



## MEETING NOTICE & MESSAGE FROM THE BOARD CHAIR

TO: AIDA Board Members  
FROM: Gwen Webber-McLeod, Board Chair  
DATE: February 12, 2025

Greetings AIDA Board Members,

I look forward to our meeting scheduled for February 19, 2025 from 5 to 6:30 p.m. in the 3rd-floor conference room at City Hall. The agenda and related handouts for the meeting are attached. Here are highlights of what will happen during our meeting.

### Report of the Governance Committee

The Governance Committee will be reporting out on the results of the annual year-end board evaluation. There was 100% participation of active board participants, for which I would like to thank you all. It is critical that we take a hard look at our operations and governance on a regular basis to ensure effective oversight and progress toward AIDA’s strategic priorities.

### February Board Education: Parts of an Audit

We anticipate having the 2024 audit ready for review and approval at our March board meeting. To prepare the board for that review, Tracy will go over the components of an annual audit at the February meeting and answer any questions regarding the audit process and report.

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.



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



**Auburn Industrial Development Authority  
Regular Board Meeting  
24 South Street, 3<sup>rd</sup> floor Training Room, Auburn, NY  
Wednesday February 19, 2025 at 5:00pm**

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The public can view the meeting online at  
<https://us02web.zoom.us/j/83501028494?pwd=iUdlVTKAWYghjn7RQrt3tp2Gc5lCSH.1>

Item	Time	Presenter	Outcomes
Welcome, Roll Call, and Minutes	5:00 - 5:05	Gwen Webber-McLeod, Board Chair	Establish Quorum Review & Approval of Minutes
New Business: • Report of the Governance Committee • Report out on NYSEDC Conference • Project monitoring	5:05 - 5:20	Terry Cuddy  Tracy Verrier	For board information only, no action needed
Board Education: Parts of an Audit	5:20 - 5:50	Tracy Verrier	For board information only, no action needed
Bills Treasurers Report	5:50 - 6:00	Tracy Verrier Tessa Crawford, Board Treasurer	Vote to pay bills & accept Treasurers Report
Unfinished Business: • Updates	6:00 - 6:10	Tracy Verrier	For board information only, no action needed
• Executive Session	6:10 - 6:20	Tracy Verrier	If needed
Board Updates  Adjournment	6:20 - 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: March 19 @ 5pm
- MWBE Panel: March 8 @ 1pm, Taste NY Market (ERHC)
- State of the City & County: March 21 @ 8am, Auburn Public Theater
- Lots of great stuff in BID's most recent newsletter: [Downtown Auburn News For You](#)





**Finance Committee Meeting Minutes**  
**Auburn Industrial Development Authority**  
**Tuesday, January 7, 2025 @ 5:00pm**  
**Memorial City Hall, 24 South Street, Auburn, NY**

**Board Present:** Tessa Crawford (Committee Chair)  
Karen Walter  
Gwen Webber-McLeod\*

**Staff & Guests:** Tracy Verrier, MRB Group

\*denotes virtual attendance

Ms. Crawford called the meeting to order at 5:06pm noting that a quorum was present.

**FINANCIAL REPORTS**

Ms. Verrier overviewed the documents she sent, noting that she completed a number of year-end entries necessary for the audit that were included among those documents. She explained that one of these entries shows the increase in depreciation of \$1,900. The other entry Ms. Verrier made was to correct an entry from a prior year, which impacted the totals for the marketing and promotion category of expenses.

Ms. Crawford asked about the interest payments on the CD, and Ms. Verrier explained that because the interest was paid in October, it doesn't show up in the December statement. The CD will mature in February 2025.

Ms. Crawford asked if there will be a breakdown of the fixed assets since it looks like they will be depreciated by next year. Ms. Verrier noted that the only thing depreciating at this point is the website. Ms. Verrier overviewed the fixed assets in more detail, including a camera, filing cabinets, printer, slide projector, computer, sign, and more within the equipment category. The committee will recommend to the full board that they clean up fixed assets to remove everything but the filing cabinets and website. Everything else is obsolete and/or has been disposed of. Ms. Verrier can work with the auditors on what kind of adjustment that would require in QuickBooks. She will also ask the auditors for a recommendation regarding property closing costs.

Ms. Verrier will send a copy of the depreciation schedule to the committee.

