



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 September 6, 2022

8:30A.M. Call to Order Regular Meeting

- A. Approval of June 7, 2022 Meeting Minutes
- B. Treasurer's Report
- C. Payment of Bills
- D. Conflict of Interest

Action Items:

1. New Board Member Welcome

Vincent Cioci, CEO, Luck Grove Telecom, Inc.

Representative: Robert Petrovich, President and CEO, OCDC

2. Canine Carnival

Canine Carnival is requesting a grant for \$5000 to underwrite its annual philanthropic animal adoption event to be held at Jamesville Beach Park.

Representative: Carrie Wojtaszek, COO, Galaxy Media

3. Hancock Air Park-Lawn and Landscape Contract Update

Representative: Robert Petrovich, President and CEO, OCDC

Adjourn

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
June 7, 2022

The Regular meeting of the Onondaga Civic Development Corporation convened on Monday, June 7, 2022 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 8:36 am with the following:

PRESENT:

Michael LaFlair
Alison Miller
Kimberly Townsend
Kevin Kuehner
Virginia Biesiada O'Neill

ABSENT:

Mitch Latimer

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Nancy Lowery, Secretary
Nate Stevens, Treasurer
Karen Doster, Recording Secretary
Christopher Andreucci, Harris Beach
Karen Doster, Recording Secretary
Alexis Rodriguez, Office of Economic Development
Matt Pelligra, Office of Economic Development
Heath Cottengim, Academy at Syracuse Studios, Inc.

APPROVAL OF REGULAR MEETING MINUTES – MARCH 7, 2022

Upon a motion by Kevin Kuehner, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the regular meeting minutes of March 7, 2022. Motion was carried unanimously.

TREASURER'S REPORT

Nate Stevens gave a brief review of the Treasurer's Report for the month ending May 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 May 2022. Motion was carried unanimously.

PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills, Schedule #103.

Upon a motion by Virginia Biesiada O'Neill, seconded by Kevin Kuehner, the OCDC Board approved the Payment of Bills scheduled #103 with General Expenses being \$137,573.73. Motion was carried unanimously.

CONFLICT OF INTEREST

Nancy Lowery stated based upon the items on the agenda today a conflict of interest is not necessary.

APPOINTMENT OF SECRETARY AND PUBLIC HEARING OFFICER

Upon a motion by Kevin Kuehner, seconded by Virginia Biesiada O'Neill, the OCDC Board appointed Nancy Lowery as Board Secretary and Public Hearing Officer to the Onondaga Civic Development Corporation. Motion was carried unanimously.

PROJECT UPDATE: ACADEMY AT SYRACUSE STUDIOS, INC.

Heath Cottengim stated he does not have everything that Nancy Lowery had asked him to bring but he does have every expense he considers eligible for forgiveness. He stated he has a bit more work to do but he does have all of the documentation.

Nancy Lowery stated up until this point American High Studio has provided receipts for \$192,000 and included for legal expenses etc. She stated after it was tallied up there was about a \$48,000 gap and we are looking for additional receipts for that.

Robert Petrovich stated when American High came before the Board, Jeremy Gerelick at the time, made a request to help facilitate additional movie production at American High. He stated they were going to provide 2 movies. He stated the loan was to allow them to make additional capital investments into the structure and to facilitate not only their current operations but future operations. He stated it was originally put forward as a loan and if certain criteria were met then it would convert into a grant assuming the satisfaction of the requirements had been met. Chris Andreucci stated that is accurate.

Heath Cottengim stated the 2 major projects that will eat into the remaining \$48,000 include the conversion of the interior doors to fire doors that are latching. He stated presently a number of the doors that lead into stairwells don't meet the one hour fire barrier that is expected. He stated the other project was going to be repaving the east lot which initially was a tennis court and basketball court that has since been deprecated and unfit for parking vehicles which is primarily how they use it. He stated it was added to their site plan back in 2020 but was put on pause because of Covid. He stated in the packet that was submitted was the 50% deposit and the quote. He stated also included are the typical expenses associated with the age of the building. He stated they had a hot water pipe burst on Thanksgiving so they required a cleanup crew to repair the damage as well as have Erie Environmental Construction come and abate the heat pump so that their boiler person could replace the hardware that failed. He stated the soonest he can provide the documents requested is as soon as he gets a moment during production of the current film. He stated they started shooting Miguel Wants To Fight on May 23 and since then he hasn't had the man power to deliver the criteria requested.

