



ONONDAGA CIVIC DEVELOPMENT CORPORATION
333 W. WASHINGTON STREET, SUITE 130, SYRACUSE, NY 13202
PHONE: 315.435.3770 • FAX: 315.435.3669

MEETING AGENDA
OCDC Regular Meeting
8:30am Economic Development Conference Room
September 11, 2014

8:30am Call to Order

- A. Approval of June 12, 2014 Meeting Minutes**
- B. Approval of June 17, 2014 Special Meeting Minutes**
- C. Treasurer's Report**
- D. Payment of Bills**
- E. Conflict of Interest**

Action Items

1. Syracuse CoWorks

Syracuse CoWorks will create an easy, affordable and productive way of introducing small businesses and entrepreneurs to downtown Syracuse. The project will turn a current vacant floor of 201 East Jefferson St. into a connection hub for motivated entrepreneurial talent. It also continues to build upon the development momentum traveling east from Armory Square towards Columbus Circle. This development will help further increase street activity and help jump start the transformation of Warren St. by bringing more workers and more customers to downtown Syracuse. This project also holds strategic position with regards to The Tech Garden's exciting vision to turn this section of Warren St. into a Tech/Business Startup corridor.

Board Action Requested: A resolution of the Board authorizing the signing by an officer of the Corporation of the service contract and all other related documents with Syracuse CoWorks.

Representatives: Troy Evans and John Talarico

2. Schneider Packaging Employee Productivity Program

Board Action Requested: A Resolution of the Board approving an Employee Productivity Service Contract to fund up to 50% of the cost of training 23 employees.

Representative: Moira Grimes, Schneider Packaging and Bob Kocik, CNY TDO

3. Onondaga Community College Bond Modification

Board Action Requested: A Resolution authorizing the execution and delivery of a first supplemental trust indenture and related documents with respect to the Onondaga Civic Development Corporation multi modal revenue bonds (Onondaga Community College Housing Development Corporation Project), Series 2011.

ADJOURN

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
June 12, 2014

The Regular meeting of the Onondaga Civic Development Corporation was held on Thursday, June 12, 2014 at 333 West Washington Street, Syracuse, New York, 13202, in the Adirondack conference room on the 2nd floor.

Cydney Johnson called the meeting to order at 8:30 am with the following:

PRESENT:

Cydney Johnson
Thomas Bezigian
Len Manfrates
Scott Koldin
James Farrell

ABSENT:

Matt McAnaney

ALSO PRESENT:

Honora Spillane, Secretary
Christopher Andreucci, Harris Beach
Ed Kelley, Bond Schoeneck and King
Ann Hawkes, YMCA of Greater Syracuse, Inc.

APPROVAL OF REGULAR MEETING MINUTES – APRIL 10, 2014

Upon a motion by Thomas Bezigian, seconded by Scott Koldin, the OCDC Board approved the regular meeting minutes of May 8, 2014. Motion was carried unanimously.

TREASURER'S REPORT

Honora Spillane gave a brief review of the Treasurer's Report for the month of May 2014.

Upon a motion by Scott Koldin, seconded by James Farrell, the OCDC Board approved the Treasurer's Report for the month of April 2014. Motion was carried unanimously.

PAYMENT OF BILLS

Honora Spillane gave a brief review of the Payment of Bills Schedule #040.

Upon a motion by James Farrell, seconded by Scott Koldin, the OCDC Board approved the Payment of Bills, Schedule #040 with General Expenses being \$94,134.19 and Marketing being \$750.00. Motion was carried unanimously.

CONFLICT OF INTEREST

The Conflict of Interest was circulated and there were no comments.

YMCA OF GREATER SYRACUSE, INC.

Chris Andreucci stated that this is an inducement and authorizing resolution. He stated that usually the Board would do the authorizing resolution in two steps. He stated that the project would be induced, authorize holding a public hearing and then get the documents out. He stated that the Y wanted to close on a quicker schedule. He stated that they started their site work and wanted to get their financing in place.

Honora Spillane stated that the public hearing will be Monday, June 16.

Chris Andreucci stated that OCDC would ratify and confirm the holding of the public hearing in this resolution. He stated that he and Ed Kelley feel comfortable that the documents are substantially final so the Board can do both an inducement and authorizing resolution in one step so it can be done quicker and accommodate the Y.

Ed Kelley stated that they are building an approximately 100,000 square foot Northwest YMCA and will be very similar to the Fayetteville YMCA. He stated that they provide services to family and cancer survivors and to the overall community. He stated that it will take about 11 months and they anticipate to be done in May of next year. He stated that Heuber Breuer is doing the construction. He stated that it is adjacent to the existing Timber Banks complex in the Town of Lysander. He stated that behind the Y is a 30 acre parcel so there is an option for

developing playing fields and things like that in the future. He stated that they expect it to be very similar to the Fayetteville YMCA that has over 20,000 memberships itself and over 5,000 families that are members.

Thomas Bezigian stated that looking at the finance application there is \$1,000,000 listed for machinery and equipment. He asked if they are separate than building construction costs and asked if the Y will be purchasing any equipment. Ed Kelley stated that it is all the fitness equipment. He stated that there is a lot of equipment that goes into the facility.

