



**Annual Meeting Minutes**  
**Auburn Industrial Development Authority**  
**Wednesday, January 21, 2026**  
**Memorial City Hall, Auburn, NY**

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

**Excused:** Mayor Jimmy Giannettino (Council Member)

**Staff & Guests:** Tracy Verrier, MRB Group  
Alec Savage, Hancock Estabrook  
Robert Poyer, Hancock Estabrook\*

*\*remote attendance*

**ANNUAL MEETING**

Ms. Webber-McLeod called the meeting to order at 5:03pm, noting the presence of a quorum.

**ANNUAL RESOLUTION**

Ms. Verrier reviewed the sections of the resolution with the board. She noted that they will be having a new board member soon, and that City Council will be reappointing all current board members. She noted that the audit committee has a vacant seat. The board will revisit filling that seat in February when the new board member is present.

Mr. Lovell motioned to approve the resolution, seconded by Ms. Walter.

RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY (THE "AUTHORITY") (i) AMENDING AND RATIFYING CERTAIN PRIOR-ADOPTED POLICIES, STANDARDS AND PROCEDURES IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT (PAAA) OF 2005 AND PUBLIC AUTHORITY REFORM ACT (PARA) OF 2009; AND (ii) APPOINTING COMMITTEES, OFFICERS, AND REPRESENTATIVES IN ACCORDANCE WITH PAAA, PARA, PUBLIC AUTHORITIES LAW, AND THE AUTHORITY'S BYLAWS.

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			
Karen Walter	X			
Courtney Hennigan	X			

The Resolution was thereupon duly adopted.

## **2026 MEETING SCHEDULE & FIDUCIARY FORMS**

Ms. Verrier reviewed the 2026 meeting schedule, noting that the meetings can be adjusted as needed.

Ms. Verrier noted that she will print and bring the fiduciary forms to the February regular meeting for signature.

Ms. Webber-McLeod explained that the meeting packet cover letter is intended as a “year in review.” She asked that the board review it again and bring any comments to the February meeting. Thereafter, if all agree, it will be forwarded to Robert Harding at the Citizen as a piece of public information.

## **ADJOURNMENT**

Motion to adjourn by Mr. Lovell, second by Ms. Hennigan. Motion passed unanimously. The annual meeting adjourned at 5:12pm.



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**REGULAR MEETING**

Ms. Webber-McLeod called the meeting to order at 5:12pm, noting the presence of a quorum.

**MEETING MINUTES**

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

**UNFINISHED BUSINESS**

*UTEP Adoption*

Ms. Verrier explained the resolution and clarified that all housing projects will be reported in PARIS, but job creation is based exclusively on direct jobs like maintenance workers or property managers. In some cases, the jobs may be zero.

Mr. Lovell motioned to approve the resolution, seconded by Ms. Hennigan.

RESOLUTION OF THE AUBURN INDUSTRIAL DEVELOPMENT  
AUTHORITY ADOPTING AMENDMENTS TO ITS UNIFORM TAX-  
EXEMPTION POLICY

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
Karen Walter	X
Courtney Hennigan	X

The Resolution was thereupon duly adopted.

#### *Technical Services Proposals*

Ms. Verrier recommended qualifying Camoin, Econsult, and MRB Group for the qualified list under all three services. She will ask for example products from BJH, DK Statistical, and Harrison Studio.

Ms. Verrier was not yet able to review Research Associates, Storrs, and Urbanomics.

The board will wait to qualify any firms until the February meeting when all documents are reviewed. Ms. Verrier will notify the firms.

#### **NEW BUSINESS**

##### *Report of the Governance Committee*

Mr. Cuddy explained that the self-evaluation forms showed improvement, but there was not full participation. The compiled results show that the board is heading in the right direction. Mr. Lovell agreed.

Ms. Verrier noted that the two members who did not participate can do so within the next week and be included in the compiled results sent to the state.

##### *2026 Administrative Services Contract*

Mr. Lovell motioned to enter executive session to discuss the employment of a particular individual or firm, seconded by Mr. Cuddy. All present voted in favor, motion carried. The board entered executive session at 5:26pm.

Mr. Lovell motioned to exit executive session, seconded by Ms. Crawford. All present voted in favor, motion carried. The board exited executive session at 5:38pm.

Ms. Crawford motioned to accept the Red Clover Consulting, LLC contract, seconded by Mr. Lovell. All present voted in favor, motion carried.

##### *NYSEDC Conference*

Ms. Verrier explained that the NYSEDC Conference is an annual gathering that will happen in February. The per-person fee to attend is \$295, not including hotel and mileage costs. She noted that this conference has good informational sessions.

Mr. Lovell motioned to approve AIDA covering the registration and travel costs for up to two attendees, seconded by Ms. Hennigan. Board members will let Ms. Verrier know within 24 hours if they would like to attend.



### *Strategic Framework Review*

Ms. Verrier overviewed the strategic framework and AIDA's progress within it. She noted that they have made particular strides in the relationship side of the framework, while the website and marketing strategies need work. Ms. Verrier noted she thinks that the framework is still relevant, but if the board thinks of anything to add or change, to let her know. She explained that they need to identify three target industries. Ms. Webber-McLeod asked Ms. Verrier to translate the framework and narrative into a 2026 workplan.

### **BILLS & TREASURER'S REPORT**

Ms. Verrier noted the NYSEDC membership was due and she re-acquired auburnida.com and redirected it to their website. A number of PILOT disbursements went out on January 8<sup>th</sup> to stay in compliance with the 30-day disbursement window. Ms. Verrier noted that two PILOTs did not come in on time and she issued late-fee invoices. She explained that Carovail reached out indicating that they had issued payment. It was discovered that the payment went to an incorrect address, so she told them she would waive the late fee if payment was reissued and received in the next few days.

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

Ms. Verrier noted that the Finance Committee reviewed the preliminary year-end financials, and the audit is scheduled for February. Ms. Verrier explained where things stand with audit preparation.

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

### **BOARD UPDATES**

Ms. Webber-McLeod asked for a status update on the line item in the county budget. Ms. Verrier explained that the budget included the \$150,000 for economic development. A resolution was put in front of the county's Planning and Public Works Committee to dedicate a portion of those funds for an economic development strategy and approve release of an RFP. It passed the Committee, but then the Ways and Means Committee tabled it. She explained it was tabled because they would like to see the draft RFP before approving the resolution. There is some concern over eventual implementation of a strategy, as well as how partners will be engaged in its creation. Ms. Verrier noted that the housing study was approved by the Ways and Means Committee and will be going to the legislature next week.

### **ADJOURNMENT**

Motion to adjourn by Mr. Cuddy, second by Mr. Lovell. Motion passed unanimously. Meeting adjourned at 5:54pm.

