



MEETING NOTICE

TO: AIDA Finance Committee Members

FROM: Tracy Verrier, Staff

DATE: September 2, 2026

Greetings AIDA Finance Committee Members,

The Auburn Industrial Development Authority (AIDA) Finance Committee will September 2, 2026 from 5:00-6:00pm in the 3rd floor conference room at Memorial City Hall (24 South Street, Auburn, NY). The meeting agenda is attached for your review.

The public can view this meeting live via the following Zoom link:

<https://us02web.zoom.us/j/86136099878?pwd=wbEmJe3MkYQB93ieFoDqOTTrrdepyb.1>

Dial in: (929) 205-6099

Meeting ID: 861 3609 9878

Passcode: 552920

Please confirm your attendance, and don't hesitate to reach out should you have questions or need additional information.

CC: Auburn Citizen, Rob Poyer, Jennifer Haines, Chuck Mason, AIDA Board Members

Tracy Verrier (she/hers) is inviting you to a scheduled Zoom meeting.

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.



24 South Street, Auburn, NY 13021
www.auburnida.org
 Where possibility takes root.



Auburn Industrial Development Authority
 24 South Street, 3rd floor conference room, Auburn, NY
 Wednesday, September 9th, 2026 5:00 pm – 6:00 pm

The public can view this meeting via the following Zoom link:

<https://us02web.zoom.us/j/86136099878?pwd=wbEmJe3MkYQB93ieFoDqOTTrrdepvb.1>

Item	Time	Presenter	Outcomes
Welcome/Roll Call	5:00	Tessa Crawford, Committee Chair	Establish Quorum
YTD Financial Review	5:00 – 5:15	Tracy Verrier	Review financials
2027 Budget	5:15 – 5:30		Review 2027 Draft Budget for initial presentation to the board
Review Policies	5:30 – 5:50	Tracy Verrier	Review policies for amendment and recommendation to board: • Finance Committee Charter • Capitalization Policy • Investment Policy • Procurement Policy • Extension of Credit Policy • Property Disposition Guidelines
Other Business	5:50- 6:00	Tessa Crawford	As needed
Adjournment	6:00	Tessa Crawford, Committee Chair	Vote to adjourn meeting



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Auburn Industrial Development Authority

Balance Sheet As of August 31, 2026

	TOTAL		
	AS OF AUG 31, 2026	AS OF AUG 31, 2025 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
102 Chemung Checking - PILOTS	500.05	500.00	0.05
103 Chemung Checking - Operating	8,893.85	31,215.11	-22,321.26
112 Chemung CD	0.00	25,043.55	-25,043.55
113 Chemung Money Market	26,970.05	25,000.33	1,969.72
130 Petty Cash	165.00	165.00	0.00
Total Bank Accounts	\$36,528.95	\$81,923.99	\$ -45,395.04
Accounts Receivable			
166 Accounts Receivables - PILOTS	237,000.49	62,680.21	174,320.28
166.04 Pilot Rec. - Bluefield Manor	-0.49	-1.39	0.90
Total 166 Accounts Receivables - PILOTS	237,000.00	62,678.82	174,321.18
167 Accounts receivable	8,150.95	35,321.68	-27,170.73
Total Accounts Receivable	\$245,150.95	\$98,000.50	\$147,150.45
Total Current Assets	\$281,679.90	\$179,924.49	\$101,755.41
Fixed Assets			
168 Land	305,064.96	305,064.96	0.00
170 Furniture & Equipment	819.33	819.33	0.00
171 Website	16,500.00	16,500.00	0.00
172 A/D Furniture & Equipment	-16,371.15	-14,470.35	-1,900.80
Total Fixed Assets	\$306,013.14	\$307,913.94	\$ -1,900.80
Other Assets			
195 Closing Costs	4,646.81	4,646.81	0.00
Total Other Assets	\$4,646.81	\$4,646.81	\$0.00
TOTAL ASSETS	\$592,339.85	\$492,485.24	\$99,854.61
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 Accounts Payable	0.00	5,373.25	-5,373.25
Total Accounts Payable	\$0.00	\$5,373.25	\$ -5,373.25
Other Current Liabilities			
240 Due To Government	13,981.61	75,670.44	-61,688.83
Total Other Current Liabilities	\$13,981.61	\$75,670.44	\$ -61,688.83
Total Current Liabilities	\$13,981.61	\$81,043.69	\$ -67,062.08
Total Liabilities	\$13,981.61	\$81,043.69	\$ -67,062.08

Auburn Industrial Development Authority

Balance Sheet
As of August 31, 2026

	TOTAL		
	AS OF AUG 31, 2026	AS OF AUG 31, 2025 (PY)	CHANGE
Equity			
390 Retained Earnings	231,169.51	276,415.63	-45,246.12
395 Unrestricted Net Assests	159,809.13	159,809.12	0.01
Net Income	187,379.60	-24,783.20	212,162.80
Total Equity	\$578,358.24	\$411,441.55	\$166,916.69
TOTAL LIABILITIES AND EQUITY	\$592,339.85	\$492,485.24	\$99,854.61

