone	X			
Karen Walter	X			

The Resolution was thereupon duly adopted.

Ms. Walter asked if there are any internship programs they can leverage for the Marketing Committee. Ms. Webber-McLeod would like to see an emerging leader start to engage with the work of AIDA in this way.

BOARD EVALUATIONS

Ms. Verrier explained the fiduciary forms and board evaluations. She has received board evaluation forms from most of the board members. She will have her colleague, Ms. Grissett, reach out to schedule a Governance Committee meeting ahead of the next meeting to review those evaluation forms.

CLOSING

Motion to adjourn the annual meeting by Ms. Walter, seconded by Mr. Lovell. All present voted in favor, motion carried. The meeting adjourned at 5:18pm.



Regular Meeting Minutes
Auburn Industrial Development Authority
Wednesday, January 15, 2025 following Annual Meeting
24 South Street, Auburn, NY

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

Excused:

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

**remote attendance*

REGULAR MEETING

Ms. Webber-McLeod called the meeting to order at 5:18pm, noting that the same members were present as for the Annual Meeting. Ms. Crawford also joined the meeting after roll call.

MEETING MINUTES:

The board reviewed minutes from the December regular meeting.

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

UNFINISHED BUSINESS:

Ms. Verrier explained the 2025 contract with Swiftwater for administrative services. Ms. Leone motioned to approve the contract, seconded by Mr. Lovell. All present voted in favor, motion carried.

Ms. Verrier showed progress on the workplan and pointed to specific steps and activities outlined to accomplish each action. Ms. Webber-McLeod asked if the actions have an overarching theme. Ms. Verrier noted that communication—both internal and external—was a theme.

Ms. Haines noted that she and city leadership have met with the new County Chair and Legislator Daley to talk about economic development. They are committed to advancing economic development and there will be continued conversation about the county's role. Ms. Verrier noted that communication shows up throughout the strategic priorities. Ms. Leone added that the board should keep the word "partnership" in mind as well since they should leverage partnerships to advance this workplan.

Ms. Walter mentioned that there was a meeting where a number of companies were asking “how can we get involved with Micron,” and questioned if those same companies might be good targets for AIDA. Ms. Haines explained that she’s requested information about Micron’s supply chain from regional partners. Auburn probably already has some companies that could support and connect into that supply chain. Ms. Webber-McLeod noted that it’s important for AIDA to understand the city’s vision for economic development. Ms. Haines mentioned that the city is working to continue economic development efforts as they wait for the county to set up a one-stop. Mr. Giannettino reiterated Ms. Haine’s comments about the meeting with the County Chair and Legislator Daley, noting that it was generally very positive. They have budgetary restrictions at the county, but they want to re-engage and stay in touch.

BOARD EDUCATION:

Ms. Verrier reviewed the priorities for project evaluation the board created back in 2020, noting that they are supplemental.

Ms. Webber-McLeod asked for more background detail in terms of how it was utilized. Ms. Verrier noted the list got distributed with the application but was not necessarily a talking point. Mr. Cuddy reiterated that it was not a talking point, just a reference point as they considered project applications. Mr. Andre noted that he didn’t feel this was ever really implemented.

Ms. Webber-McLeod asked what this looks like in other communities. Ms. Verrier referenced project evaluation policies and community benefit agreements, but hasn’t seen scoring criteria related to priorities per se.

Mr. Lovell said this would be really important if AIDA had dozens of projects and needed to prioritize some over the other, but that isn’t the case. However, he noted that this is a good, quick reference.

Mr. Andre explained that he would like to see this be about what is important to AIDA and the community. For example, do they want to be involved in a PILOT for a company that pays poverty wages? Mr. Andre explained that if a company pays \$17 an hour, not only is the company getting tax incentives but their employees are also getting social assistance to help with health insurance and food and expenses. He’d like the board to consider that impact on taxes.

Ms. Webber-McLeod noted that particularly the community values section of this could be another filter to look at a project through.

Mr. Giannettino said he is fine with having these kinds of guidelines, but they need to have a process for “waivers” especially when it comes to labor due to a shortage. He’d like companies to use local labor, but AIDA needs to be able to explain why when they don’t. Mr. Poyer noted that a waiver process does exist in the local labor policy.

Ms. Verrier recommended having the Governance Committee talk some more about this.

Ms. Walter noticed that they have an understanding of industries already in the community. This could be a good reference for companies coming into Auburn.

BILLS AND TREASURERS REPORT:

Ms. Verrier reviewed the bills.

Ms. Crawford reviewed the Finance Committee discussions. They reviewed policies, went over year-end journal entries, and reviewed PILOTs. Ms. Crawford explained that two PILOT payments are late. The Finance Committee recommended that a late fee be issued for Seminary

Commons, but Mack Studios was issued a new bill in December so the board might want to consider leniency on that late fee.

Ms. Crawford noted that the Committee decided to hold quarterly meetings in 2025. Ms. Crawford reviewed the profit and loss and equity on the balance sheet. She noted the equity was negative year-over-year, but that it wasn't a bad sign considering how things went in 2024. Ms. Verrier thinks the new workplan will help to reverse the trend. Mr. Cuddy noted that the Finance Committee has done a lot of work to stabilize AIDA and get it running smoothly. Ms. Crawford is excited to see how the financial audit and state audit will guide them for future growth. Ms. Webber-McLeod noted that D&M had a conference for nonprofit clients and spoke highly of how things are looking for AIDA this year.

Mr. Lovell motioned to approve the bills and treasurers report, seconded by Ms. Leone. All present voted in favor, motion carried.

EXECUTIVE SESSION

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

Mr. Cuddy motioned to exit executive session, seconded by Mr. Lovell. All present voted in favor. The board exited executive session at 6:16pm.

BOARD UPDATES

Ms. Webber-McLeod asked about the New York State Economic Development Council conference happening in February. Ms. Verrier provided an overview of the conference, noting that it tends to have a lot of good content packed into just a couple of days.

CLOSING

Motion to adjourn the meeting by Ms. Walter, seconded by Mr. Lovell. All present voted in favor, motion carried. The meeting adjourned at 6:19pm.