Upon a motion by Thomas Bezigian, seconded by Scott Koldin, the OCDC Board approved a resolution authorizing the issuance, execution, sale and delivery of the Onondaga Civic Development Corporation's tax-exempt and taxable revenue bonds, Series 2014 (YMCA of Greater Syracuse, Inc.) and authorizing a public hearing. Motion was carried.

Upon a motion by James Farrell, seconded by Scott Koldin, the OCDC Board adjourned the meeting at 8:36 am. Motion was carried unanimously.

Honora Spillane, Secretary

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
June 17, 2014

The Regular meeting of the Onondaga Civic Development Corporation was held on Tuesday, June 17, 2014 at 333 West Washington Street, Syracuse, New York, 13202, in large conference room on the first floor.

Matt McAnaney called the meeting to order at 2:04 p.m. with the following:

PRESENT:

Cydney Johnson
Thomas Bezigian
Len Manfrates
Matt McAnaney
James Farrell

ABSENT:

Scott Koldin

ALSO PRESENT:

Julie Cerio, Office of Economic Development, Director
Honora Spillane, Secretary
Kristi Smiley, Treasurer
Christopher Andreucci, Harris Beach
Lori Tarolli, Onondaga County Law Department
Mary Beth Primo, Onondaga County Law Department
Ann Rooney, Onondaga County Executive Department

VAN DUYN- PREPAYMENT OF MORTGAGE

Chris Andreucci stated that the operator for the Van Duyn Nursing Home that OCDC sold the facility to after it was transferred from Onondaga County has offered to prepay the amount. He stated that instead of having the five years of monthly payments of approximately \$81,000, they want to pay the balance off as provided in the sale agreement. He stated that the purchase price was \$4,950,000 and they paid a \$50,000 deposit and then \$81,000 every month after that.

Chris Andreucci stated that he is not sure the outstanding balance. Nora Spillane stated that it is approximately \$4,400,000.

Chris Andreucci stated that the County and the operator have been negotiating. He stated that the County has accepted a discount of \$1,950,000 and in order to do that OCDC needs to amend

the transaction documents, more specifically the facility acquisition agreement. He stated that the facility sale agreement needs to be amended which allows the prepayment with the discount. He stated that the sale agreement will be between the purchaser and OCDC. He stated that there is another agreement that OCDC is not a party to that also had to be amended which is the operational asset purchase agreement.

Thomas Bezigian asked who is bringing the action to OCDC and what paperwork got us here today. Chris Andreucci stated that the paperwork is the two amendments that the Board would authorize Julie Cerio to sign and have been negotiated up to about 20 minutes ago and they are final. He stated that they make the two amendments that he just talked about.

Thomas Bezigian stated that he usually sees an application. Chris Andreucci stated that this is a unique transaction and the Board lessened the burden of government by allowing the County to unload the nursing home and put it into private sector hands thereby not having to pay for operational losses every year. He stated that it was a lot easier and more efficient to do it through OCDC because of the provision under the not for profit corporation law where the County can transfer a surplus property to a 1411 Corporation like OCDC upon 10 days public hearing notice.

Thomas Bezigian asked if there might be another benefit to the County if OCDC allows for this prepayment. Chris Andreucci stated that the County came to OCDC and said that the operator is willing to do a prepayment and he made sure that we were going to do it in accordance to the documents and amend it to be done that way.

Thomas Bezigian stated that the County is ok with it, there is no recourse to OCDC and it doesn't cost OCDC anything. Chris Andreucci stated that it will not cost OCDC anything and the legal fees are netted out of the purchase price. He stated that he built in that the buyer has accepted this and an additional indemnification to OCDC from them with respect to the purchase. He stated that if OCDC assigns the mortgage at their request then they are going to indemnify us.

James Farrell stated that in summary there is no revenue change in any way or any impact to OCDC. Chris Andreucci stated that there is zero impact.

Matt McAnaney stated that holding the mortgage for several more years probably has more potential liability than releasing it at this point and clears us of any future exposure.

James Farrell stated that it eliminates exposure so from our perspective that is the positive.

Cydney Johnson stated that the tax payer's burden has been lessened. She stated that there was something realized on a very distressed property so everybody looks better.

Cydney Johnson asked if this changes anything for the employees. Chris Andreucci stated that everything already changed when the operator went in.

Upon a motion by Cydney Johnson, seconded by Thomas Bezigian, the OCDC Board approved a resolution authorizing the prepayment of the Van Duyn mortgage. Motion was carried unanimously.

Upon a motion by Cydney Johnson, seconded by Thomas Bezigian, the OCDC Board adjourned the meeting at 2:12 p.m. Motion was carried unanimously.