Auburn Industrial Development Authority

Profit Loss Prev Year Comparison

January - August, 2026

	TOTAL			
	JAN - AUG, 2026	JAN - AUG, 2025 (PY)	CHANGE	% CHANGE
Income				
410 Income - Admin Fees	238,000.00	36,811.68	201,188.32	546.53 %
Total Income	\$238,000.00	\$36,811.68	\$201,188.32	546.53 %
GROSS PROFIT	\$238,000.00	\$36,811.68	\$201,188.32	546.53 %
Expenses				
630 Dues	1,000.00	1,000.00	0.00	0.00 %
660 Legal Fees	69.98	73.61	-3.63	-4.93 %
670 Office Supplies	1,355.08	880.20	474.88	53.95 %
680 Professional Services	12,500.00	12,000.00	500.00	4.17 %
715 Travel & Meetings	970.43	2,539.79	-1,569.36	-61.79 %
720 Contract Services	35,098.50	46,995.10	-11,896.60	-25.31 %
725 Bank Service Charge	35.00	0.00	35.00	
745 Marketing and Promotion	58.57	46.34	12.23	26.39 %
Total Expenses	\$51,087.56	\$63,535.04	\$ -12,447.48	-19.59 %
NET OPERATING INCOME	\$186,912.44	\$ -26,723.36	\$213,635.80	799.43 %
Other Income				
820 Interest Income	467.16	1,940.16	-1,473.00	-75.92 %
Total Other Income	\$467.16	\$1,940.16	\$ -1,473.00	-75.92 %
NET OTHER INCOME	\$467.16	\$1,940.16	\$ -1,473.00	-75.92 %
NET INCOME	\$187,379.60	\$ -24,783.20	\$212,162.80	856.08 %

Auburn Industrial Development Authority
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - August 2026

	Jan-Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Total			
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	over Budget	% of Budget
Income										
410 Income - Admin Fees					1,000.00	237,000.00	238,000.00	60,000.00	178,000.00	396.67%
415 Admin Fees - Special Projects							0.00	1,000.00	-1,000.00	0.00%
Total Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 237,000.00	\$ 238,000.00	\$ 61,000.00	\$ 177,000.00	390.16%
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 237,000.00	\$ 238,000.00	\$ 61,000.00	\$ 177,000.00	390.16%
Expenses										
630 Dues	1,000.00						1,000.00	1,325.00	-325.00	75.47%
660 Legal Fees					69.98		69.98	150.00	-80.02	46.65%
670 Office Supplies	1,355.08						1,355.08	1,550.00	-194.92	87.42%
680 Professional Services	10,000.00	2,500.00					12,500.00	12,500.00	0.00	100.00%
715 Travel & Meetings	25.00	575.00		370.43			970.43	3,475.00	-2,504.57	27.93%
720 Contract Services	15,098.50	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	35,098.50	40,000.00	-4,901.50	87.75%
725 Bank Service Charge	35.00						35.00	0.00	35.00	
745 Marketing and Promotion	35.38		23.19				58.57	4,000.00	-3,941.43	1.46%
Total Expenses	\$ 27,548.96	\$ 7,075.00	\$ 4,023.19	\$ 4,370.43	\$ 4,069.98	\$ 4,000.00	\$ 51,087.56	\$ 63,000.00	-\$ 11,912.44	81.09%
Net Operating Income	-\$ 27,548.96	-\$ 7,075.00	-\$ 4,023.19	-\$ 4,370.43	-\$ 3,069.98	\$ 233,000.00	\$ 186,912.44	-\$ 2,000.00	\$ 188,912.44	-9345.62%
Other Income										
820 Interest Income	0.74	463.69	0.64	0.71	0.69	0.69	467.16	2,000.00	-1,532.84	23.36%
Total Other Income	\$ 0.74	\$ 463.69	\$ 0.64	\$ 0.71	\$ 0.69	\$ 0.69	\$ 467.16	\$ 2,000.00	-\$ 1,532.84	23.36%
Net Other Income	\$ 0.74	\$ 463.69	\$ 0.64	\$ 0.71	\$ 0.69	\$ 0.69	\$ 467.16	\$ 2,000.00	-\$ 1,532.84	23.36%
Net Income	-\$ 27,548.22	-\$ 6,611.31	-\$ 4,022.55	-\$ 4,369.72	-\$ 3,069.29	\$ 233,000.69	\$ 187,379.60	\$ 0.00	\$ 187,379.60	

Auburn Industrial Development Authority

A/R Aging Summary Report
As of Sep 2, 2026

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	Total
4042 South LLC					8,151.00	8,151.00
Indus Grant Avenue LLC	237,000.00					237,000.00
Washington Street Partners						
Seminary Commons, LLC					-0.05	-0.05
Total for Washington Street Partners					-0.05	-\$0.05
TOTAL	237,000.00				8,150.95	\$245,150.95

Auburn Industrial Development Authority
Finance Committee Charter
Adopted: May 27, 2015

This Finance Committee Charter was adopted by the Board of Directors of the Auburn Industrial Development Authority (“Authority”), a public benefit corporation established under the laws of the State of New York, on this 27th day of May, 2015.