Ms. Webber-McLeod asked Ms. Verrier to explain the year-end deficit of \$39,000. Ms. Verrier explained that the budget was projected to have a \$27,000 loss, which was partially attributable to higher administrative costs. Ms. Crawford noted they also wrote off the PILOT penalties. Ms. Verrier clarified that the \$5,887.97 amount is actually a penalty still out there for the County to review, which they will hopefully get to this month. AIDA could still receive this payment, reducing the overall loss. Ms. Verrier will update the auditors when she hears about this payment.

Ms. Verrier overviewed the transaction report in the packet, highlighting the PILOT payments and disbursements, as well as year-end journal entries that she explained earlier. Ms. Verrier noted that she expects payment from Bo-Mer soon. The only payments they have not received are from Seminary Commons and Mack Studios. Considering Mack Studios was re-billed in December based on changes in assessed value, AIDA may consider extending their deadline. However, AIDA will likely need to issue a penalty for Seminary Commons.

Ms. Webber-McLeod asked Ms. Verrier to clarify her line of thinking on Mack Studios. Ms. Verrier said that typically, when they don't receive payment post-marked January 1<sup>st</sup>, they will issue a late fee. Given the reissued invoice for Mack Studios, Ms. Verrier is wondering if AIDA would like to give them a 30-day window to pay the revised invoice, or if they'd like to just issue the late fee. Ms. Webber-McLeod

said she's okay giving them a window to pay the revised invoice. She recommended that Ms. Verrier set up communication with Mack Studios and check in with them. The rest of the committee agreed.

## **POLICY REVIEW**

Ms. Crawford noted that she'd like to establish the dates for this committee. Ms. Verrier said that meeting quarterly would be fine. Those in attendance decided to meet on the first Wednesdays of the month at 5pm in January, April, July, and October. Ms. Verrier will schedule the room and then send out the meeting invitations.

Ms. Verrier noted that there isn't much they can change in the policies since they are dictated by state law. She said that at one point they did amend the procurement policy to allow for consideration of local procurement over low bid, though it still includes a 10% cost differential. Ms. Verrier said she thinks the policies are in good shape.

Ms. Verrier noted that she has about half of the conflict-of-interest forms.

Motion to recommend approval of the policies by Ms. Webber-McLeod, seconded by Ms. Walter. Motion passed unanimously.

## **OTHER UPDATES & DISCUSSION**

No other updates or discussion.

## **CLOSING**

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

The meeting adjourned at 5:49pm.



**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.

## Auburn Industrial Development Authority Board Self-Evaluation for 2024

Criteria	Somewhat Agree		Somewhat Disagree	
	Agree	Agree	Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.	7	0	1	0
The policies, practices and decisions of the Board are always consistent with this mission.	6	1	1	0
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	7	1	0	0
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	7	1	0	0
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	6	1	1	0
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	5	2	1	0
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	7	0	1	0
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	6	1	1	0
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	6	2	0	0
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	5	3	0	0
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	6	2	0	0
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	6	2	0	0
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	5	2	1	0
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	6	1	1	0
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	5	2	1	0
Board members demonstrate leadership and vision and work respectfully with each other.	6	1	1	0
Board members understand and are comfortable with the application process for new projects.	5	3	0	0

### Comments

Tracy Verrier and MRB have done an excellent job to get AIDA going in the right direction.

The application is extensive. I feel that I need more work and experience to understand it more.

Below are AIDA's performance goals as stated with the Mission Statement. Do you believe AIDA has met these goals in 2024?	Yes	No
Market the benefits available through AIDA to eligible projects that will generate jobs and revenue to the community. Comments: A committee was created, but more time is needed to be active and out in the community. Transition year, could not market before organization restructured.	6	2
Assist at least (2) projects per year with AIDA benefits and/or guidance on other benefits available in the community. Comment: only 1 - Bo-Mer	7	1
Market parcels owned by AIDA. Comment: marketed but no sales	8	0

**PROJECT MONITORING POLICY**  
Auburn Industrial Development Authority  
Adopted:10/22/2014

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 will be used for this purpose. AIDA’s Assistant Treasurer will be responsible for distributing the form to companies with PILOTs or other tax abatement programs no later than December 31<sup>st</sup>. 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 31<sup>st</sup> or risk default.
- 4) A member of AIDA’s staff or board, or a representative of the Cayuga Economic Development Agency (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 Assistant 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			

### Company Payroll

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

Total payroll as of December 31: \$ \_\_\_\_\_

Average salary/wage: \$ \_\_\_\_\_

Salary 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

## Bills & Invoices

As of **February 19, 2025**, the following bills and invoices are unpaid (also attached for review):