Robert Petrovich stated what is important is that information be provided to the Board, and the documentation is appreciated, then staff will have to do a reconciliation of that against the agreement to make sure everything comports with the original understanding.

Virginia Biesiada O'Neill asked if there was a requirement in the grant/loan that it be spent within a specific time. Nancy Lowery stated she believes it is 2 years so that would be February 2023.

Robert Petrovich stated he believes specific things had to be done so we have to make sure we reconcile because of our audit control and American High is doing what they said they would do.

Nancy Lowery asked about the movies that have been completed to meet the criteria. Heath Cottengim stated in 2021 they filmed four films on the premises. He stated the agreements submitted for 2021 were Sex Appeal and I Love My Dad. He stated they are filming the second movie of this year and they are all the same scope. He stated after this one is filmed they will have completed their two year 8 film agreement with Hulu so they will be moving on to another project.

Robert Petrovich asked if these are feature films. Heath Cottengim stated yes.

Nancy Lowery stated she just wanted to show to the Board for their edification that the 2 requirements committed have been completed so the only thing outstanding is the receipts for the construction for the fire protection and the bringing the building up to code. Heath Cottengim agreed.

Mike LaFlair stated just looking at the economic spinoffs of the work that they are doing would be a good update. He stated he thinks a lot of times the public misses the economic spinoff of the work that the American High team does. He stated this is a good way to showcase for the naysayers that hate to see money invested. He stated just the ripple effect of the activities including hotel occupancy, meals, catering etc. Heath Cottengim stated he would talk to someone on the team to get that information. Mike LaFlair stated he doesn't know if it is anything the Board needs but he thinks at some point they might want to have that kind of information out there.

Robert Petrovich stated that may be something Eric Vinal, the Film Commissioner, has. Nate Stevens stated Eric Vinal does it for the ones he works on but he is not sure if he is plugged into the same database.

Nancy Lowery stated it might be a good thing as we close it out to get a good sense of the impact American High has on the community. Heath Cottengim stated he will talk to staff.

Upon a motion by Alison Miller, seconded by Kevin Kuehner, the OCDC Board adjourned the meeting at 8:52 am. Motion was carried unanimously.

Nancy Lowery, Secretary



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September 6, 2022

Revenue / Expense / Income	Current Period	Year to date	2022 Budget Amount	Current YTD Change to Budget
Operating Revenue	3	85,288	407,700	(322,412)
Administrative Expense	5,642	48,395	100,000	(51,605)
Operating/Program Exp.	9,457	98,811	307,700	(208,889)
Net Ordinary Income	(15,097)	(61,918)	-	(61,918)

Current Assets	Current YTD	Prior YTD
Total Cash	607,791	761,147
Less Pass Through Received	-	-
Available Cash	607,791	761,147
Receivables	292,429	179,565
Other	-	
Total	900,220	940,712

Reserve for Contracts	
County Operations	51,605
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	352,275

Receivables	
0-120 days	-
> 120 days	292,429
Total	292,429

Onondaga Civic Development Corporation

Profit and Loss

August 2022

	TOTAL
Income	
45000 Non-Operating Revenue	
45030 Interest	
45030.1 Bank Interest	2.70
Total 45030 Interest	2.70
Total 45000 Non-Operating Revenue	2.70
Total Income	\$2.70
GROSS PROFIT	\$2.70
Expenses	
62000 Operating Expenses	
62890 Rent	8,933.57
63000 Administrative Expense	5,642.36
65010 Office Expense	
65010.2 Internet	523.88
Total 65010 Office Expense	523.88
Total 62000 Operating Expenses	15,099.81
Total Expenses	\$15,099.81
NET OPERATING INCOME	\$ -15,097.11
NET INCOME	\$ -15,097.11