I. Purpose

In accordance with the Public Authorities Accountability Act of 2005 and Public Authority reform Act of 2009, the purpose of the finance committee is to oversee the Authority's debt and debt practices and to recommend policies concerning the Authority's issuance and management of debt.

II. Duties of the Finance Committee

It shall be the responsibility of the finance committee to:

- Review proposals for the issuance of debt by the Authority and its subsidiaries and to make recommendations concerning those proposals to the Board.
- Make recommendations to the Board concerning the level of debt and nature of debt issued by the Authority.
- Make recommendations concerning the appointment and compensation of bond counsel, investment advisors and underwriting firms used by the Authority, and to oversee the work performed by these individuals and firms on behalf of the Authority.
- Meet with and request information from Authority staff, independent auditors and advisors or outside counsel, as necessary to perform the duties of the committee.
- Retain, at the Authority's expense subject to Board approval, such outside counsel, experts and other advisors as the finance committee may deem appropriate.
- Review proposals relating to the repayment of debt or other long-term financing arrangements by the Authority and its subsidiaries.
- Annually review the Authority's financing guidelines and make recommendations to the Board concerning criteria that should govern its financings. These should include security provisions required for a bond financing undertaking, specific requirements of credit enhancements or additional guarantees used, such as a pledge of revenues, financial covenants or debt service reserves.
- Report annually to the Authority's Board how it has discharged its duties and met its responsibilities as outlined in the charter.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the Board approval for proposed changes.

III. Composition and Selection

The finance committee shall consist of not less than three (3) independent members of the board of directors, who shall constitute a majority on the committee. If the board has less than three independent members, non-independent members may be appointed to the committee provided that the independent members constitute a majority of the committee. The Authority's Board shall appoint the finance committee members and the finance committee chair. Finance committee



members shall serve staggered three-year terms. At least one member of the finance committee shall not be a member of the audit committee. Members appointed to the committee shall have the background necessary to perform its duties.

Finance committee members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, finance committee members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the Authority, or be an immediate family member of an individual that engages in private business transactions with the Authority or receives compensation from an entity that has material business relationships with the Authority.

IV. Meetings

The finance committee shall meet at such times as deemed advisable by the chair, but not less than twice a year. The committee must meet prior to any debt issuance planned to be undertaken by the Authority.

Members of the finance committee are expected to attend each committee meeting, in person or via telephone or videoconference. The finance committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary. A majority of the committee members present or participating through telephone or videoconference shall constitute a quorum.

Meeting agendas shall be prepared prior to every meeting and provided to finance committee members along with briefing materials five (5) business days before the scheduled finance committee meeting. The finance committee may act only on the affirmative vote of a majority of the members or by unanimous consent. Minutes of these meetings shall be recorded.

A report of the committee's meeting shall be prepared and presented to the Board at its next scheduled meeting following the meeting of the committee.

Meetings of the committee are open to the public, and the committee shall be governed by the rules regarding public meetings set forth in the applicable provisions of the Public Authorities Law and Article 7 of the Public Officers Law that relate to public notice and the conduct of executive session.

V. Responsibilities

In addition to the duties and responsibilities outlined in section II above, the Board may wish to authorize the finance committee to perform the following additional duties:

A. Review the Authority's Annual Budget

The finance committee shall at the request of the Authority Board:

- Review the Authority's proposed annual operating budget as presented by Authority management for the upcoming fiscal year.

- Recommend the annual budget to the board for approval after incorporating necessary amendments.
- Monitor and report to the board on the Authority's compliance with its adopted budget during the fiscal year (actual verses estimated budget) on a monthly/quarterly basis.

B. Oversee the Authority's Investments

The finance committee shall at the request of the Authority Board:

- Annually review the Authority's investment policy and evaluate allocation of assets.
- Review and recommend to the Board approval of the Authority's annual investment report.
- Annually review the Authority's audit of investments as provided by independent auditors.
- Recommend to the board the selection of investment advisors.
- Monitor the economic performance of the Authority's pension plans.

C. Assess the Authority's Capital Requirements and Capital Plan

The finance committee shall at the request of the Authority Board:

- Assess the financial requirements of the Authority's capital plans. The assessment is to include current and future capital needs, a justification of why such capital expenditure is required and an explanation of funding sources for capital projects such as grants, issuance of debt or specified pay- as-you-go resources.
- Review the financial aspects of major proposed transactions, significant expenditures, new programs and services, as well as proposals to discontinue programs or services and making action recommendations to the board.