Honora Spillane, Secretary



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July 1 to August 31, 2014

Revenue / Expense / Income	Current Period	Current YTD	2014 Budget Amount	Current YTD Change to Budget
Operating Revenue	170,957	781,220	311,412	469,808
County Contract Expense	25,170	86,838	170,967	(84,129)
Operating/Program Exp.	47,590	202,170	563,964	(361,794)
Net Ordinary Income	98,197	492,212	(423,519)	915,731

Current Assets	Current YTD	Prior YTD
Total Cash	1,965,559	1,847,520
Less Pass Through Received	-	-
Available Cash	1,965,559	1,847,520
Receivables (less pass through rec.)	271,968	93,241
Other	-	-
Total	2,237,527	1,940,761

Reserve for Contracts	
County Operations	84,129
Marketing	8,015
Economic Growth Fund	400,000
Furniture & Equipment	1,974
OCC Foundation	40,000
Micro Loan Loss Fund	54,200
Total	588,318

Receivables	
0-120 days	98,635
> 120 days	173,333
Total	271,968

Onondaga Civic Development Corporation
Balance Sheet Prev Year Comparison
As of August 31, 2014

	Aug 31, 14	Aug 31, 13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 · M&T Checking	0.00	89,324.18	-89,324.18	-100.0%
100.5 · M&T M-M Savings	1,872,781.21	956,340.46	916,440.75	95.8%
101 · Petty Cash	9.13	9.13	0.00	0.0%
102 · First Niagara Checking	92,768.28	801,845.76	-709,077.48	-88.4%
Total Checking/Savings	<u>1,965,558.62</u>	<u>1,847,519.53</u>	<u>118,039.09</u>	<u>6.4%</u>
Accounts Receivable				
300 · A/R General	81,666.66	0.00	81,666.66	100.0%
Total Accounts Receivable	<u>81,666.66</u>	<u>0.00</u>	<u>81,666.66</u>	<u>100.0%</u>
Other Current Assets				
400 · County Copier Reimbursement	-0.01	147.31	-147.32	-100.0%
401 · City Copier Reimbursement	164.80	393.48	-228.68	-58.1%
401.5 · GSPDC Copier	48.32	0.00	48.32	100.0%
402 · County Internet Reimbursement	188.86	188.86	0.00	0.0%
402.5 · GSPDC Internet	12.59	0.00	12.59	100.0%
403 · City Internet Reimbursement	126.49	188.79	-62.30	-33.0%
405 · OCIDA Marketing due	8,213.57	0.00	8,213.57	100.0%
406 · OC Marketing due	8,213.57	656.25	7,557.32	1,151.6%
450 · Loans Rec.	173,333.28	91,666.65	81,666.63	89.1%
Total Other Current Assets	<u>190,301.47</u>	<u>93,241.34</u>	<u>97,060.13</u>	<u>104.1%</u>
Total Current Assets	<u>2,237,526.75</u>	<u>1,940,760.87</u>	<u>296,765.88</u>	<u>15.3%</u>
Fixed Assets				
15000 · Furniture and Equipment	32,752.08	50,628.08	-17,876.00	-35.3%
Total Fixed Assets	<u>32,752.08</u>	<u>50,628.08</u>	<u>-17,876.00</u>	<u>-35.3%</u>
TOTAL ASSETS	<u>2,270,278.83</u>	<u>1,991,388.95</u>	<u>278,889.88</u>	<u>14.0%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
600 · Accounts Payable	78,125.65	27,428.22	50,697.43	184.8%
Total Accounts Payable	<u>78,125.65</u>	<u>27,428.22</u>	<u>50,697.43</u>	<u>184.8%</u>
Other Current Liabilities				
601 · Marketing Payable	1,303.77	0.00	1,303.77	100.0%
620 · Refundable EPP app fee	0.00	500.00	-500.00	-100.0%
Total Other Current Liabilities	<u>1,303.77</u>	<u>500.00</u>	<u>803.77</u>	<u>160.8%</u>
Total Current Liabilities	<u>79,429.42</u>	<u>27,928.22</u>	<u>51,501.20</u>	<u>184.4%</u>
Total Liabilities	<u>79,429.42</u>	<u>27,928.22</u>	<u>51,501.20</u>	<u>184.4%</u>
Equity				
31500 · Reserve for Contracts	621,519.00	404,639.00	216,880.00	53.6%
31600 · Equity - Unreserved	-567,318.77	-350,438.77	-216,880.00	-61.9%
32000 · Unrestricted Net Assets	1,644,436.92	2,288,417.16	-643,980.24	-28.1%
Net Income	492,212.26	-379,156.66	871,368.92	229.8%
Total Equity	<u>2,190,849.41</u>	<u>1,963,460.73</u>	<u>227,388.68</u>	<u>11.6%</u>
TOTAL LIABILITIES & EQUITY	<u>2,270,278.83</u>	<u>1,991,388.95</u>	<u>278,889.88</u>	<u>14.0%</u>

1:05 PM
09/05/14
Accrual Basis

Onondaga Civic Development Corporation
Profit & Loss YTD Comparison
July through August 2014

