



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
Vacant seat

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 5:00pm, noting the presence of a quorum.

MEETING MINUTES

The board reviewed minutes from the January regular and finance meetings.

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

NEW BUSINESS

Report of the Governance Committee

Mr. Cuddy explained that the committee reviewed the responses to the board evaluation and noted considerable improvement over prior years. The hardship caused by CEDA's dissolution, as well as the audit from a couple of years ago that uncovered some financial issues, caused the board to become more aware of oversight responsibilities. The board has become more thorough and engaged. In general, the evaluations were positive, but there were some "somewhat agrees" and "somewhat disagrees" to watch.

Mr. Lovell agreed that the board is moving in the right direction, but that they still have work to do.

Mr. Cuddy went on to say that the committee also discussed the outline of priorities for project evaluation. They feel that this is a useful reference point for the board, but not as a formal evaluation consideration. They want to be able to be open and flexible right now, and don't want to add additional burden within the application process.

Ms. Webber-McLeod noted that some of the items with “somewhat agree” or “somewhat disagree” relates to information that board members might need in the moment. She asked that board members not hesitate to speak up in the moment or reach out to her or Ms. Verrier to talk about it, so they can improve.

NYSEDC Update

Ms. Verrier provided some highlights from the NYSEDC Economic Development Conference in Albany.

Project Monitoring

Ms. Verrier advised that in reality it’s difficult to keep up with the monitoring policy as written due to competing priorities and capacity restraints, despite the fact it seems like a small commitment to do an annual monitoring visit for each project.

There were two components of this conversation:

1. Does AIDA want or need to update the policy to reflect what they feel is truly possible in reality?
2. How does AIDA want to approach monitoring this year in an intentional way?

The board reviewed a list of projects and discussed doing visits for each in 2025, then reviewing the policy at the end of the year, as well as adding it to the list of policies that the governance committee reviews. Ms. Verrier suggested trying have these site visits coincide with AIDA board meetings, so she will reach out to them to inquire about scheduling some meetings at these locations. The board agreed to also help with visits by each doing one. Ms. Verrier will send the list out to the board so they can consider which project they’d like to visit.

BOARD EDUCATION

Ms. Verrier reviewed the components of an annual audit report and noted some areas of the report to pay special attention to.

BILLS AND TREASURERS REPORT

Ms. Verrier reviewed the bills, including MRB Group, domain renewal, and Seminary Commons PILOT disbursement. Ms. Verrier noted she sent late fees to Seminary Commons and the other outstanding PILOT payment. Otherwise, the PILOTs are in good shape and have been disbursed in a timely manner.

Ms. Crawford reviewed the balance sheet and profit and loss statement. She noted there were minimal changes in AIDA’s financial position and bank accounts. Ms. Verrier noted that in January they received payment from Bo-Mer, which will technically be recorded in 2024, though the cash is there now.

Ms. Crawford noted that they are going to continue reaching out to financial institutions to check on interest rates and see what will make the most sense, given that the CD is nearing maturity.

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

UNFINISHED BUSINESS

Ms. Verrier reminded the board to send recommendations for the vacant board seat to the Mayor.

Ms. Verrier also noted that she sent the residential properties to a couple of regional home builders associations to share with their members.

EXECUTIVE SESSION

Ms. Walter 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 6:05pm.

Mr. Lovell motioned to exit executive session, seconded by Ms. Crawford. All present voted in favor. The board exited executive session at 6:12pm.

BOARD UPDATES

Ms. Crawford reminded the board that the State of the City and County is on March 20th, not the 21st.

Ms. Webber-McLeod reminded the board that their meetings are recorded, so they should be sensitive when discussing specific projects or people.

CLOSING

Motion to adjourn the meeting by Mr. Cuddy, seconded by Mr. Lovell. All present voted in favor, motion carried. The meeting adjourned at 6:16pm.