Onondaga Civic Development Corporation

Balance Sheet As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	317,464.46
101 Petty Cash	9.13
102 First Niagara Checking	5,881.09
103 M&T Checking	284,436.05
Total Bank Accounts	\$607,790.73
Other Current Assets	
450 Loans Rec.	
451 Quasi Equity Rec	
451.2 Sly Tech	17,429.14
Total 451 Quasi Equity Rec	17,429.14
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
Total 455 CoVid 19 Loans	25,000.00
456 Syracuse Studios Loan	250,000.00
Total 450 Loans Rec.	292,429.14
Total Other Current Assets	\$292,429.14
Total Current Assets	\$900,219.87
Fixed Assets	
15000 Furniture and Equipment	11,975.00
Total Fixed Assets	\$11,975.00
TOTAL ASSETS	\$912,194.87

Onondaga Civic Development Corporation

Balance Sheet As of August 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	-63.07
600.3 OED Contract	48,394.95
Total 600 Accounts Payable	48,331.88
Total Accounts Payable	\$48,331.88
Total Current Liabilities	\$48,331.88
Total Liabilities	\$48,331.88
Equity	
31500 Reserve for Contracts	296,575.00
31700 Reserved for Micro Loan loss	54,200.00
31725 Downtown Comm GIS Pre-payment	1,500.00
Total 31500 Reserve for Contracts	352,275.00
31600 Equity - Unreserved	-296,574.77
32000 Unrestricted Net Assets	870,080.54
Net Income	-61,917.78
Total Equity	\$863,862.99
TOTAL LIABILITIES AND EQUITY	\$912,194.87

ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILLS - SCHEDULE #104
September 6, 2022

GENERAL EXPENSES

1.	<u>CHARTER COMMUNICATIONS*</u> Inv#143965801060122, June 2022 Internet	\$	259.99
2.	<u>GROSSMAN ST. AMOUR CPA'S PLLC*</u> Inv#83268, 2021 Final Audit Payment	\$	5,200.00
3.	<u>PHILADELPHIA INSURANCE COMPANIES**</u> Inv#2004464335, D&O Policy Renewal	\$	1,857.00
4.	<u>WASHINGTON/WALTON COMPANY, LLC***</u> July 2022 Rent	\$	13,109.75
5.	<u>TOSHIBA AMERICA BUSINESS SOLUTIONS****</u> Inv#3159282, Waste Toner Bottle	\$	30.00
6.	<u>TOSHIBA FINANCIAL SERVICES*****</u> Inv#475330783, Copier	\$	281.35
7.	<u>WASHINGTON/WALTON COMPANY, LLC*****</u> August 2022 Rent	\$	8,933.57
8.	<u>TOSHIBA FINANCIAL SERVICES*****</u> Inv#478190911, Copier	\$	317.24
9.	<u>CHARTER COMMUNICATIONS*****</u> Inv#143965801070122, Internet	\$	263.89
10.	<u>CHARTER COMMUNICATIONS*****</u> Inv#143965801080122, August 2022 Internet	\$	259.99

11. <u>WASHINGTON/WALTON COMPANY, LLC*****</u>	<u>\$ 8,933.57</u>
September 2022 Rent	
Total	\$ 39,446.35

- *Ratification of Checks dated June 7, 2022
- **Ratification of Check dated June 23, 2022
- ***Ratification of Check dated June 24, 2022
- ****Ratification of Check dated June 29, 2022
- *****Ratification of Check dated July 6, 2022
- *****Ratification of Check dated July 26, 2022
- *****Ratification of Check dated July 29, 2022
- *****Ratification of Check dated August 1, 2022
- *****Ratification of Check dated August 22, 2022
- *****Ratification of Check dated August 29, 2022



The mission of the Office of Economic Development is to improve the general prosperity and economic welfare of the people of Onondaga County by creating job opportunities and expanding the tax base, and to provide unparalleled service to existing businesses and businesses interested in relocating to Onondaga County.

