

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Annual Meeting Minutes**  
**March 18, 2020**

The Annual meeting of the Onondaga Civic Development Corporation was held on Wednesday, March 18, 2020 333 West Washington Street, Syracuse, New York, 13202, in the large conference room on the first floor.

Matthew Marko called the meeting to order at 8:39 am with the following:

**PRESENT:**

Matthew Marko  
Michael LaFlair

**PRESENT VIA TELECONFERENCE**

Alison Miller  
Gerald Albrigo  
Mitchell Latimer

**ABSENT:**

Kimberly Townsend  
James Jordan

**ALSO PRESENT:**

Robert Petrovich, President/CEO  
Carolyn Evans Dean, Secretary  
Nate Stevens, Treasurer  
Karen Doster, Recording Secretary  
Michael Lisson, Grossman St Amour CPAs

**PRESENT VIA TELECONFERENCE**

Chris Andreucci, Harris Beach Law Firm

**APPROVAL OF ANNUAL MEETING MINUTES – MARCH 14, 2019**

Upon a motion by Michael LaFlair, seconded by Gerald Albrigo, the OCDC Board approved the regular meeting minutes of March 14, 2019. Motion was carried unanimously.

**ELECTION OF OFFICERS**

Robert Petrovich stated there is one modification and one addition. He stated remove interim before Freedom of Information Act Office and add Procurement Officer which is consistent with the other Boards. He stated he believes Nate Stevens is the Procurement Officer for OCIDA and would make sense to name Nate Stevens for OCDC.

Upon a motion by Michael LaFlair, seconded by Alison Miller, the OCDC Board approved a resolution appointing the Officers of the Corporation as follows: Robert Petrovich-President/CEO, Carolyn Evens-Dean-Secretary, Nathaniel Stevens-Treasurer/CFO, Christopher Cox-Assistant Treasurer, Karen Doster-Recording Secretary, Robert Petrovich -Freedom of Information Act Officer, Matthew Marko-Freedom of Information Act Appeals Officer, Carolyn Evans-Dean-Public Hearing Officer and Nate Stevens-Procurement Officer. Motion was carried unanimously.

#### APPROVAL OF COMMITTEE MEMBERS

Upon a motion by Michael LaFlair, seconded by Gerald Albrigo, the OCDC Board approved a resolution appoint committee members of the Corporation as follows: Audit Committee-Michael LaFlair (Chair), Alison Miller and Matthew Marko; Finance Committee-Alison Miller (Chair), Gerald Albrigo and Kimberly Townsend; Governance Committee-Matthew Marko (Chair), Gerald Albrigo and James W. Jordan. Motion was carried unanimously.

#### REVIEW AND APPROVE 2019 ANNUAL AUDIT

Upon a motion by Michael LaFlair, seconded by Alison Miller, the OCDC Board approved a resolution accepting the 2019 Annual Audit of the Onondaga Civic Development Corporation. Motion was carried unanimously.

#### REVIEW AND APPROVE 2019 ANNUAL REPORT

Carolyn Evans-Dean stated it was a typical year for OCDC and followed all of the normal procedures.

Upon a motion by Gerald Albrigo, seconded by Alison Miller, the OCDC Board approved a resolution accepting the 2019 Annual Report of the Onondaga Civic Development Corporation. Motion was carried unanimously.

## REVIEW/APPROVE GOVERNANCE COMMITTEE REPORT

Upon a motion by Matthew Marko, seconded by Gerald Albrigo, the OCDC Board approved a resolution accepting the report of the Governance Committee. Motion was carried unanimously.

## REAPPOINTMENT OF CONTRACTORS

Carolyn Evans-Dean stated the reason for having a pool of law firms to choose from is because it allows the Board to choose another law firm quickly if a conflict of interest arises.

Matthew Marko asked if he needs to recuse because he uses Grossman St. Amour as his private CPA. Chris Andreucci stated no.

Upon a motion by Gerald Albrigo, seconded by Michael LaFlair, the OCDC Board approved a resolution reappointing Harris Beach, PLLC as Counsel, reappointing Hancock & Estabrook, Barclay Damon, Bond Schoeneck & King, McKenzie Hughes, Trespasz & Marquardt as Special Counsel, and Grossman St Amour CPAs as Auditor. Motion was carried unanimously.

## ACCOUNTS AND SIGNATURE AUTHORIZATION

Upon a motion by Michael LaFlair, seconded by Alison Miller, the OCDC Board approved a resolution authorizing accounts and signature authority to the Chairperson, President/CEO, Treasurer and Secretary of the Onondaga Civic Development Corporation. Motion was carried unanimously.

Nate Stevens stated the OCDC Budget is in the Annual Report on page 53 of the packet but wanted to make sure the Board was fully aware of it. He stated Carolyn Evans-Dean sent out the OCDC Budget in an email yesterday and staff recommendation is the Board approve the budget.

Upon a motion by Alison Miller, seconded by Gerald Albrigo, the OCDC Board approved the 2020 budget as circulated by email and as shown in the 2019 Annual Report. Motion was carried unanimously.

Upon a motion by Matthew Marko adjourned the meeting at 8:58 am. Motion was carried unanimously.



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Carolyn Evans-Dean, Secretary