Vendor	Invoice #	Date	Amount	Description
MRB Group	65284	1/17/2025	\$4,624.66	Staff services 12.15.24-01.11.2025
GoDaddy	3548455389	1/26/2025	\$23.17	Domain renewal

PILOT Disbursements:

Project	Total	City	School	County
Seminary Commons	\$14,737.06	\$4,791.80	\$6,855.09	\$3,090.17

Requesting approval for the following disbursements:

Payee	Covered Invoices/PILOTs	Total Amount
MRB Group	65284	\$4,624.66
GoDaddy	3548455389 (paid via EFT)	\$23.17
City of Auburn	Seminary Commons	\$4,791.80
Auburn Enlarged City School District	Seminary Commons	\$6,855.09
Cayuga County	Seminary Commons	\$3,090.17

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: 65284  
 Date: January 17, 2025

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 December 15, 2024 to January 11, 2025

09 - Management Services Month 09 12.15.24-01.11.25

Professional Services

		Hours	Rate	Amount
Verrier, Tracy N.	12/16/2024	.50	198.00	\$99.00
Correspondence re: Mack Studios PILOT. Print materials for meeting.				
Verrier, Tracy N.	12/18/2024	2.75	198.00	\$544.50
Board meeting, meeting follow ups, bookkeeping.				
Grissett, Grace M	12/19/2024	2.00	157.00	\$314.00
Drafted meeting minutes. Bookkeeping.				
Verrier, Tracy N.	12/19/2024	1.00	198.00	\$198.00
Get and process mail, coordinate disbursements.				
Verrier, Tracy N.	12/20/2024	1.00	198.00	\$198.00
Call with Comptroller auditor re: audit area focus. Administrative tasks.				
Grissett, Grace M	01/02/2025	.50	157.00	\$78.50
Bookkeeping.				
Verrier, Tracy N.	01/02/2025	2.00	198.00	\$396.00
Correspondence with OSC auditor. Updates to ensure domain renewals. Finance committee agenda and packet materials. Enter evaluation forms online. Pick up and process mail, financial administration.				
Verrier, Tracy N.	01/03/2025	.50	198.00	\$99.00
Additional financial management and year-end books review. Coordinate additional board member interview with Comptroller auditor.				
Grissett, Grace M	01/06/2025	.50	157.00	\$78.50
Bookkeeping.				
Verrier, Tracy N.	01/06/2025	1.50	198.00	\$297.00
Economic Development Coordination meeting. Pull financials. Year-end Quickbooks entry.				



<b>Grissett, Grace M</b>	01/07/2025	.75	157.00	\$117.75
Website update and processed project annual reports.				
<b>Verrier, Tracy N.</b>	01/07/2025	3.75	198.00	\$742.50
Finance Committee meeting. Correspondence re: BoMer closing. Meet with Comptroller's auditors. Compile and send additional documentation for audits.				
<b>Grissett, Grace M</b>	01/08/2025	.50	157.00	\$78.50
Meeting packet preparation.				
<b>Verrier, Tracy N.</b>	01/08/2025	2.75	198.00	\$544.50
Prepare agenda and packets for January annual and regular board meeting, distribute to board. Upload meeting videos to YouTube. Review draft minutes from December meeting. Correspondence with board members re: conflict of interest forms.				
<b>Grissett, Grace M</b>	01/09/2025	2.75	157.00	\$431.75
Meeting notices, website update, correspondence. Finance meeting minute drafting.				
<b>Verrier, Tracy N.</b>	01/09/2025	1.25	198.00	\$247.50
Continue drafting workplan				
<b>Verrier, Tracy N.</b>	01/10/2025	.75	198.00	\$148.50
Meeting coordination. Collect and upload remaining bank statements for auditors. Outreach to Bluefield Manor for bond statement. Review project report from Carovail.				
<b>Total Professional Services</b>		24.75		\$4,613.50

Reimbursable Expenses

	Amount
Postage	\$11.16
<b>Total General Expense</b>	<b>\$11.16</b>

09 - Management Services Month 09 12.15.24-01.11.25 Total: \$4,624.66

<b>Invoice Total</b>	<b>\$4,624.66</b>
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Outstanding Invoices

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Balance</u>
65029	12/24/2024	\$5,918.66
<b>Total</b>		<b>\$5,918.66</b>

# Receipt

No 3548455389

DATE:

1/26/2025

CUSTOMER #:

