



Onondaga Civic Development Corporation

333 WEST WASHINGTON STREET, SUITE 130, SYRACUSE, NY 13202

PHONE: 315.435.3770 • FAX: 315.435.3669 • ONGOVED.COM

OCDC Regular Meeting Agenda

9:00 a.m. at the Onondaga County Office of Economic Development

January 5, 2022

9:00 a.m. Call to Order

- A. Approval of November 18, 2021 Meeting Minutes**
- B. Treasurer's Report**
- C. Payment of Bills**
- D. Conflict of Interest**

Discussion Items:

ADJOURN

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
November 18, 2021

The Regular meeting of the Onondaga Civic Development Corporation convened on Thursday, November 18, 2021 at 333 West Washington Street, Syracuse, New York, 13202 in the large conference room on the 1st floor.

Michael LaFlair called the meeting to order at 8:44 am with the following:

PRESENT:

Michael LaFlair
Mitch Latimer
Kevin Kuehner
Kimberly Townsend
Virginia Biesiada O'Neill

ABSENT:

Alison Miller

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Carolyn Evans-Dean, Economic Development
Nate Stevens, Treasurer
Karen Doster, Recording Secretary
Christopher Andreucci, Harris Beach
Karen Doster, Recording Secretary
Christopher Andreucci, Harris Beach PLLC
Mike Lisson, Grossman St Amour CPAs
Brianah Lane, Grossman St Amour CPAs
Carrie Wojtaszek, Galaxy Media

APPROVAL OF REGULAR MEETING MINUTES OCTOBER 7, 2021

Upon a motion by Kevin Kuehner, seconded by Mitch Latimer, the OCDC Board approved the regular meeting minutes of October 7, 2021. Motion was carried unanimously.

TREASURER'S REPORT

Nate Stevens gave a brief review of the Treasurer's Report for the month ending October 2021.

Upon a motion by Mitch Latimer, seconded by Kevin Kuehner, the OCDC Board approved the Treasurer's Report for the month ending October 2021. Motion was carried unanimously.

PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills, Schedule #100.

Upon a motion by Mitch Latimer, seconded by Kevin Kuehner, the OCDC Board approved the Payment of Bills scheduled #100 with General Expenses being \$19,400.08. Motion was carried unanimously.

CONFLICT OF INTEREST

Carolyn Evans-Dean stated based upon the items on the agenda today a conflict of interest is not necessary.

NEW BOARD MEMBER WELCOME

Robert Petrovich stated this is the first meeting from Virginia Biesiada O'Neill and comes to the Board recommended by David Knapp, Chair of the County Legislature and endorsed by County Executive Ryan McMahon. He stated she has along and expansive career and he thinks she will be an excellent asset to this Board. He welcomed Ms. O'Neill to the Board.

CANINE CARNIVAL – UPDATE

Carrie Wojtaszek stated she sent a recap of the Canine Carnival to the Board and they were excited to work with Wayne Maher once again for his Canine Carnival. She stated it is a fantastic event for the community and they are happy to bring it back after it was gone for one season. She stated they only had about 2,500 people attend and lower than typical years but with the September Covid coming back scare they were nervous to say the least. She stated they are actively out looking for private businesses to help them and they were able to secure funding from a new sponsor, Staff Works. She stated they are based in the Utica market but have offices here as well. She stated the

number one comment about the festival was there must be a canine carnival in heaven because it is so wonderful. She stated she has never seen such a great charity event. She stated Staff Works made the commitment the day of the event to up her sponsorship next year to \$10,000. She stated Canine Carnivals commitment is to go find private funding to avoid coming back to OCDC with the same request amount. She stated they raised over \$18,000 to give back to local animal shelters. She stated they really appreciate OCDC's support. She stated it is a really wonderful community event and showcases Jamesville Beach Park tremendously. She stated they would love to keep doing this and plan on continuing for 2022.

GOVERNANCE COMMITTEE APPOINTMENT

Upon a motion by Kevin Kuehner, seconded by Mitch Latimer, the OCDC Board approved a resolution appointing Virginia Biesiada O'Neill to the Governance Committee. Motion was carried unanimously.