D. Review Financial and Procurement Thresholds

The finance committee shall at the request of the Authority Board:

- Review and make recommendations to the Board regarding any proposed procurements submitted to the committee by the Authority's procurement officer.
- Review and recommend changes to the Authority's thresholds for procuring goods and services and procurement policy.
- Review and recommend changes to the Authority's uniform tax exemption policy that includes general provisions for entering into payment-in-lieu-of- taxes (PILOT) agreements and allowing tax exemptions.
- Review and recommend changes to the Authority's fee schedules.
- Review the scope and terms of the Authority's insurance policies and liability coverage on an annual basis.

CAPITALIZATION POLICY AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY

A. Purpose

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the “Capital Assets” that are to be recorded in the Auburn Industrial Development Authority (“the Authority”) annual financial statements (or books).

B. Capital Asset Definition

A “Capital Asset” is defined as a unit of property that:

1. Has an economic useful life that extends beyond 12 months; and
2. Was acquired or produced for a cost of more than \$1,000.

Capital Assets that meet the above criteria must be capitalized and depreciated for financial statement (or book) purposes. Capital assets include items of tangible property such as buildings, leasehold improvements, office furniture, fixtures, computers, equipment, etc.

C. Capitalization Thresholds

The Authority establishes the following policy with regard to assets with an economic useful life that extends beyond 12 months and a cost of \$1,000 or less.

1. Assets with a cost of \$1,000 or less will be expensed for financial reporting (or book) purposes unless a determination is made by Management that the expensing of such assets in aggregate will materially distort the financial statements (or books).
2. In a given year in which a significant number of assets are purchased or produced with a cost below the \$1,000 capitalization threshold, Management may make a determination on an item-by-item basis which items will be expensed in the financial statements (or books) so as not to exceed an amount that would materially distort the financial statements (or books).

The capitalization threshold applies to unit of property for which the amount paid to purchase or produce the unit of property does not exceed \$1,000 per invoice, or per item as separately stated on the invoice. Any additional costs such as delivery fees, installation services, or similar costs on an invoice must be allocated using any reasonable method in determining whether the amount allocable to a unit of property exceeds the \$1,000 capitalization threshold.

D. Capitalization Method and Procedure

All “Capital Assets” are recorded at historical cost as of the date acquired.

Tangible assets costing at or below the aforementioned \$1,000 threshold amount are recorded as an expense in the Authority’s annual financial statements (or books) unless a determination is made by Management that the total expense on an aggregate basis will materially distort the

financial statements (or books), upon which, a determination may be made to capitalize all or some of the assets, on an item by item basis, that fall below the \$1,000 threshold.

Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement (or book) purposes, regardless of the acquisition or production cost.

E. Removal of Capitalized Asset

A “Capital Asset” may be removed from the Authority’s records once it is no longer in use or is disposed of. At such time, an entry must be made to the Authority’s books to credit the relevant asset account and debit the relevant depreciation account. This entry must have notes that are sufficiently clear to indicate precisely what was removed from the asset list for future reference. If a Capital Asset is fully depreciated but is still in use, that asset must remain on the Authority’s asset list.

F. Recordkeeping

Invoices substantiating an acquisition cost of each unit of property shall be retained for a minimum of four years.

Approved and adopted this 8th day of October 2025.

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
INVESTMENT POLICY

A. Introduction

1. Scope – This investment and deposit policy applies to all monies and other financial resources available for investment and deposit on its own behalf or on behalf of any other entity or individual.
2. Objectives – The primary objectives of the local government’s investment activities are, in priority order:
 - a. to conform with all applicable federal, state and other legal requirements (legal);
 - b. to adequately safeguard principal (safety);
 - c. to provide sufficient liquidity to meet all operating requirements (liquidity); and
 - d. to obtain a reasonable rate of return (yield).

3. Prudence – All participants in the investment process and all participants responsible for depositing the Authority’s funds shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair confidence in the Authority to govern effectively.

Investments and deposits shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process and all participants responsible for depositing the Authority’s funds shall refrain from personal business activity that could conflict with proper execution of the investment program or the deposit of the Authority’s funds or which could impair their ability to make impartial investment decisions.

4. Diversification – It is the policy of the Authority to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.
5. Internal Controls
 - a. All money’s collected by an officer or employee of the Authority shall be immediately deposited in such depositories and designated by the Authority for the receipt of such funds.
 - b. The Authority shall maintain or cause to be maintained a proper record of all book, notes, securities or other evidences of indebtedness held by the Authority for investment and deposit purposes.
 - c. The Authority is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and

recorded properly, and are managed in compliance with applicable laws and regulations.

6. Designation of Depositories - In accordance with the IDA Act, the Authority shall designate as depositories of its money those banks and trust companies authorized to serve as such pursuant to said law.

B. Investment Policy

1. Permitted Investments - Pursuant to GML Section 11, the Authority is authorized to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:
 - a. Special time deposit accounts;*
 - b. Certificates of deposit;*
 - c. Obligations of the United States of America;**
 - d. Obligations guaranteed by agencies of the United States of America where payment of principal and interest are guaranteed by the United States of America;**
 - e. Obligations of the State of New York;*

* Special time deposit accounts and certificates of deposit are permitted investments provided that (1) they shall be payable within such time as the proceeds shall be needed to meet expenditures for which the moneys were obtained and (2) they are collateralized in the same manner as set forth in Section VII (C) below for deposits of public funds.

