



Regular Meeting Minutes
Auburn Industrial Development Authority
Wednesday, December 18, 2025
Memorial City Hall, Auburn, NY

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

Excused:

Staff & Guests: Tracy Verrier, MRB Group
Rob Poyer, Hancock Estabrook
Steve Surace, 4042 South, LLC*

**remote attendance*

REGULAR MEETING

Ms. Webber-McLeod called the meeting to order at 5:04pm, noting the presence of a quorum.

MEETING MINUTES

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

UNFINISHED BUSINESS

40-42 South Street Authorizing Resolution

Ms. Verrier explained that the resolution if passed would authorize the project's incentives, which total to \$81,500 in sales and use tax exemption and mortgage recording tax exemptions. There is no PILOT being requested. She explained that recapture clauses that were added for this project, which include that the property taxes must be paid, code violations must be addressed within the cure period, and there must be a third-party property manager.

Ms. Walter asked how many units were in the building prior to the fire. Mr. Surace said 22, and there will be 22 after. Ms. Walter noted that assessor lists 11 units. Ms. Verrier noted that multiple city departments confirmed the building had 22 units, but was not sure why the assessors office had a different number.

Ms. Walter asked about the acquisition cost as the current owner is one of the new owners. Mr. Surace confirmed that the acquisition terms were negotiated as part of the Homes and Community Renewal deal.



Ms. Walter asked why there was no site plan or planning board review. Ms. Verrier explained that the planning department looked at the plan and determined that a site plan was not triggered because it is a replacement in kind. Ms. Walter also asked about the square footage of the studios, which are below what code requires. Ms. Verrier explained that she believes the existing use was previously approved and since there is not a change in use it would be grandfathered in.

Ms. Walter asked about parking. Mr. Surace noted that there is a parking garage nearby, and the building is located in a walkable area with public transportation access. She also asked about SEQR. Mr. Verrier responded that it is part of the authorizing resolution. She asked Mr. Surace to explain the remediation that is needed. Mr. Surace explained that they are remediating the entire building. There are only minor contaminants in the building, but they are gutting it to the studs. There is a little bit of lead-based paint and asbestos, but nothing extreme since the building is older. Ms. Walter asked about the NYS DOT involvement, Mr. Surace and Ms. Verrier explained that it was related to reviewing ingress and egress. Ms. Walter asked if they are using Housing Visions for construction as well. Mr. Surace said no, they are using Rich and Gardner out of Syracuse as the general contractor, who will be using local subcontractors.

Mr. Cuddy motioned to approve the authorizing resolution, seconded by Mr. Lovell.

Mr. Poyer noted that the packet included an outdated resolution. Since the packet went out, wording was added to section four of the resolution to include recapture of the mortgage recording tax abatement in the case of default. Mr. Cuddy motioned to approve the authorizing resolution as amended, seconded by Mr. Lovell.

**RESOLUTION APPROVING THE GRANT OF FINANCIAL ASSISTANCE
AND THE EXECUTION BY THE AUBURN INDUSTRIAL
DEVELOPMENT AUTHORITY (THE "AUTHORITY") OF AN AGENT
AGREEMENT AND RELATED DOCUMENTS WITH RESPECT TO THE
4042 SOUTH LLC PROJECT**

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.



EXECUTIVE SESSION

Ms. Walter motioned to enter executive session to discuss employment or engagement of a particular firm or person, seconded by Mr. Giannettino. All present voted in favor, motion carried. The board entered executive session at 5:24pm.

Mr. Lovell motioned to exit executive session, seconded by Mr. Giannettino. All present voted in favor, motion carried. The board exited executive session at 5:40pm.

Mr. Andre motioned to extend the current MRB Group administrative services contract through 1/31/2025, seconded by Mr. Lovell. All present voted in favor, motion carried.

UNFINISHED BUSINESS

PILOT Invoices and Disbursements

Ms. Verrier explained that the PILOT invoice and disbursement report was in the packet, and she has been receiving payments from projects. She has heard from a few projects that said the IDA can expect payment at the end of December. Currently, Ms. Verrier is not concerned about any project in particular.

Ms. Verrier noted that some disbursements were sent out on December 9th since there was a risk of passing the 30-day mark if disbursement did not occur until the meeting.

Ms. Walter asked about the prior discussion regarding changing the billing and payment date for the county portion of the PILOT bills, specific whether this change would be part of the UTEP. Ms. Verrier said the UTEP does not stipulate timing so would not be impacted by this change. She further noted that most of the PILOTs also do not state a specific timeline, so just one or two will needed to be amended.

General Updates

Ms. Verrier noted that all of the board members' terms end at the end of January and City Council will be reappointing. Ms. Verrier asked that any members not interested in being reappointed let her or Mr. Giannettino know so they can begin searching for replacements.

Ms. Verrier noted the 2026 County budget passed and the \$150,000 for economic development remained in the budget. The next step is to get a resolution to allocate the funds to specific purposes.

Ms. Verrier noted the request for qualifications for technical analysis was released and posted to the City's website. Proposals are due before the January meeting, so they should be able to review them at that time.

Mr. Poyer explained that Dill Street Commons has not closed on benefits yet. Ms. Verrier will call Mr. Pat Scutari. They need to be closed by the end of January in order to meet the taxable status date for the PILOT.

BILLS & TREASURER'S REPORT

Ms. Verrier noted there are two bills for disbursement: MRB Group and the Chamber of Commerce 2026 dues.



Ms. Walter motioned to approve the bills, seconded by Ms. Hennigan. All present voted in favor, motion carried.

Ms. Crawford noted that the balance sheet shows one of the PILOT payments was received in November and had not been disbursed as of the end of the month. That check has gone out since the balance sheet date. The CD of \$25,000 will mature in April. The accounts receivable amount is the Dill Street Commons administrative fee, which will be paid at closing. On the Profit and Loss statement, it shows revenue of \$500 for the 40-42 South project application fee. Ms. Crawford listed the expenses paid.

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

NEW BUSINESS

Board Evaluation

Ms. Webber-McLeod noted that she is looking to have 100% participation in the board evaluation so they can continue improving operations.

BOARD UPDATES

Ms. Webber-McLeod explained that she attended the first meeting of the Chamber of Commerce strategic planning committee. CenterState CEO is managing the project. It appeared that they were not fully aware of the economic development dynamics in the county, so they will be doing additional research.

ADJOURMENT

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