SUNY ESF ALGAL BLOOM STUDY - UPDATE

Postponed until next meeting.

Michael LaFlair asked if the meeting date and time is going to be changed. Karen Doster asked if the 1st Tuesday of the month at 8:30 am works for the Board. The Board agreed to hold the OCDC Regular Board Meetings on the 1st Tuesday of each month at 8:30 am starting in January 2022.

Upon a motion by Virginia Biesiada O'Neill, seconded by Kevin Kuehner, the OCDC Board adjourned the meeting at 8:57 am. Motion was carried unanimously.

Carolyn Evans-Dean, Secretary



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December 31, 2021

Revenue / Expense / Income	Current Period	Year to date	2021 Budget Amount	Current YTD Change to Budget
Operating Revenue	13,433	91,922	447,000	(355,078)
Administrative Expense	12,918	84,059	139,400	(55,341)
Operating/Program Exp.	19,959	159,049	307,600	(148,551)
Net Ordinary Income	(19,444)	(151,186)	-	(151,186)

Current Assets	Current YTD	Prior YTD
Total Cash	597,698	825,989
Less Pass Through Received	-	-
Available Cash	597,698	825,989
Receivables	314,067	224,293
Other	-	-
Total	911,765	1,050,282

Reserve for Contracts	
County Operations	55,341
Marketing	1,000
Economic Growth Fund 2021 Contracted	22,700
Economic Growth Fund Previous Contracts	257,989
Rent	7,840
Furniture & Equipment	760
Micro Loan Loss Fund	54,200
ETL Food Co-op Loan Guarantee	75,000
Downtown Comm. GIS Payment 2016/17	1,500
Academy at Syracuse Studios Loan	-
Total	476,330

Receivables	
0-120 days	38,431
> 120 days	275,636
Total	314,067



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December 31, 2021

Growth Fund Detail				
Service Provider	Contract Amount	Approval Date	Amount Paid	Contract Due
2019 Service Contracts	Contract Amount	Approval Date	Amount Paid	Contract Due
SUNY ESF Water Protection	\$99,999	8/22/2019	\$53,645	\$46,354
			2019 Total Due	\$46,354
2020 Service Contracts	Contract Amount	Approval Date	Amount Paid	Contract Due
G&C Foods EPP	\$12,500	12/10/2020	\$0	\$12,500
Outdoor Dining Grants	\$200,000	10/28/2020	\$6,365	\$193,635
SOCPA GIS App Upgrade	\$5,500	12/10/2020	\$0	\$5,500
			2020 Total Due	\$211,635
2021 Service Contracts	2021 GF Budget	2021 Contracts	2021 Budget Remaining	
	\$155,000	\$22,700	\$112,300	
			Amount Paid	
Eagle Metalcraft EPP	\$12,500	6/17/2021	\$0	
Armoured One EPP	\$10,200	6/17/2021	\$0	
Wayne's Canine Carnival	\$10,000	7/26/2021	\$10,000	
Imposters Television	\$10,000	10/7/2021	\$10,000	
			Reserved Previous Contracts	\$257,989

Onondaga Civic Development Corporation

Profit and Loss

December 2021

	TOTAL
Income	
45000 Non-Operating Revenue	
45010 Rent	12,504.00
45020 Internet & Copier	926.74
45030 Interest	
45030.1 Bank Interest	2.69
Total 45030 Interest	2.69
Total 45000 Non-Operating Revenue	13,433.43
Total Income	\$13,433.43
GROSS PROFIT	\$13,433.43
Expenses	
62000 Operating Expenses	
62890 Rent	8,336.00
63000 Administrative Expense	12,917.96
64000 Economic Growth Fund	
64000.2 Service Contracts	10,000.00
Total 64000 Economic Growth Fund	10,000.00
65010 Office Expense	
65010.1 Copier	297.46
65010.2 Internet	259.99
Total 65010 Office Expense	557.45
65020 Meeting Expenses	730.00
65030 Legal	336.00
Total 62000 Operating Expenses	32,877.41
Total Expenses	\$32,877.41
NET OPERATING INCOME	\$ -19,443.98
NET INCOME	\$ -19,443.98