The Economic Growth Fund is supported by fee revenues from the Onondaga County Industrial Development Agency (OCIDA) and the Onondaga Civic Development Corporation projects (OCDC). Economic Growth Fund monies are subject to the criteria below and approval by the funding entity.

APPLICATION PROCESS

To be considered for Economic Growth Funds, the applicant must submit an application cover page (Page 2) and a project description of no more than three (3) pages that provides a thorough understanding of the project and its impact on the residents of Onondaga County.

Please include in all project applications:

- A description of the project, its core activities and goals, and how it aligns with the mission of the Office of Economic Development.
- Detailed descriptions of *all* sources and uses of funding required to complete the project as well as funds that have already been committed.

The Economic Growth fund will consider applications at the regularly scheduled public meetings of either OCIDA or OCDC. Applicants are strongly encouraged discuss project requests with a member of the staff prior to submitting an application. Office of Economic Development staff will review applications on a rolling basis and determine, in cooperation with the applicant and at the discretion of the Board, when funding decisions will be made. Typically, funding decisions will be made within six weeks of application. There is a limited pool of funds available. Applications may be returned to the Applicant and/or not considered solely due to the lack of available funding.

Applications and attachments may be submitted by ground mail or email (preferred):

Applications may be emailed to: economicdevelopment@ongov.net
Applications may be mailed to: Onondaga County
Office of Economic Development
Attn: Economic Growth Fund
333 W. Washington Street, Suite 130
Syracuse, NY 13202

Please call the Office of Economic Development at 315-435-3770 if you have questions about the applications process or the availability of funding.

EVALUATION OF APPLICATIONS

Once deemed eligible, the application will be further evaluated on:

- Job Creation/Retention:** The likelihood of the project to create or retain jobs in Onondaga County.
- Quality of Life:** The likelihood of the project to improve the quality of life of Onondaga County citizens, generate prosperity, and/or encourage economic vibrancy in the region.
- Project Personnel:** That the project personnel are qualified.
- Capital Contribution:** Whether the project sponsor is a significant contributor to the project's budget.

OTHER CONSIDERATIONS

Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Office of Economic Development (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant's competitive position, the Applicant must identify such elements in writing, request that such elements be kept confidential and provide an explanation as to the possible injury to the Applicant. In accordance with Article 6 of the Public Officers Law, the Office of Economic Development may also redact personal, private, and/or proprietary information from publicly disseminated documents.

The Office of Economic Development reserves the sole right to determine the eligibility of an organization.

Economic Growth Fund Application

To apply applicants should submit:

1. A signed application.
2. A project description of no more than three (3) pages including:
 - a. Description of the project, its core activities and goals
 - b. Number of persons and geographic distribution to be served directly by the project.
 - c. Detailed description of all sources and uses of funding required to complete the project as well as identifying funds that have already been committed.

**Applicants may be required to submit additional information that the Office of Economic Development deems necessary*

Organization Name:	Galaxy Events Company		
Mailing Address:	235 Walton Street		
City:	Syracuse	State:	NY
		Zip:	13202
Phone:	3154719597	Fax:	3154721888
Contact Person:	Carrie Wojtaszek		
Email Address:	carrie@galaxymediapartners.com		
Executive Director/ President:	Carrie Wojtaszek		
Executive Director/ President's Email:	carrie@galaxymediapartners.com		
Title of Proposed Project:	Canine Carnival		
Primary Purpose of Proposed Project:	Community Event		
Estimated Project Start Date:	9/17/2022	Estimated End Date:	9/17/2022
Total Project Budget:	\$185,825		
Amount of Funding Requested:	\$5,000		
Primary Purpose of Requested Funds:	The grant would help underwrite the cost of the event		
Type of Funding Requested:	Business Attraction & Retention Grant ▼		

I have read paragraph 4.2 of the instructions and understand that the applicant must identify in writing and state the reasons for withholding information it deems proprietary and is requesting not be made publicly available.

Please check here if you have marked information as confidential/proprietary.

Title Other ▼ Carrie Wojtaszek *Carrie Wojtaszek* Date: July 13, 2022