	<u>Jul - Aug 14</u>	<u>Jan - Aug 14</u>
Ordinary Income/Expense		
Income		
45000 · Investments	952.05	4,627.97
46400 · Project Income	170,005.01	776,592.51
Total Income	170,957.06	781,220.48
Expense		
62890 · Rent, Parking, Utilities	19,621.16	87,437.59
63000 · OED Contract	25,169.94	86,838.47
64000 · Service Contract Exp	20,000.00	90,000.00
65000 · Operations	7,969.26	24,732.16
Total Expense	72,760.36	289,008.22
Net Ordinary Income	98,196.70	492,212.26
Net Income	<u>98,196.70</u>	<u>492,212.26</u>

**ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILL - SCHEDULE #042
September 11, 2014**

GENERAL EXPENSES

1.	<u>WASHINGTON/WALTON COMPANY LLC ****</u> August & September 2014 Rent	\$	19,621.16
2.	<u>ONONDAGA COUNTY*</u> June & July 2014 Van Duyn Mortgage Pass thru Payment	\$	163,333.32
3.	<u>SYRACUSE MEDIA GROUP ****</u> Public Hearing Notice YMCA	\$	125.69
4.	<u>REPUBLIC PARKING SYSTEM ****</u> Inv#14-07-108-01, June Meeting Parking	\$	4.00
5.	<u>TIME WARNER CABLE**</u> June & July 2014 Internet Service	\$	251.90
6.	<u>ONONDAGA COUNTY ****</u> 2nd Quarter 2014 OED Contract Payment	\$	30,523.61
7.	<u>C.H. INSURANCE BROKERAGE ****</u> 2014 Commercial Insurance Premium	\$	2,092.00
8.	<u>TOM CERIO</u> 1st Half 2014 Mileage Reimbursement	\$	5.09
9.	<u>CYDNEY JOHNSON</u> 1st Half 2014 Mileage Reimbursement	\$	28.88
10.	<u>MATT MCANANEY</u> 1st Half 2014 Mileage Reimbursement	\$	28.36
11.	<u>TOM BEZGIAN</u> 1st Half 2014 Mileage Reimbursement	\$	17.01

12. <u>SCOTT KOLDIN</u>	\$	45.65
1st Half 2014 Mileage Reimbursement		
13. <u>JIM FARRELL</u>	\$	24.18
1st Half 2014 Mileage Reimbursement		
14. <u>LEONARD MANFRATES</u>	\$	46.10
1st Half 2014 Mileage Reimbursement		
15. <u>CNY TECHNOLOGY DEVELOPMENT ORGANIZATION ****</u>	\$	10,000.00
Final 2014 Export NY Service Contract Payment		
16. <u>TOSHIBA BUSINESS SOLUTIONS ****</u>	\$	737.39
Inv#11011562 & 11080306, June & July 2014 Copier Service		
17. <u>FEDEX</u>	\$	31.48
Inv#2-716-02581, Shipping to Harris Beach		
18. <u>CARDMEMBER SERVICE*****</u>	\$	131.54
Food Service May 2014 Meeting and Office Expense		
19. <u>CARDMEMBER SERVICE*****</u>	\$	79.17
Food Service June 2014 Meetings		
20. <u>TIME WARNER CABLE*****</u>	\$	125.95
August 2014 Internet Service		
21. <u>GREATER WATERTOWN-NORTH COUNTRY COC*****</u>	\$	10,000.00
1st and Final PTAC Service Contract Payment		

22. TOSHIBA BUSINESS SOLUTIONS*****

\$ 369.26

Inv#11161294, August 2014 Copier Service

Total \$ 237,621.74

- * Ratification of Payments dated June & July 15, 2014
- ** Ratification of Check dated June 30, 2014
- **** Ratification of Checks dated July 21, 2014
- ***** Ratification of Payment dated June 27, 2014
- ***** Ratification of Payment dated July 28, 2014
- ***** Ratification of Check dated July 30, 2014
- ***** Ratification of Check dated August 12, 2014
- ***** Ratification of Check dated August 14, 2014

ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILL - SCHEDULE #042
September 11, 2014

MARKETING

1.	<u>DATAMYNE *</u>	\$	375.00
	Inv#49276, Monthly Subscription & Profiles		
2.	<u>CARD MEMBER SERVICE**</u>	\$	682.00
	Subscription for Lexis Nexus and Quickbase		
3.	<u>CARD MEMBER SERVICE***</u>	\$	432.00
	Subscription for Quickbase		
4.	<u>DATAMYNE****</u>	\$	375.00
	Inv#50183, August Subscription & Profiles		
5.	<u>LEXIS NEXIS****</u>	\$	250.00
	Inv#1405501750, June 2014 Service Payment		
6.	<u>GROUP C MEDIA, INC.****</u>	\$	3,400.00
	Inv#20245, Ad Business Facilities May Issue		
7.	<u>NYS ECONOMIC DEVELOPMENT COUNCIL*****</u>	\$	1,000.00
	IAMC Fall Forum Registration		
8.	<u>CARDMEMBER SERVICE*****</u>	\$	432.00
	Subscription for Quickbase		
9.	<u>ATLAS ADVERTISING*****</u>	\$	8,255.00
	Inv#6821 & 6698, Website Upgrade and 2nd Quarter Hosting		

