

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
December 10, 2020

The Regular meeting of the Onondaga Civic Development Corporation convened on Thursday, December 10, 2020 via Zoom Teleconference.

Robert Petrovich called the meeting to order at 8:46 am with the following:

PRESENT:

Michael LaFlair
Mitch Latimer
Kimberly Townsend
Kevin Kuehner
Gerald Albrigo

ABSENT:

Alison Miller

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Carolyn Evans-Dean, Secretary
Nate Stevens, Treasurer
Karen Doster, Recording Secretary
Christopher Andreucci, Harris Beach PLLC
Drew Saur, G & C Foods
Don Jordan, SOCPA

TEMPORARY CHAIR APPOINTMENT

Robert Petrovich asked Kimberly Townsend to be Temporary Chair of the OCDC Board. Kimberly Townsend agreed.

Upon a motion by Mike LaFlair, seconded by Mitch Latimer, the OCDC Board appointed Kimberly Townsend as Temporary Chair of OCDC. Kimberly Townsend abstained. Motion was carried.

APPROVAL OF REGULAR MEETING MINUTES OCTOBER 8, 2020 AND SPECIAL MEETING MINUTES OCTOBER 28, 2020

Upon a motion by Mitch Latimer, seconded by Mike LaFlair, the OCDC Board approved the regular meeting minutes of October 8, 2020 and October 28, 2020. Motion was carried unanimously.

TREASURER'S REPORT

Nate Stevens gave brief review of the Treasurer's Report for the month ending November 2020.

Upon a motion by Gerald Albrigo, seconded by Mitch Latimer, the OCDC Board approved the Treasurer's Report for the month of November 2020. Motion was carried unanimously.

PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills, Schedule #92.

Upon a motion by Gerald Albrigo, seconded by Mitch Latimer, the OCDC Board approved the Payment of Bills scheduled #92 with General Expenses being \$156,958.96. Motion was carried unanimously.

CONFLICT OF INTEREST

Carolyn Evans-Dean did a roll call asking Board members to recognize any conflicts.

Robert Petrovich – No conflicts

Mike LaFlair – Abstaining from SOCPA vote

Mitch Latimer – No conflicts

Kim Townsend – No conflicts

Kevin Kuehner – No conflicts

Gerald Albrigo – No conflicts

TIME EXTENSION REQUEST – G & C FOODS

Robert Petrovich stated G & C Foods is asking for consideration of extension for a training completion date on a grant that was previously approved.

Drew Saur stated the G & C applied for a grant in November 2018 with the assistance of their attorney. He stated it was originally intended to cover the first year of 3 years of training for their new enterprise resource system. He stated there was some turbulence with the group of people that were handling it and never got approved until late 2019. He stated they received instruction on how to follow through on it in 2020 including how they were to document the handling of the training. He stated they felt it was too late to see what was in the training at that point and declined. He stated he understands they are still eligible for it and have more training coming up in 2021 which is the year they will be implanting the new system. He stated they are hoping the documentation they provided in 2018 still stands. He stated much of the same employees and dollar value is in 2021 and they are hoping they can apply and adhere to the rules outlined by Chris Andreucci in the contract for 2021.

Nate Stevens asked what the contract amount is for the pervious grant. Drew Saur stated he believes it is the maximum they could apply for which at the time was \$12,500. Chris Andreucci stated G & C Foods has \$172,000 budgeted for training.

Robert Petrovich asked how long they want the grant extended. Drew Saur stated for the year of 2021. He stated they would document what they do in 2021 of which they can surely document \$12,500 worth of that training.

Nate Stevens stated the way the program historically worked is it is a one to one match. He stated in order for any company to receive the money they have to have \$25,000 worth of expenses and then OCDC is willing to reimburse \$12,500 of that. He stated if G & C is going to spend over \$170,000 that is certainly over the match amount. Drew Saur stated some of it has been spent but not nearly the maximum and the brunt will be spent in 2021.

Robert Petrovich stated an extension will be for one year from today and applicant will come back to the Board to demonstrate the work done and show they are in compliance to receive the grant.

Drew Saur stated that should be easily doable. He stated their plan is to have the system implemented by August of next year.

Chris Andreucci asked if there is a signed contract back yet. Drew Saur stated not yet. Carolyn Evans-Dean stated the contract was drawn up but never signed.

Chris Andruecci asked if he should update the contract and send to G & C Foods. Drew Saur stated yes.

Upon a motion by Mike LaFlair, seconded by Gerald Albrigo, the OCDC Board approved a resolution to extend the training completion date for one year for G & C Foods. Motion was carried unanimously.