** All investment obligations shall be payable or redeemable at the option of the Authority within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Authority within two years of the date of purchase.

2. Authorized Financial Institutions and Dealers - All financial institutions with which the Authority conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Authority. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.
3. Purchase of Investments- The Authority may contract for the purchase of investments:
 - a. Directly, including through a repurchase agreement, from an authorized trading partner.
 - b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the GML where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

- c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Authority by the bank or trust company shall be held pursuant to a written custodial agreement as described in GML Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Authority a perfected interest in the securities.

4. Repurchase Agreements- Repurchase agreements are authorized subject to the following restrictions:
 - a. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
 - b. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
 - c. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
 - d. No substitution of securities will be allowed.
 - e. The custodian shall be a party other than the trading partner.

C. Deposit Policy

1. Collateralization of Deposits - In accordance with the provisions of GML, 10, all deposits of the Authority, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured: By pledge of “eligible securities” with an aggregate “market value” as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Exhibit A attached hereto.
 - a. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least on nationally recognized statistical rating organization

or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

- b. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The terms and conditions of any eligible surety shall be approved by the governing board.

2. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Authority or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Authority a perfected interest in the securities.

Approved and adopted this 17th day of December 2014.

A-1

EXHIBIT A**SCHEDULE OF ELIGIBLE SECURITIES**

- (1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.
- (2) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- (3) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- (4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation or such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- (5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (6) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (7) Obligations of countries, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest categories by at least one nationally recognized statistical rating organization.
- (8) Obligations of domestic corporations rated one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (9) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (10) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- (11) Zero Coupon obligations of the United States government marketed as "Treasury strips".

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
PROCUREMENT POLICY

A. Introduction

1. Scope- In accordance with Public Authorities Law § 2311 and Section 104-b of the General Municipal Law (GML), the Auburn Industrial Development Authority (the “Authority”) is required to adopt procurement policies which will apply to the procurement of goods and services not subject to the competitive bidding requirements of Section 103 of the GML and paid for by an IDA for its own use and account.
2. Purpose- Pursuant to Section 104-b of the GML, the primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

B. Procurement Policy

1. Determination Required- Prior to commencing any procurement of goods and services, the Executive Director or an authorized designee shall prepare a written statement setting forth the basis for (1) the determination that competitive bidding is not required for such procurement, and if applicable (2) the determination that such procurement is not subject to any requirements set forth in this policy. Such written statements shall be maintained by the Executive Director or such authorized designee in a specially designated procurement file.
2. Procedure for determining whether Procurements are subject to Competitive Bidding- The procedure for determining whether a procurement of goods and services is subject to competitive bidding shall be as follows:
 - a. The Executive Director or an authorized designee shall make the initial determination as to whether competitive bidding is required. This determination will be based on Section 103 of the GML which requires competitive bidding for expenditures of (1) more than \$20,000 for the performance of any public works contract (services, labor or construction), and (2) more than \$10,000 for any purchase contract (acquisition of commodities, materials, supplies or equipment).
 - b. The Executive Director or such authorized designee shall review the purchase request against prior years’ expenditures and a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate purchases of a similar nature will exceed the above competitive bidding procedures shall be followed for said expenditure.
 - c. The Executive Director or such authorized designee shall present any legal issues regarding the applicability of the competitive bidding requirements stated herein to the Authority’s Counsel.
3. Methods of Competition to be used for Non-Bid Procurements and Procurements Exempt by Statute- Alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals or written quotations, verbal quotations or any other

method of procurement which furthers the purposes of this Section except for items excepted herein (see 7 below) or procurements made pursuant to:

- a. GML, Section 103 (3) (through county contracts), or
- b. GML, Section 104 (through state contracts), or
- c. State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), or
- d. Correction Law, Section 186 (articles manufactured in correctional institutions).
4. Procedures for the Purchase of Commodities, Equipment or Goods under \$10,000.
 - a. Up to \$500- The discretion of the Executive Director or authorized designee.
 - b. \$501-\$3,000- Documented verbal quotations from at least three vendors.
 - c. \$3,001-\$10,000- Written/fax quotations from at least three vendors.
5. Procedures for the Purchase of Public Works or Services under \$20,000.
 - a. Up to \$1,000- The discretion of the Executive Director or authorized designee.
 - b. \$1,001-\$5,000- Documented verbal quotations from at least three vendors.
 - c. \$5,001-\$20,000- Written/fax quotations from at least three vendors.
6. Basis for the Award of Contracts – Contracts will be awarded to the lowest responsible vendor who meets the specifications.
7. Circumstances justifying an Award to other than the Lowest Cost quoted.
 - a. Delivery requirements
 - b. Quality requirements
 - c. Quality
 - d. Past vendor performance
 - e. The unavailability of three or more vendors who are able to quote on a procurement
 - f. It may be in the best interest of the Authority to consider only one vendor who has previous expertise with respect to a particular procurement.
 - g. Local procurement
8. Documentation
 - a. For each purchase made the Executive Director or authorized designee shall set forth in writing the category of procurement that is being made and what method of procurement is specified.
 - b. The basis for any determination that competitive bidding is not required shall be documented, in writing, by the Executive Director or such authorized designee, and filed with the purchase order or contract therefore.
 - c. For those items not subject to competitive bidding such as professional services, emergencies, purchased under city contracts or procurements from sole sources, documentation should include a memo to the files which details why the procurement is not subject to competitive bidding and include, as applicable:
 - i. a description of the facts giving rise to the emergency and that they meet the statutory criteria; or
 - ii. a description of the professional services; or
 - iii. written verification of city contracts; or
 - iv. opinions of Counsel, if any; or
 - v. a description of sole source items and how such determinations were made.