Schedule #42
page 2

10. <u>DATAMYNE</u>	\$ 375.00
Inv#50760, Monthly Subscription & Profiles	
Total	\$ 15,576.00

- * Ratification Of Check dated July 21, 2014
- ** Ratification of Payment dated June 27, 2014
- *** Ratification of Payment dated July 28, 2014
- **** Ratification of Checks dated July 30, 2014
- ***** Ratification of Check dated August 12, 2014
- ***** Ratification of August 2014 Credit Card Statement
- ***** Ratification of Check dated August 26, 2014

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:	Syracuse CoWorks		
Mailing Address:	201 East Jefferson St. 2nd Floor		
City:	Syracuse	State:	New York
		Zip:	13202
Phone:	(315) 525-9838	Fax:	
Contact Person:	Troy Evans		
Email Address:	ttevans23@gmail.com		
Executive Director/ President:	John Talarico		
Executive Director/ President's Email:	john@avenue80.com		
Title of Proposed Project:	Syracuse CoWorks Redevelopment		
Primary Purpose of Proposed Project:	Create a community and inspiring work space for local entrepreneurs/freelance workers		
Estimated Project Start Date:	Sep 10, 2014	Estimated End Date:	Oct 31, 2014
Total Project Budget:	190,534		
Amount of Funding Requested:	22,225		
Primary Purpose of Requested Funds:	Build-out and furnishings for new inspiring space		
Type of Funding Requested:	Economic Growth Fund		

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 Executive Director John Talarico Date: Sep 3, 2014

Syracuse CoWorks Project Description

CoWorking is a unique and effective way for independent workers/entrepreneurs to ditch the solitude of working alone and allow them to come interact and collaborate with other motivated workers. The CoWorking concept is gaining significant popularity in recent years in large metro area all over the world. These spaces are non-traditional work environments that allow businesses to rent desk or office space in a inspiring and attractive settings that generates and fosters a community of innovators. Community members of these spaces are attracted not only to the inspiring work environment that allow them to find a place to work that is not a coffee shop or the solitude of their home office, they are also attracted to this community that offers support for their growing businesses. Global CoWorking statistics show that the average company increases their revenue by 25% by moving their operations into a CoWork space.

In 2011, 40 Below, the region's young professional group, identified the need for a short term, low-cost, professional office space for start up businesses in downtown Syracuse. While other entrepreneurship support spaces, such as the Tech Garden and the South Side Innovation Center, offered incubation space with 6 month to multiple year leases for growing businesses who usually have multiple employees, at the time there wasn't a space that existed for sole proprietor businesses who were not able or interested to sign long term leases. While it is difficult to fully quantify the total number of start up businesses in the region, the Tech Garden is working with over 300 businesses in various start up capacities and Gale Cengage Learning, a market research firm, estimates that over 14,000 people work from home as small business owners or freelancers in Syracuse.

The members of Syracuse CoWorks are firm believers that the majority of the knowledge that exists in Central New York doesn't just lie in our heads, but in-between our heads. To best tap into this knowledge, real, non-virtual connections are needed. It is our mission to create an environment that can assist in manufacturing these connections for our community's start up businesses and freelancers. To create a place where entrepreneurs, creatives, unsatisfied 9-5ers and everyone in between can tap into the collective knowledge that exists within our city; a place to combine talents, ideas, and energy in a real physical space; a place to find new ways of thinking, explore new social circles, discover passions, find co-founders, and start something.

Since opening, Syracuse CoWorks has added membership, conducted various programming within the space, and started cultivating the entrepreneurship community. Over the first year and a half of operations, membership grew to 15 businesses and the space became a pipeline for companies to ultimately move into the Tech Garden and other, more intensive, support systems. CoWorks' ability to continue serving start up businesses has primarily been stymied by the relatively small size of the space (most CoWorking spaces can fit over 50 businesses at once while Syracuse CoWorks can fit 9-12 businesses at once) and it's proof of concept amenity suite.

The primary goal of this project is to take Syracuse CoWorks to an exciting new level that will fully establish the facility as a vital piece of our region's revitalization. This will include moving and redeveloping the existing Syracuse CoWorks from its small back office space at the Tech Garden into this larger, more functional and attractive space. The redevelopment will make Syracuse CoWorks an

active hub for independent and mobile workers, as well as an interesting venue for training/learning opportunities and community/connection-building events.

This redeveloped CoWorks space is designed to do these things:

- **Create a Class-A CoWorks space:**
Create a warm, inviting, attractive and inspiring place that people want to come downtown for every day. A good example of similar spaces can be found at www.wework.com. We estimate that the proposed location can accommodate up to 40 simultaneous CoWorkers (Total membership of up to 100 workers), while also being a large enough event space for up to 100 people, house multiple conference rooms, semi-private meeting spaces and private offices (if desired). The built out space will have a great deal of natural light, high ceilings, an open layout, and a large kitchen.
- **Increased membership:**
By increasing the raw number of members, all members benefit from opportunities to collaborate. The city benefits by having more workers downtown. This can only happen if the space is extremely well appointed and provides benefits over working from home or paying for private offices. This increased membership will bring more workers to downtown Syracuse, which will in-turn increase foot traffic in the area.
- **Increase in membership diversity:**
By cultivating a mix of full-time members, part-time members and walk-ins, the community will remain vibrant. Diversity is the true source of innovation and economic growth.
- **Manufacture connections:**
CoWorking is more than just shared desks and wifi. The new CoWorks will provide tools for collaboration and connecting. We plan to introduce technology and processes that will assist in the manufacturing of these connections.

