



## Onondaga Civic Development Corporation

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

PHONE: 315.435.3770 • FAX: 315.435.3669 • ONGOVED.COM

### Regular Meeting Agenda

**8:30A.M. Call to Order Finance Committee**

**8:35 A.M. Call to Order Governance Committee**

**8:40 A.M. Call to Order Regular Meeting**

- A. Approval of January 4, 2022 Meeting Minutes
- B. Treasurer's Report
- C. Payment of Bills
- D. Conflict of Interest

#### **Action Items:**

#### **1. Appointment of Secretary and Public Hearing Officer**

##### **Board Action Requested:**

- a. Approval by the board to appoint-Nancy Lowery as Board Secretary and Public Hearing Officer to the Onondaga Civic Development Corporation.

**Representative:** Robert Petrovich, President/CEO OCDC

#### **2. Project Update: Academy at Syracuse Studios, Inc.**

**Representative:** Heath Cottengim, Operations Director, Academy at Syracuse Studios, Inc.

**Adjourn**

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Regular Meeting Minutes**  
**March 7, 2022**

The Regular meeting of the Onondaga Civic Development Corporation convened on Monday, March 7, 2022 at 333 West Washington Street, Syracuse, New York, 13202 in the large conference room on the 1<sup>st</sup> floor.

Michael LaFlair called the meeting to order at 9:12 am with the following:

**PRESENT:**

Michael LaFlair  
Mitch Latimer  
Kimberly Townsend  
Kevin Kuehner  
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  
Mike Lisson, Grossman St. Amour  
Breannah Lane, Grossman St. Amour

APPROVAL OF REGULAR MEETING MINUTES – JANUARY 5, 2022

Upon a motion by Kevin Kuehner, seconded by Mitch Latimer, the OCDC Board approved the regular meeting minutes of January 5, 2022. Motion was carried unanimously.

APPROVAL OF ORGANIZATIONAL MEETING MINUTES – JANUARY 5, 2022

Upon a motion by Mitch Latimer, seconded by Kevin Kuehner, the OCDC Board approved the Organizational meeting minutes of January 5, 2022. Motion was carried unanimously.

TREASURER'S REPORT

Nate Stevens gave a brief review of the Treasurer's Report for the month ending February 2022.

Upon a motion by Virginia Biesiada O'Neill, seconded by Kevin Kuehner, the OCDC Board approved the Treasurer's Report for the month ending February 2022. Motion was carried unanimously.

#### PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills, Schedule #102.

Upon a motion by Kevin Kuehner, seconded by Mitch Latimer, the OCDC Board approved the Payment of Bills scheduled #102 with General Expenses being \$23,446.68. 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.

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board adjourned the meeting at 9:14 am. Motion was carried unanimously.

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Carolyn Evans-Dean, Secretary



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May 31, 2022

Revenue / Expense / Income	Current Period	Year to date	2022 Budget Amount	Current YTD Change to Budget
Operating Revenue	-	71,890	407,700	(335,810)
Administrative Expense	7,425	29,660	100,000	(70,340)
Operating/Program Exp.	9,093	50,459	307,700	(257,241)
Net Ordinary Income	(16,518)	(8,230)	-	(8,230)

Current Assets	Current YTD	Prior YTD
Total Cash	640,111	729,433
Less Pass Through Received	-	-
Available Cash	640,111	729,433
Receivables	295,062	204,873
Other	-	-
Total	935,173	934,306

Reserve for Contracts	
County Operations	70,340
Marketing	1,000
Economic Growth Fund 2022 Contracted	-
Economic Growth Fund Previous Contracts	81,554
Rent	86,656
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
Total	371,010

Receivables	
0-120 days	-
> 120 days	295,062
Total	295,062



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May 31, 2022

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
			2020 Total Due	\$12,500
2021 Service Contracts	Contract Amount	Approval Date	Amount Paid	Contract Due
Eagle Metalcraft EPP	\$12,500	6/17/2021	\$0	
Armoured One EPP	\$10,200	6/17/2021	\$0	
			2021 Total Due	\$22,700
2022 Service Contracts	2022 GF Budget	2022 Contracts	2022 Budget Remaining	
	\$155,000	\$0	\$155,000	
			Amount Paid	
			Reserved Previous Contracts	\$81,554