Onondaga Civic Development Corporation

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	317,443.32
101 Petty Cash	9.13
102 First Niagara Checking	5,881.09
103 M&T Checking	274,364.94
Total Bank Accounts	\$597,698.48
Accounts Receivable	
300 A/R General	0.00
301 A/R Pass thru receivable	13,430.74
Total 300 A/R General	13,430.74
Total Accounts Receivable	\$13,430.74
Other Current Assets	
450 Loans Rec.	
451 Quasi Equity Rec	
451.2 Sly Tech	25,636.45
Total 451 Quasi Equity Rec	25,636.45
455 CoVid 19 Loans	
455.1 Brasserie	15,000.00
455.5 ReFit	4,500.00
455.9 Back to the Future Chiropractic	2,500.00
455.91 Via Mondo	3,000.00
Total 455 CoVid 19 Loans	25,000.00
456 Syracuse Studios Loan	250,000.00
Total 450 Loans Rec.	300,636.45
Total Other Current Assets	\$300,636.45
Total Current Assets	\$911,765.67
Fixed Assets	
15000 Furniture and Equipment	14,923.00
Total Fixed Assets	\$14,923.00
TOTAL ASSETS	\$926,688.67

Onondaga Civic Development Corporation

Balance Sheet

As of December 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	-63.07
600.3 OED Contract	84,058.79
Total 600 Accounts Payable	83,995.72
Total Accounts Payable	\$83,995.72
Total Current Liabilities	\$83,995.72
Total Liabilities	\$83,995.72
Equity	
31500 Reserve for Contracts	420,630.00
31700 Reserved for Micro Loan loss	54,200.00
31725 Downtown Comm GIS Pre-payment	1,500.00
Total 31500 Reserve for Contracts	476,330.00
31600 Equity - Unreserved	-420,629.77
32000 Unrestricted Net Assets	938,178.58
Net Income	-151,185.86
Total Equity	\$842,692.95
TOTAL LIABILITIES AND EQUITY	\$926,688.67

ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILL - SCHEDULE #101
January 5, 2022

GENERAL EXPENSES

1.	<u>TIME WARNER CABLE*</u> Inv#84694530110221, November 2021 Internet	\$	259.99
2.	<u>BL GIRLS BASKETBALL**</u> 6 Poinsettia's	\$	72.00
3.	<u>SOME LIKE IT HOT CATERING***</u> Meeting Food Service	\$	730.00
4.	<u>TOSHIBA FINANCIAL SERVICES****</u> Inv#458443777, Nov-Dec 2021 Copier Service	\$	297.46
5.	<u>PRISCILLA MAHAR ANIMAL WELFARE FOUNDATION****</u> 1st and Final Service Contract Payment	\$	10,000.00
6.	<u>HARRIS BEACH PLLC****</u> Inv#8829446, Legal thru October 31, 2021	\$	336.00
7.	TIME WARNER CABLE**** Inv#846945301120221, December 2021 Internet Service	\$	259.99
8.	GERMAIN & GERMAIN, LLP***** Final Payment Academy at Syracuse Studios Loan	\$	125,000.00
9.	<u>WASHINGTON/WALTON COMPANY, LLC*****</u> December 2021 Rent	\$	8,336.00
10.	<u>TOSHIBA FINANCIAL SERVICES</u> Inv#460916273, Dec-Jan 2022 Copier Service	\$	358.30
11.	<u>WASHINGTON/WALTON COMPANY, LLC</u> January 2022 Rent	\$	<u>8,336.00</u>
	Total	\$	153,985.74

Schedule #101

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*Ratification of Check dated Novemeber 18, 2021

**Ratification of Check dated November 22, 2021

***Ratification of Check dated December 13, 2021

****Ratification of Checks dated December 14, 2021

*****Ratification of Check dated December 17, 2021

*****Ratification of Check dated December 20, 2021