This CoWorks space will create an easy, affordable and productive way of introducing small businesses and entrepreneurs to downtown Syracuse. It gives these companies an instant downtown office environment where they will see the value of locating their businesses downtown and as a result continue to develop/expand their businesses in the Central Business District as they grow.

Not only does this project have the power to turn a current vacant floor of 201 East Jefferson St. into a connection hub for motivated entrepreneurial talent, it also continues to build upon the development momentum traveling east from Armory Square towards Columbus Circle. This development will help further increase street activity and help jump start the transformation of Warren St. by bringing more workers and more customers to downtown Syracuse. This project also holds strategic position with regards to The Tech Garden's exciting vision to turn this section of Warren St. into a Tech/Business Startup corridor. The visionary thinking of The Tech Garden's leadership, along with their hard work, has allowed them to outgrow their current space and expand into the nearby AXA towers. This growth is likely to continue with their recent designation as a New York State Hotspot which will allow businesses working in this "hot spot" to receive valuable tax incentives. With this designation the Tech Garden anticipates that there will be a significant increase in interest from new and expanding businesses. An exciting factor with this designation is that this "hot spot" can be managed by the Tech Garden to include other buildings outside the current Tech Garden footprint. We are working closely with Seth Mulligan at the Tech Garden to make our new CoWorks location (201 East Jefferson St.) "the bookend" for this new corridor and that would allow this building to be included as part of this new "hot spot". This move will allow CoWorks and CoWorkers to remain affiliated with the Tech Garden

and its programing while also allowing the Tech Garden to decentralize and expand their success.

To effectively complete this project and to create the culture of innovation that is desired, a new non-profit organization (Syracuse CoWorks) will be created to take over management, operations, project execution of the current CoWorks space. 40 Below and the Tech Garden will continue to be key partners and both organizations will have permanent positions on the new non-profit board of directors. Our to be determine revenue model will also have profit sharing set up with both 40 Below and the Tech Garden. This profit share will help keep an important revenue source for 40 Below's future activities.

Over the past 8 months, the Syracuse CoWorks development committee has achieved the following milestones:

1. Identified a 5,000 square foot space in a new adaptive reuse building project in downtown Syracuse with commitment from the landlord to provide \$50,000 towards space build out
2. Engaged an interior designer and architect to design the layout and design for the new expanded space
3. Partnered with the Tech Garden to provide a physical space for Start-Up NY incubator partners
4. Developed a new organizational model that allows business members to manage the space with new technologies and responsibilities
5. Partnered with general contractors and applied for construction permits with the City of Syracuse. Approved permits are expected in early September.
6. Applied for and were awarded a local designation for 1 million cups (www.1millioncups.com) a national program run by the Kaufmann foundation that create weekly feedback and mentoring sessions for startup and growing businesses.
7. Applied for and were award NY Main street funding from the downtown Committee of Syracuse. A portion of this grant will go towards construction.

The development committee expects to do a full opening of the space by December, 2014. To achieve this, the following action still need to be accomplished:

1. Secure remaining funding
2. Commence and complete construction
3. Purchase and install furniture and equipment
4. Promote the space through a soft opening and promotional events
5. Complete computer programing for new software system that will provide space management (signing our rooms, member managements, facilitate connections between coworkers, event promotions, etc.)
6. Finalize interior treatments (murals and signage)
7. Finalize bylaws for new 501(c)4 and submit filing paperwork to New York State
8. Execute lease agreement between non-profit management and landlord

Syracuse CoWorks is looking for \$22,225 to help build out, furnish and manage this new work community for local entrepreneurs, startups businesses, freelances, and small local companies.