615478640

BILL TO:

Gwen Webber-McLeod  
2 State Street,  
Auburn, New York 13021,  
United States  
Auburn Industrial Development Authority  
+1.3153621088

PAYMENT:

Checking •••• 8369 \$23.17

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**Previous Balance** \$23.17

**Received Payment** (\$23.17)

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**Balance Due (USD)** \$0.00

Term	Product	Amount
1 yr	.ORG Domain Renewal takerootinauburn.org <sup>1</sup>	\$22.99

<b>Subtotal</b>	<b>\$22.99</b>
Taxes	\$0.00
Fees	\$0.18
<hr/>	
<b>Total (USD)</b>	<b>\$23.17</b>
<hr/>	

REFERENCE

Taxes	\$0.00
GoDaddy.com, LLC 2155 E GoDaddy Way, Tempe, Arizona 85284, United States	\$0.00
<hr/>	
Fees	\$0.18
1. ICANN	\$0.18
takerootinauburn.org	\$0.18
<hr/>	

[Universal Terms of Service](#)

**AIDA 2024 PILOTS**

<b>Project</b>	<b>PILOT Year/ PILOT Length</b>	<b>Total Amount</b>	<b>Pymt Received</b>	<b>Pymt Disbursed</b>	<b>Disbursement to</b>	<b>Disbursement Amount</b>
Auburn Community Hotel	Year 13 out of 25	\$28,633.67	10/22/2024	10/25/2024	City of Auburn Auburn School Cayuga County	\$9,564.28 \$13,327.96 \$5,741.43
Carolina Eastern Vail	Year 9 out of 10	\$32,917.08	1/3/2025	1/15/2025	City of Auburn Auburn School Cayuga County	\$10,995.07 \$15,321.67 \$6,600.34
Central Building LLC	Year 25 out of 30	\$60,000.00	11/13/2024	11/22/2024	City of Auburn Auburn School Cayuga County	\$20,041.40 \$27,927.76 \$12,030.84
Gen West - Carrier	Year 12 out of 25	\$85,776.66	1/3/2025	1/15/2025	City of Auburn Auburn School Cayuga County	\$28,651.40 \$39,925.83 \$17,199.43
JBJ Real Property	Year 12 out of 15	\$131,155.00	12/9/2024	12/20/2024	City of Auburn Auburn School Cayuga County	\$43,808.82 \$61,047.75 \$26,298.43
Logan Street Lofts	Year 20 out of 25	\$29,242.27	12/19/2024	12/20/2024	City of Auburn Auburn School Cayuga County	\$9,767.60 \$13,611.18 \$5,863.49
<b>Mack Studios</b>	<b>Year 10 out of 15</b>	<b>\$34,504.03</b>			<b>City of Auburn Auburn School Cayuga County</b>	
Nucor Steel	Year 4 of 10	\$229,715.24	12/19/2024	12/20/2024	City of Auburn Auburn School Cayuga County	\$76,730.24 \$106,923.87 \$46,061.13
Prison City	Year 5 of 10	\$37,397.76	10/11/2024	10/24/2024	City Of Auburn Auburn School Cayuga County	\$12,491.72 \$17,407.26 \$7,498.78
RJC	Year 1 of 10	\$2,685.05	1/3/2025	1/15/2025	City of Auburn Auburn School Cayuga County	\$896.87 \$1,249.79 \$538.39
Seminary Commons LLC	Year 13 out of 15	\$14,737.06	1/24/2025		City of Auburn Auburn School Cayuga County	\$4,791.80 \$6,855.09 \$3,090.17
Tessy Plastics	Year 4 out of 10	\$321,647.03	12/12/2024	12/20/2024	City of Auburn Auburn School Cayuga County	\$107,437.60 \$149,714.68 \$64,494.75
WST33 LLC	Year 11 out of 15	\$46,126.23	12/12/2024	12/20/2024	City of Auburn Auburn School Cayuga County	\$15,407.23 \$21,470.04 \$9,248.96
<b>Total</b>		<b>\$1,054,537.09</b>				<b>\$1,020,033.05</b>