# Onondaga Civic Development Corporation

## Profit and Loss

May 2022

	TOTAL
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Expenses	
60000 Non-Operating Expenses	
60010 Banking Service Charges	3.00
<b>Total 60000 Non-Operating Expenses</b>	<b>3.00</b>
62000 Operating Expenses	
62890 Rent	8,336.00
63000 Administrative Expense	7,424.96
65010 Office Expense	
65010.1 Copier	324.02
65010.2 Internet	259.99
<b>Total 65010 Office Expense</b>	<b>584.01</b>
65030 Legal	170.00
<b>Total 62000 Operating Expenses</b>	<b>16,514.97</b>
<b>Total Expenses</b>	<b>\$16,517.97</b>
NET OPERATING INCOME	<b>\$ -16,517.97</b>
NET INCOME	<b>\$ -16,517.97</b>

# Onondaga Civic Development Corporation

## Balance Sheet As of May 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	317,453.76
101 Petty Cash	9.13
102 First Niagara Checking	5,881.09
103 M&T Checking	316,766.98
<b>Total Bank Accounts</b>	<b>\$640,110.96</b>
Other Current Assets	
450 Loans Rec.	
451 Quasi Equity Rec	
451.2 Sly Tech	20,062.22
<b>Total 451 Quasi Equity Rec</b>	<b>20,062.22</b>
455 CoVid 19 Loans	
455.1 Brasserie	15,000.00
455.5 ReFit	4,500.00
455.9 Back to the Future Chiropratic	2,500.00
455.91 Via Mondo	3,000.00
<b>Total 455 CoVid 19 Loans</b>	<b>25,000.00</b>
456 Syracuse Studios Loan	250,000.00
<b>Total 450 Loans Rec.</b>	<b>295,062.22</b>
<b>Total Other Current Assets</b>	<b>\$295,062.22</b>
<b>Total Current Assets</b>	<b>\$935,173.18</b>
Fixed Assets	
15000 Furniture and Equipment	11,975.00
<b>Total Fixed Assets</b>	<b>\$11,975.00</b>
<b>TOTAL ASSETS</b>	<b>\$947,148.18</b>

# Onondaga Civic Development Corporation

## Balance Sheet As of May 31, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	-63.07
600.3 OED Contract	29,660.35
<b>Total 600 Accounts Payable</b>	<b>29,597.28</b>
<b>Total Accounts Payable</b>	<b>\$29,597.28</b>
<b>Total Current Liabilities</b>	<b>\$29,597.28</b>
<b>Total Liabilities</b>	<b>\$29,597.28</b>
Equity	
31500 Reserve for Contracts	315,310.00
31700 Reserved for Micro Loan loss	54,200.00
31725 Downtown Comm GIS Pre-payment	1,500.00
<b>Total 31500 Reserve for Contracts</b>	<b>371,010.00</b>
31600 Equity - Unreserved	-315,309.77
32000 Unrestricted Net Assets	870,080.54
Net Income	-8,229.87
<b>Total Equity</b>	<b>\$917,550.90</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$947,148.18</b>



**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**PAYMENT OF BILL - SCHEDULE #103**  
**June 7, 2022**

**GENERAL EXPENSES**

1.	<u>ONONDAGA COUNTY*</u> 2021 OED Administrative Expense Payment	\$	110,522.97
2.	<u>NYS DEPARTMENT OF LAW**</u> 2021 CHAR500 Filing Fee	\$	275.00
3.	<u>TOSHIBA FINANCIAL SERVICES***</u> Inv# 468160973, Mar-Apr 2022 Copier	\$	354.21
4.	<u>CHARTER COMMUNICATIONS***</u> Inv#846945301030322, March Internet	\$	259.99
5.	<u>WASHINGTON/WALTON COMPANY, LLC***</u> April 2022 Rent	\$	8,336.00
6.	<u>TOSHIBA FINANCIAL SERVICES****</u> Inv#470585712, Apr-May Copier	\$	324.02
7.	<u>CHARTER COMMUNICATIONS****</u> Inv#846945301030322, April 2022 Internet	\$	259.99
7.	<u>WASHINGTON/WALTON COMPANY, LLC****</u> May 2022 Rent	\$	8,336.00
8.	<u>CHARTER COMMUNICATIONS</u> Inv#143965801050122, May 2022 Internet	\$	259.99
9.	<u>TOSHIBA FINANCIAL SERVICES</u> Inv#472993831, May-June Copier	\$	309.56

Schedule #103

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10. WASHINGTON/WALTON COMPANY, LLC	\$ <u>8,336.00</u>
June 2022 Rent	
	<b>Total</b>
	<b>\$ 137,573.73</b>

\*Ratification of Check dated March 8, 2022

\*\*Ratification of Check dated March 16, 2022

\*\*\*Ratification of Checks dated March 31,2022

\*\*\*\*Ratification of Checks dated May 18,2022