201 East Jefferson Street – Draft Budget	Unit	Quantity	Rate	Cost
Demo				
Electrical Demo: Include with Electrical Line Item				
Demo Drywall (1600 sf... 4 men 5 days)	MH	160	\$40.00	\$6,400.00
Demo Ceilings (2 Men 3 days)	MH	48	\$40.00	\$1,920.00
Dumpster for Demo	LS	1	\$1,500.00	\$1,500.00
Abatement				
None - Encapsulate Tile (see concrete section for self leveler)				\$0.00
Sitework				
Permit Fees				\$1,500.00
Environmental Testing				\$1,164.00
Interior Designer				\$1,500.00
Architect				\$3,900.00
Concrete Flatwork				
Gypcrete/Underlayment (would need thresholds due to elev chng)	SF	2,000	\$1.50	\$3,000.00
* need to know locations of ACM tile				\$0.00
Structural Concrete				
N/A				\$0.00
Masonry				
N/A				\$0.00
Steel				
N/A				\$0.00
Millwork at Mezzanine				
Perimeter Counter Areas (Allowance # for covering)	SF	300	\$5.00	\$1,500.00
SS Countertops with cabinets in lavs	SF	21	\$25.00	\$525.00
Doors and Windows				
3x7 doors	ea	7	\$800.00	\$5,600.00
3x7 lobby/tour entry doors	ea	2	\$2,000.00	\$4,000.00
Storefront Wall Area (Glazed Areas)	SF	480	\$25.00	\$12,000.00
Finishes				
<i>Partitions</i>				
GWB Walls	sf	800	\$6.00	\$4,800.00
<i>Ceilings</i>				
Ceilings	SF	3,500	\$1.00	\$3,500.00
ACT... \$5/sf or other Allowance for 1000 SF	SF	1,000	\$5.00	\$5,000.00
<i>Resilient Flooring</i>				
WD1	SF	3,300	\$8.00	\$26,400.00
T1 (Restore)	SF	275	\$3.00	\$825.00
VCT1	SF	500	\$2.00	\$1,000.00
CPT1	SF	250	\$4.00	\$1,000.00
CPT2	SF	400	\$4.00	\$1,600.00
<i>Wall Coverings</i>				
PNT1	SF	4,100	\$1.00	\$4,100.00
PNT2	SF	650	\$1.00	\$650.00
WD2 Wall	SF	300	\$10.00	\$3,000.00
PNT3	SF	350	\$1.00	\$350.00
PNT4	SF	800	\$1.00	\$800.00
Artist/Mural	SF			\$4,200.00
<i>Base</i>				
Vinyl/Millwork Allowance (all painted areas)	LF	800	\$2.25	\$1,800.00
Specialties				
Code Compliance Signage - (Allowance)	ls	1	\$200.00	\$200.00
Fire Extinguishers with Cabinets	ea	4	\$275.00	\$1,100.00
Folding Partition (Allowance)	SF	250	\$20.00	\$5,000.00

<u>Toilet Accessories</u>				
lavatory mirrors	EA		\$75.00	\$0.00
soap dispensers	EA		\$50.00	\$0.00
paper towel dispensers	EA		\$110.00	\$0.00
TP dispensers	EA		\$100.00	\$0.00
sanitary disposals	EA		\$35.00	\$0.00
Toilet Partitions - Baked Enamel				\$0.00
Toilet Partitions & Grab Bars (Per Stall)	EA		\$750.00	\$0.00
Urinal Dividers	EA		\$150.00	\$0.00
<u>Kitchen</u>				
Cabinets	EA	6	\$350.00	\$2,100.00
Sink/fixtures	EA	1	\$400.00	\$400.00
Furnishings				
Window Treatments - Not Included	SF		\$7.25	\$0.00
*Furniture- Details in separate spreadsheet				\$30,000.00
Residential Appliances				
Fridge	EA	1	\$2,000.00	\$2,000.00
Microwave	EA	1	\$400.00	\$400.00
Conveyance				
Elevator - No Work				
Fire Protection				
Sprinkler - TBD	sf		\$2.25	\$5,000.00
HVAC				
Base HVAC System - Keep Existing	sf	0	\$12.00	\$0.00
Electrical				
Rework Existing Outlets and leads - Plug Number for Budget	SF	4,000	\$2.00	\$8,000.00
Base Lighting Allowance	SF	3,000	\$5.00	\$20,000.00
Telecommunication/AV Equipment				\$5,000.00
Fire Alarm Upgrades if necessary	SF	4,000	\$2.00	\$2,800.00
Security System				\$5,000.00
Trade total				\$190,534.00

* Note: Funding will come from possible Gifford and Community Foundation

Volunteer
40 Below -- Gifford Grant
40 Below -- Community Foundation Grant
40 Below -- Sponsorship
Landlord
Mainstreet Grant
New non profit -- National Grid
New non profit -- Onondaga Civic Development Corp

Funding Source				
Landlord	MS Grant	40 Below	Volunteers	Gap
			\$6,400.00	
			\$1,920.00	
\$1,500.00				
\$1,500.00				
\$1,164.00				
\$1,500.00				
\$3,900.00				
\$3,000.00				
				\$1,500.00
				\$525.00
				\$5,600.00
				\$4,000.00
		\$12,000.00		
\$4,800.00				
\$3,500.00				
\$5,000.00				
	\$19,888.00			\$6,512.00
				\$825.00
				\$1,000.00
				\$1,000.00
				\$1,600.00
			\$4,100.00	
			\$650.00	
				\$3,000.00
			\$350.00	
			\$800.00	
				\$4,200.00
				\$1,800.00
\$200.00				
\$1,100.00				
		\$5,000.00		

\$2,100.00 \$400.00				
		\$30,000.00		
		\$2,000.00 \$400.00		
\$5,000.00				
\$8,000.00				\$20,000.00 \$5,000.00
\$2,800.00 \$5,000.00				
\$50,464.00	\$19,888.00	\$49,400.00		\$56,562.00

[Redacted]

8320
1500

[Redacted]

8064
3000

[Redacted]

