

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
January 16, 2024

The Regular meeting of the Onondaga Civic Development Corporation convened on Thursday, January 16, 2024 at 335 Montgomery Street, Floor 2M, Syracuse, New York, 13202 in the conference room.

Kimberly Townsend called the meeting to order at 8:38 am with the following:

PRESENT:

Kimberly Townsend
Mitch Latimer
Virginia Biesiada O'Neill
Vincent Cioci

ABSENT:

Michael LaFlair
Alison Miller

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Svetlana Dyer, Secretary
Nate Stevens, Treasurer
Alexis Rodriguez, Assistant Treasurer
Karen Doster, Recording Secretary
Len Rauch, Office of Economic Development
Joe Frateschi, Harris Beach PLLC

APPROVAL OF REGULAR MEETING MINUTES – OCTOBER 3, 2023

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the regular meeting minutes of October 3, 2023. Motion was carried unanimously.

TREASURER'S REPORT

Alexis Rodriguez gave a brief review of the Treasurer's Report for the month ending December, 2023

Upon a motion by Vincent Cioci, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the Treasurer's Report for the month ending December 2023. Motion was carried unanimously.

PAYMENT OF BILLS

Alexis Rodriguez gave a brief review of the Payment of Bills, Schedule #112.

Upon a motion by Virginia Biesiada O'Neill, seconded by Mitch Latimer, the OCDC Board approved the Payment of Bills schedule #112 with General Expenses being \$976.15. Motion was carried unanimously.

CONFLICT OF INTEREST

Svetlana Dyer stated based upon the items on the agenda today, a conflict of interest is not necessary.

ISSUE AUDIT SERVICES RFP

Robert Petrovich stated this is the time in our schedule where we need to issue an RFP for audit services for the Board. He stated consistent with past practice, an RFP is issued soliciting firms that are interested in providing audit services and financial reporting services to the Board. He stated the intention is to issue the RFP in the near future, solicit proposals from interested vendors and then present staff findings and recommendations to the Board for approval in a subsequent meeting.

Kimberly Townsend asked if staff anticipates receiving a large number of responses. Robert Petrovich stated consistent with past practice we may receive a half dozen proposals. He stated the intention is to probably award to all six and then as specific projects and requirements come before us, we would tap into the expertise of a particular firm to help us. He stated generally in the past it is driven by price and familiarity with the organization.

Virginia Biesiada O'Neill asked who the incumbent. Robert Petrovich stated Grossman St. Amour.

Upon a motion by Virginia Biesiada O'Neill, seconded by Vincent Cioci, the OCDC Board approved a resolution to authorize the issuance of a request for proposal for audit services. Motion was carried unanimously.

ISSUE LEGAL SERVICES RFP

Robert Petrovich stated this is consistent with past practice and staff will take the same approach here as with Audit Services. He stated an RFP will be issued in the near future, staff will go through the review process and bring a recommendation based on that analysis to the Board for approval. He stated our practice is to award to all firms and generally speaking, as specific issues come before us whether it's a bonding project or something else, we will tap into that expertise. He stated there are situations where something comes before the Board and there is a conflict so we need a bench of other firms we can go to in the instance of conflict with the firm that is the primary provider of those services. He stated the incumbent is Harris Beach.

Upon a motion by Vincent Cioci, seconded by Virginia Biesiada O'Neill, the OCDC Board approved a resolution to authorize the issuance of a request for proposal for legal services. Motion was carried unanimously.

ADJOURN

Upon a motion by Virginia Biesiada O'Neill, seconded by Mitch Latimer, the OCDC Board adjourned the meeting at 8:45 am. Motion was carried unanimously.



Robert M. Petrovich, President/CEO