# Auburn Industrial Development Authority

## Balance Sheet

As of January 31, 2025

	TOTAL		
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
101 Checking-Generations	6,772.76	1,190,619.85	-1,183,847.09
102 Chemung Checking - PILOTS	15,237.06	0.00	15,237.06
111 Savings-Generations	27,422.51	170,846.20	-143,423.69
112 Chemung CD	75,928.19	0.00	75,928.19
130 Petty Cash	165.00	165.00	0.00
<b>Total Bank Accounts</b>	<b>\$125,525.52</b>	<b>\$1,361,631.05</b>	<b>\$ -1,236,105.53</b>
Accounts Receivable			
166 Accounts Receivables - PILOTS	23,336.65	115,683.73	-92,347.08
167 Administrative Fees	24,747.00	0.00	24,747.00
<b>Total Accounts Receivable</b>	<b>\$48,083.65</b>	<b>\$115,683.73</b>	<b>\$ -67,600.08</b>
<b>Total Current Assets</b>	<b>\$173,609.17</b>	<b>\$1,477,314.78</b>	<b>\$ -1,303,705.61</b>
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	-33,683.35	-31,782.55	-1,900.80
<b>Total Fixed Assets</b>	<b>\$307,913.94</b>	<b>\$309,814.74</b>	<b>\$ -1,900.80</b>
Other Assets			
195 Closing Costs	4,646.81	4,646.81	0.00
<b>Total Other Assets</b>	<b>\$4,646.81</b>	<b>\$4,646.81</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$486,169.92</b>	<b>\$1,791,776.33</b>	<b>\$ -1,305,606.41</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
200 Accounts Payable	10,512.63	11,539.47	-1,026.84
<b>Total Accounts Payable</b>	<b>\$10,512.63</b>	<b>\$11,539.47</b>	<b>\$ -1,026.84</b>
Other Current Liabilities			
224 Loan Payable - City C	0.00	23,100.00	-23,100.00
228 Accrued Interest Payable	0.00	11,220.00	-11,220.00
240 Due To Government	46,167.36	1,295,264.02	-1,249,096.66
<b>Total Other Current Liabilities</b>	<b>\$46,167.36</b>	<b>\$1,329,584.02</b>	<b>\$ -1,283,416.66</b>
<b>Total Current Liabilities</b>	<b>\$56,679.99</b>	<b>\$1,341,123.49</b>	<b>\$ -1,284,443.50</b>
<b>Total Liabilities</b>	<b>\$56,679.99</b>	<b>\$1,341,123.49</b>	<b>\$ -1,284,443.50</b>

# Auburn Industrial Development Authority

## Balance Sheet

As of January 31, 2025

	TOTAL		
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)	CHANGE
Equity			
390 Retained Earnings	180,355.50	220,827.08	-40,471.58
395 Unrestricted Net Assests	254,867.66	229,343.45	25,524.21
Net Income	-5,733.23	482.31	-6,215.54
<b>Total Equity</b>	<b>\$429,489.93</b>	<b>\$450,652.84</b>	<b>\$ -21,162.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$486,169.92</b>	<b>\$1,791,776.33</b>	<b>\$ -1,305,606.41</b>

# Auburn Industrial Development Authority

## Profit Loss Prev Year Comparison

January 2025

	TOTAL			
	JAN 2025	JAN 2024 (PY)	CHANGE	% CHANGE
Income				
<b>Total Income</b>			<b>\$0.00</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
Expenses				
630 Dues	1,000.00	0.00	1,000.00	
670 Office Supplies	97.20	0.00	97.20	
700 Miscellaneous Expense	0.00	-1,285.05	1,285.05	100.00 %
720 Contract Services	4,624.66	0.00	4,624.66	
725 Bank Service Charge	0.00	60.00	-60.00	-100.00 %
745 Marketing and Promotion	23.17	1,000.00	-976.83	-97.68 %
<b>Total Expenses</b>	<b>\$5,745.03</b>	<b>\$ -225.05</b>	<b>\$5,970.08</b>	<b>2,652.78 %</b>
NET OPERATING INCOME	<b>\$ -5,745.03</b>	<b>\$225.05</b>	<b>\$ -5,970.08</b>	<b>-2,652.78 %</b>
Other Income				
820 Interest Income	11.80	257.26	-245.46	-95.41 %
<b>Total Other Income</b>	<b>\$11.80</b>	<b>\$257.26</b>	<b>\$ -245.46</b>	<b>-95.41 %</b>
NET OTHER INCOME	<b>\$11.80</b>	<b>\$257.26</b>	<b>\$ -245.46</b>	<b>-95.41 %</b>
NET INCOME	<b>\$ -5,733.23</b>	<b>\$482.31</b>	<b>\$ -6,215.54</b>	<b>-1,288.70 %</b>