

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Regular Meeting Minutes**  
**January 17, 2023**

The Regular meeting of the Onondaga Civic Development Corporation convened on Tuesday, January 17, 2023 at 333 West Washington Street, Syracuse, New York, 13202 in the large conference room on the 1<sup>st</sup> floor.

Kimberly Townsend called the meeting to order at 8:42 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  
Nancy Lowery, Secretary  
Nate Stevens, Treasurer  
Karen Doster, Recording Secretary  
Christopher Andreucci, Harris Beach PLLC  
Alexis Rodriguez, Assistant Treasurer, OCDC  
Matthew Pelligra, Office of Economic Development  
Heath Cottengim, Academy at Syracuse Studios

APPROVAL OF REGULAR MEETING MINUTES – NOVEMBER 1, 2022

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the regular meeting minutes of November 1, 2022. Motion was carried unanimously.

TREASURER'S REPORT AND PAYMENT OF BILLS

Alexis Rodriguez gave a brief review of the Treasurer's Report and the Payment of Bills Schedule #107 with General Expenses being \$56,979.19 for the month ending December 2022.

Upon a motion by Vincent Cioci, seconded by Mitch Latimer, the OCDC Board approved the Treasurer's Report and the Payment of Bills, Schedule #107 with General Expenses being \$56,979.189 for the month ending December 2022. Motion was carried unanimously.

### CONFLICT OF INTEREST

Robert Petrovich asked Christopher Andrucci if a conflict of interest roll call was necessary. Christopher Andrucci stated a conflict of interest is not necessary because the project has already been approved and there is no new action today.

### PROJECT FINAL UPDATE: ACADEMY AT SYRACUSE STUDIOS, INC.

Nancy Lowery stated this action came before the Board January 14, 2021 where Academy at Syracuse Studios submitted an application for funding for \$250,000 in the form of a loan and if all requirements were met it would be forgiven. She stated the action was approved at the February 2021 meeting. She stated Heath Cottengim came back before the Board for round 1 where they had met about half of the requirements of the loan. She stated they have submitted the remaining receipts meeting the \$250,000. She stated Chris Andrucci has reviewed those receipts. She stated Heath Cottengim is here today to give the Board an update on the project and the sense of how Syracuse Studios is doing.

Heath Cottengim stated the project is complete and he has spent all of the remaining grant funds towards the facilities. He stated the big ticket item was the tower demolition by the front entrance. He stated the stone was crumbling so they had to tear it down. He stated there are no further expenses. He stated the last time he came before the Board was in August and since then no cameras have rolled. He stated they almost did a fall movie but they couldn't get it approved because the ceilings were not high enough. He stated the next movie pre-production is set to begin in March.

Robert Petrovich stated Jeremy Garelick came before the Board and made the request for \$250,000 as a loan with two tranches paid out \$125,000 a piece. He stated the money had to be spent on facility improvements and there was also a requirement that two new films were done. He stated

he wanted to make sure those two requirements have been met. He stated counsel has reviewed that along with staff and all of it comports with the terms and conditions to convert and reclassify this from a loan to a grant. Chris Andreucci stated that is correct. He stated they had more than two new productions.

Heath Cottengim stated if it was films that began pre-production following the first disbursement then they have made 5 films.

Chris Andrucci stated this is not a motion and it is just being reclassified. He stated this is informational because the Board has already approved the execution and delivery of the document that made it forgivable. He stated there is no action and no conflict of interest.

Robert Petrovich stated he would like language in the minutes for our accountants, Grossman St. Amour. Chris Andrucci stated staff has presented to the Board, the Board had no objection and there is no formal action. He stated it becomes forgivable as of today.

Nancy Lowery stated the minutes will be sent to Heath Cottengim so he can provide the language to Academy at Syracuse Studios' accountant.

Robert Petrovich asked if Grossman St. Amour is Syracuse Studios' accountant. Heath Cottengim stated yes.

Nancy Lowery stated the April meeting will be cancelled and moved to March.

ADJOURN

Upon a motion by Virginia Biesiada O'Neill, seconded by Kimberly Townsend, the OCDC Board adjourned the meeting at 8:52 am. Motion was carried unanimously.

  
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Nancy Lowery, Secretary