APPLICATION FOR FUNDING – SYRACUSE ONONDAGA COUNTY PLANNING AGENCY (SOCPA)

Don Jordan stated SOCPA is seeking \$5,500 to upgrade and modernize the Syracuse/Onondaga County GIS on the web application. He stated this was a program launched in 2005. He stated it is a way to get spatial data and mapping data out to the public through an easy to use interface. He stated they have been amazed by the prolonged use and interest in this application and continues to receive heavy usage. He stated the vendor that hosts this continually says that they are impressed the level of usage of the application. He stated part of the challenge of technology is staying current with it. He stated over the years they have sought to keep the application current with new functionality, new data and migrating to new platforms. He stated the platform they are at right now is starting to get dated and the vendor that hosts it is migrating their platform applications to the New York platform. He stated the new platform adds functionality and has a more modern user interface. He stated it has some more tools they think users will really benefit. He stated they are averaging over 5,000 visitors a month with over 150 users every day. He stated many of the users comes from municipal staff, real estate, engineering firms, businesses and the public. He stated usually a good measure of use is if it goes down or the application is not available, often times its municipalities or real estate professionals saying they really need it to be up. He stated it doesn't happen often but it is a good way of knowing who is using it most frequently. He stated these are the type of resources you are expected to have as community. He stated when it was

launched in 2005 it was a new thing and not too many places had these GIS systems available to the public but now it is assumed a community is going to have them. He stated they are at a point now where they would like to modernize the system to stay current with technology, functionality and continue to be a real resource for their users.

Upon a motion by Gerald Albrigo, second by Mitch Latimer, the OCDC Board approved a resolution approving a funding request from the Syracuse Onondaga County Planning Agency to fund the GIS Software Upgrades to the GIS on the Web program. Mike LaFlair abstained. Motion was carried.

LEASE EXTENSION – 333 WEST WASHINGTON STREET OFFICE SPACE

Robert Petrovich stated before the board is an authorization for his ability to sign a one year lease extension for the office space at 333 West Washington Street. He stated there was a 10 year lease and the lease expires in May 31, 2021. He stated ultimately the plan is to relocate the office to the Carnegie Library but because of COVID and a number of other factors the project has been delayed. He stated we need a little of extra time in this location and he was able to negotiate a one year lease extension with the landlord taking us through May 31, 2022. He stated no meaningful or substantive changes in any of the documents. He stated there is no rent increase and it is just giving us time to make the Carnegie space ready and available.

Upon a motion by Mitch Latimer, second by Kevin Kuehner, the OCDC Board approved a resolution extending the lease for an additional year, per the terms laid out in the proposed agreement. Motion was carried unanimously.

REQUEST FOR PROFESSIONAL SERVICES: OCDC COUNSEL

Robert Petrovich stated he would like to combine items 4 and 5 on the agenda. He stated every three years staff sends out RFPs for audit and legal services for OCDC. He stated we received proposals from a number of qualified firms for both audit and legal services. He stated the firms are contained in the Board packet. He stated staff recommendation to the Board is that we notify the firms that they all have been approved to do work under contract with OCDC and at the

organizational meeting in January Board will select primary legal counsel, primary audit counsel and the remaining firms would be utilized as conflict counsel as conflicts may come with the primary firms. He stated it is a two-step process and this step would be the approval entering into contracts with all of these firms. He stated he thinks all of them can do a good job for OCDC.

Upon a motion by Kevin Kuehner, second by Mitchell Latimer, the OCDC Board approved a resolution authorizing the Executive Director to enter into a contract for legal services and audit services for OCDC. Motion was carried unanimously.

APPOINTMENT KEVIN KUEHNER AND MITCH LATIMER TO GOVERNANCE COMMITTEE

Robert Petrovich stated since Matt Marko resigned from the Board leaving Gerald Albrigo as the only member on the Governance Committee and is requesting the Board appoint Kevin Kuehner. He stated the Governance Committee is a three person committee and asked for a volunteer to serve on that committee. Mitch Latimer stated he would volunteer to be on the Governance Committee.

Upon a motion by Mitch Latimer, seconded by Gerald Albrigo, the OCDC Board approved a resolution appointing Kevin Kuehner to the Governance Committee. Kevin Kuehner abstained. Motion was carried.

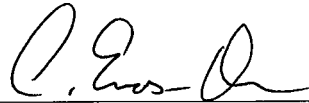
Upon a motion by Kevin Kuehner, seconded by Mike LaFlair, the OCDC Board approved a resolution appointing Mitch Latimer to the Governance Committee. Mitch Latimer abstained. Motion was carried.

UPDATE ON OCDC COVID-19 GRANT ACTIVITIES

Carolyn Evans-Dean stated OCDC was reactive to the COVID situation early on in the year by offering a bridge loan for people who had applied for federal funding. She stated the total amount of funding that was lent was \$57,750. She stated there is a list of the businesses that received the bridge loan in the Board packet. She stated of those loans one was repaid in full. She stated there

is an outstanding balance of \$43,500 that is still owed for bridge loans. She stated an outdoor dining program was offered which was a grant program triggered by the need for restaurants to allow for socially distant and safe dining extending into the fall and possibly the winter season. She stated at this point there are 3 grants that have been approved totaling \$11,365.07. She stated in all the organization has provided \$69,115.10 in relief to the business community.

Upon a motion by Gerald Albrigo, seconded by Mitch Latimer, the OCDC Board adjourned the meeting at 9:15 am. Motion was carried unanimously.



Carolyn Evans-Dean, Secretary