- d. Whenever an award is made to other than the lowest quote the reasons for doing so shall be set forth in writing and maintained in the procurement file.
 - e. Whenever the specified number of quotations cannot or will not be secured, the reasons for this shall be indicated in writing and maintained in the procurement file.
9. Exceptions to Bidding
- a. Emergency Situation – An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality or of the citizens. With approval by the Executive Director such emergency shall not be subject to competitive bidding or the procedures stated above.
 - b. Resolution Waiving Bidding Requirements – The Agency may adopt a resolution waiving the competitive bidding requirements whenever it is determined to be impracticable.
 - c. Sole Source – Defined as a situation when there is only one possible source from which to procure goods and/or services and it is shown that the item needed has unique benefits, the cost is reasonable for the product offered and there is no competition available. In this situation, a request for a resolution waiving bidding requirements, as described above, is required.
 - d. True Lease – Prices will be obtained through quotations whenever possible. The award shall be made on the basis of goods and/or services to be provided, ability to meet the specifications desired and price.
 - e. Insurance – All insurance policies shall be procured in accordance with the following procedures:
 - i. Premium less than \$10,000 – documented telephone quotations from at least three agents (if available).
 - ii. Premium over \$10,001 – written quotations/fax or proposals from at least three agents (if available).
 - f. Professional Services- This category includes services which require special education and/or training, license to practice or are creative in nature. Examples of professional services are: lawyers, doctors, accountants, engineers, artists, etc. For the procurement of professional services, the procedures set forth in Exhibit B shall apply.
10. Minority and Women Business Enterprises- The Authority shall comply with all applicable legal requirements relating to the hiring of such businesses.
11. Input from members of the Authority- Comments concerning the procurement policy shall be solicited from the members of the Authority from time to time.
12. Annual Review- the Authority shall annually review its policies and procedures.
13. Unintentional Failure to Comply- The unintentional failure to comply with the provisions of Section 104-b of the GML shall not be grounds to void action taken or give rise to a cause of action against the Authority or any officer thereof.
14. Other Requirements:
- a. All bidders must submit with any bid a Statement of Non-Collusion in the form approved by the Authority (see attachment).

- b. All procurement solicitations shall include a summary of the Authority's procurement policies and prohibitions in a clear and concise manner, so any bidder or provider of goods or services is aware of the requirements for being considered as well as being awarded any bid.
- c. The person authorized to be the contact for the Authority in all procurement matters shall be as set forth in PAL Section 139-j(2)(a) and activities of such contact person shall be reviewed on at least an annual basis by the Authority to make certain said contact person is in full compliance with all provisions of law concerning procurement of goods and services.
- d. No proposed provider of goods or services to the Authority shall be permitted to have any unauthorized contact with the Authority in contravention of PAL Section 139-j(10). Each employee or representative of the Authority shall report any such unauthorized contact immediately to the Authority's general counsel. Said general counsel shall investigate any such allegation of unauthorized contact and report in writing the findings to the Authority's Chair and Executive Director.

Amended and approved the 20th day of September 2017.

Approved and adopted the 17th day of December 2014.

Non-Collusion Affidavit of Prime Bidder/Subcontractor

State of _____)

County of _____)

City of _____)

_____, being the first duly sworn, deposes and says that:

1. He/she is _____ of _____
(Owner, partner, etc.) (Company)

the Bidder that has submitted the attached Bid;

2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, subcontractors, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a sham Bid in connection with the Contract for which the attached Bid has been submitted, or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement an advantage against the Auburn Industrial Development Authority (Authority), or the owner of the property interested in the proposed contract;

5. No member of the Authority's Board of Directors, or any person in the employ the Authority is directly or indirectly interested in the bid, or the work to which it relates, or in any portion of the profits thereof; and,

6. The price of prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant;

8. I am/The Bidder is not indebted to the Authority in any form or manner.

Signature: _____ Date: _____

Title: _____ Witness: _____

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
EXTENSION OF CREDIT TO OFFICERS, BOARD MEMBERS, OR
EMPLOYEES

Pursuant to and in accordance with the Public Authorities Law § 2824(5) of the state of New York, the Auburn Industrial Development Authority (“Authority”) shall not, directly or indirectly, including through any subsidiary, extend or maintain credit, arrange for the extension of credit, or renew any extension of credit, in the form of a personal loan to or for any officer, board member or employee (or equivalent thereof) of the Authority.

Approved and adopted this 17th day of December 2014.

**PROPERTY DISPOSITION POLICY OF THE
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**

As adopted by the Members of the Auburn Industrial Development Authority pursuant to Section 20 of Chapter 766 of the Laws of 2006, amending the Public Authorities Law of the State of New York.

I. PRINCIPLES OF GENERAL APPLICATION

- A. Applicability of this Policy.** This Policy shall apply to the Disposition of Property¹ to which the Authority holds title as the true and beneficial owner. This Authority shall review this Policy annually. The currently applicable version of this Policy shall be submitted to the Office of the State Comptroller and posted on the Authority's Website no later than March 31st of each calendar year.
- B. The Contracting Officer.** A Contracting Officer shall be appointed by resolution of the Authority. The Contracting Officer's term of office shall run for three (3) years, commencing on April 1st of each calendar year. The term of office may be extended for additional periods of one (1) year each at the discretion of the Authority. No current Authority Member shall serve as the Contracting Officer.
1. Duties. The Contracting Officer shall be responsible for the implementation and administration of the terms of this Policy and shall have the following additional responsibilities:
 - a. compile inventories of Properties under the control of the Authority;
 - b. compile Annual Reports as described in Section II below;
 - c. supervise and oversee the Disposition of Authority Property;
 - d. work with the City tax assessor or other appraiser to determine the Fair Market Value of Properties;
 - e. maintain the Authority's Website in accordance with this Policy;
 - f. work with the Members of the Authority to designate Properties for Disposal; and
 - g. perform all other duties necessary to ensure compliance with, and enforcement of, this Policy and all applicable laws, rules and regulations.

¹ All capitalized terms used herein and not otherwise defined have the meanings assigned to such terms in the attached Appendix "A".

2. Appointment. The Authority hereby appoints the Executive Director as the initial Contracting Officer.

- C. **The Authority's Website**. The Authority's Website shall include the currently adopted version of this Policy, an Inventory of Properties held by the Authority, advertisements for Properties designated for Disposal, and the Annual Report as further described herein.

II. INVENTORIES AND ANNUAL REPORTS

- A. **Inventory**. The Contracting Officer shall maintain a complete Inventory of all Properties under the Authority's control. The Inventory shall be prepared quarterly by the Contracting Officer and submitted to the Authority for its review and consideration. The Inventory shall be posted on the Authority's Website within ten (10) business days after its completion. The Inventory shall include the following:

1. A description of the Property:
 - a. in the case of Real Property the description shall be the tax map number and the street address of the Property and shall include a copy of the tax map; or
 - b. in the case of Personal Property the description shall be a written description of the Property such that it is reasonably identifiable and should include receipts or other documentation which identifies the Property. The written description shall be accompanied by photographs of the subject Property.
2. The estimated Fair Market Value of the subject Property.
3. A written report to the Authority regarding the status of the subject Property and the Contracting Officer's recommendations regarding the Disposal of the Property. For Property that has been Disposed of since the previous Inventory period, the current Inventory shall state the price received by the Authority for the subject Property and the name of the purchaser.

- B. **Annual Reports**. The Contracting Officer shall prepare a written Annual Report based upon the quarterly Inventories submitted to the Authority throughout the previous calendar year. The Contracting Officer shall submit the Annual Report to the Authority for its review and consideration. The Annual Report shall also be submitted to the Office of the State Comptroller, the Director of the Budget, the Commissioner of General Services, and the Legislature. The Annual Report shall include the following:

1. A list of all Real Property held by the Authority;
2. A list and full description of all Real and Personal Property Disposed of during the previous year;

3. The price received by the Authority for the subject Property and the name of the purchaser of such Property; and
4. Independent appraisals of the Property, if applicable.

III. DISPOSAL OF AUTHORITY PROPERTY

A. **Generally.** All Property held by the Authority must be used and Disposed of in accordance with the Public Authorities Law § 2300 *et seq.* and this Policy. Properties subject to this Policy shall be Disposed by the Authority as promptly as is reasonably possible under the circumstances.

B. **Methods of Disposition.**

1. Bids for Disposal. All Disposals or Contracts for Disposals of Property made or authorized by the Authority shall be made after publicly advertising for bids, except as set forth in paragraph 2 below. Whenever advertisement for bids is required:
 - a. The advertisement for bids shall disclose the time and place for the Disposal of the Property or Contract for Disposal, shall contain a comprehensive description of the Property or Contract for Disposal and shall be posted for a period of two (2) weeks prior to Disposal:
 - i. in a local newspaper of general circulation;
 - ii. on the Authority's website; and
 - iii. at the Authority's offices.
 - b. All bids shall be disclosed at the time and place stated in the advertisement; and
 - c. The award shall be made promptly to the responsible bidder, whose bid conformed to the invitation for bids and is most advantageous to the State, considering price and other factors; provided, however, that all bids may be rejected when the Authority determines that it is in the public interest to do so.
2. Negotiations for Disposal. Disposals and Contracts for Disposal may be negotiated or made by public auction without regard to the foregoing paragraph 1, but subject to obtaining such competition as is feasible under the circumstances, if:

- a. the Disposal involves Personal Property of such a nature and quantity which, if Disposed of in the foregoing manner, would adversely affect the local market for such Property and the Fair Market Value and other satisfactory terms can be obtained by negotiation;
 - b. the Fair Market Value of the Property does not exceed fifteen thousand dollars (\$15,000);
 - c. bid prices after advertising therefor are not reasonable, either as to all or part of the Property, or have not been independently arrived at in open competition; or
 - d. the Disposal will be to the State or any political subdivision thereof, and the estimated Fair Market Value and other satisfactory terms are achieved through negotiation.
- 3. Disposal for Less than Fair Market Value. The Disposal may be for less than the estimated Fair Market Value of the Property if:
 - a. the terms of such Disposal are obtained by public auction or negotiation;
 - b. the Disposal of the Property is intended to further the public health, safety or welfare or an economic development interest of the State or political subdivision thereof (to include, but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial source of revenues, or where the Authority's enabling legislation permits);
 - c. the purpose and terms of such Disposal are documented in writing and approved by the Authority; or
 - d. such action is otherwise authorized by law.
- 4. Explanatory Statement. The Contracting Officer shall prepare an Explanatory Statement for each Disposal by negotiation with respect to the following:
 - a. any Personal Property which has an estimated Fair Market Value in excess of fifteen thousand dollars (\$15,000.00);
 - b. any Real Property that has an estimated Fair Market Value in excess of one hundred thousand dollars (\$100,000.00), except that Property Disposed of by lease or exchange shall

only be subject to clauses (c) through (e) of this subparagraph;

- c. any Real Property Disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars (\$100,000.00) for any such years;
- d. any Real Property Disposed of by lease for a term of five years or more, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars (\$100,000.00); or
- e. any Real Property or Real and related Personal Property (fixtures) Disposed of by exchange, regardless of value, or any Property for which part of the consideration is Real Property.

The Explanatory Statement shall disclose all material aspects of the negotiations, including a description of the subject Property and the parties to the negotiation. The Explanatory Statement must be submitted to the Office of the State Comptroller, the Director of the Budget, the Commissioner of General Services, and the Legislature not less than ninety (90) days in advance of the Disposal. A copy of the Explanatory Statement shall be retained in the Authority's files.

C. Valuation of Property.

1. In General. Property of the Authority shall be Disposed of for not less than the Fair Market Value of such Property. Property may be Disposed of by sale, exchange or transfer, for cash, credit or other Property, with or without warranty, and upon such other conditions as the Authority deems proper. Upon approval of the terms of the Disposition by the Authority, the duly authorized Member of the Authority shall execute documents for the transfer of title or other interest in the Property.
2. Unique Property. When the Disposition involves Real Property, an interest in Real Property or any other Property, and the value of such Property cannot be ascertained due to its unique nature, the Contracting Officer shall engage the services of an independent appraiser to value such Property. The Contracting Officer shall include any independent appraisals in the Annual Report, as provided above.

APPENDIX A: DEFINITIONS

“Annual Report” shall mean the report of Property submitted to the Office of the State Comptroller, the Director of the Budget, the Commissioner of General Services, and the Legislature.

“Authority” shall mean the Auburn Industrial Development Authority.

“City” shall mean the City of Auburn.

“Contracting Officer” shall mean the officer or employee of the Authority who shall be appointed by resolution of the Authority to be responsible for the Disposition of Property.

“Dispose”, “Disposal” or “Disposition” shall mean the transfer of title or other beneficial interest in Personal or Real Property in accordance with this Policy.

“Explanatory Statement” shall mean a statement prepared by the Contracting Officer describing the material terms of a Disposal of Property by negotiation.

“Fair Market Value” shall mean the price that a seller is willing to accept and a buyer is willing to pay on the open market and in an arm’s-length transaction. The Contracting Officer may consult with the tax assessor of the City of Auburn and is also authorized to employ an independent appraiser to determine Fair Market Value.

“Inventory” shall mean the survey and categorization of the Real and Personal Property owned by the Authority as provided in this Policy.

“Member” or “Members” shall mean the Members of the Auburn Industrial Development Authority.

“Property” shall mean personal property in excess of five thousand dollars (\$5,000) in value, real property and any inchoate interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

“State” shall mean the State of New York

“Website” shall mean the Authority’s website as described in this Policy