7625
16000

#####	\$14,220	Volunteer
	\$10,000	40 Below -- Gifford Grant
	\$20,000	40 Below -- Community Foundation Grant
	\$33,737	40 Below -- Sponsorship
	\$50,464	Landlord
#####	\$19,888	Mainstreet Grant
\$4,425.00	\$20,000	New non profit -- National Grid
	\$22,225	New non profit -- Onondaga Civic Development Corp
	\$190,534	Total

\$4,750.00 \$0.00

\$3,000.00

\$1,150.00
\$4,200.00

\$1,800.00

\$1,300.00
\$5,000.00

\$2,500.00

#####

\$2,400.00

\$5,000.00

\$8,000.00

#####

\$5,000.00

\$7,800.00

\$176,314.00

Employee Productivity Program

Schneider Packaging

Equipment Co., Inc

September 2014

1. Applicant/Contact: Moira Grimes, Human Resources Manager
2. Date Started: Fall 2014
3. Product Description: The CNYTDO will provide Training within Industry: Job Instruction/ Relations/Methods; Training the Trainer, and Tomorrow's Leader'
4. Number of Current Employees (FT & PT): 163/2
5. Future Employment: Same
6. Training Objective: Labor Savings, reduce warranty costs, reduce post-shipment costs
7. Indicator of Effectiveness: Improvements in direct hours per million shipped, warranty costs, and post-shipment costs.
8. Training Source: CNY TDO and MACNY
9. Training Period: TBD
10. Number of Employees to Train: 23
11. Number of Training Hours: 380
12. Total Training Cost: \$ 43,920
- Other Grant Funding: \$ 24,700
- EPP Funding Proposed: \$ 9,610
- Total cost per trainee hour: \$ 115.58
- EPP cost per trainee hour: \$ 25.29
- Total cost per trainee: \$ 1909.57
- Total EPP cost per trainee \$ 417.83
13. Cost Analysis: Costs fall within range of similar training.
14. Related Issues: None.

Employee Productivity Program Application

Applicant Information:

1. Company Name: Schneider Packaging Equipment Co., Inc.
2. Industry/Sector: Manufacturing
3. Address: PO Box 890, 5370 Guy Young Road, Brewerton, NY 13029
4. Contact Person/Title: Moira Grimes / Human Resources Manager
5. Contact Person's Phone: 315-676-3035, x152
6. Contact Person's Email Address: mgrimes@schneiderequip.com

Training Cost Information :

1. Total Training Cost: \$43,920
2. Amount of Funding requested from EPP:
(a request can range from \$1,500 to \$12,500) \$9,610
3. Are you asking any other organization to help pay for the cost of this training? Yes No
- a. From what program have you requested funding? WDI
- b. How much money are you requesting from the other organization? \$24,700
- c. By when do you expect to receive the funding from the other organization? 9/5/14
- d. How much is the Applicant contributing to the total cost of funding? 22%
- e. Is any portion of the Applicant's contribution being reimbursed by a third party? Yes No

Schedule A: Company Overview

What product or service is made, assembled, distributed or delivered in this facility?

How many full-time employees work at this facility?

How many part-time employees work at this facility?

Will the company add, retain or eliminate employees as a result of the training?

If so, how many employees will be added, retained or eliminated as a result of this training?

What is the average hourly wage of the employees who will attend this training?

Does the company sell 51% or more of its project to customers located outside of Onondaga County?

How will this training benefit the company?

How will the company determine if the training is effective? What measures will the company use to measure skill improvement?

Schedule B: Training Provider(s): Please attach the same information about any additional trainers to this application

First Training Provider

Name of the Training Company:

Street Address of the Training Company:

City, State, Zip Code of the Training Company:

Name of the Training Company Contact:

Email Address of the Training Company Contact:

Second Training Provider

Name of the Training Company:

Street Address of the Training Company:

City, State, Zip Code of the Training Company:

Name of the Training Company Contact:

Email Address of the Training Company Contact:

Schedule C: Description of Training

*If more space is needed for Program Descriptions, please attach to the application.

Training Activity/Course	Training Start & End Dates	Training Provider	Number of Trainees	Position(s) of Employee(s) to be Trained	Total Training Hours/Day	Total Training Hours	Total Course Cost
Training Within Industry Job Methods	TBD	CNY TDO	10	Manufacturing Leads	2	100	\$7,500
Train the Trainer Job Methods	TBD	CNY TDO	1	Electrical Dept Lead	8	40	\$5,300
Tomorrow's Leaders Today II	TBD	MACNY	12	Manufacturing Leads	2	240	\$6,420
Total:			23			380	\$19,220

Conflict of Interest Statement:

To the best of your knowledge, does any OCIDA or OCDC Board member or Staff person have a direct financial interest in the applicant company? (Names of the current Corporation Board members and Staff persons can be found at www.syracusecentral.com)

If so, which Board member or Staff person has an interest in the Applicant company?

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, this Applicant may 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, OED may also redact personal, private, and/or proprietary information from publicly disseminated documents.

- I have read the paragraph above and understand that the applicant must identify in writing to OCDC any information it deems proprietary and requests not be made publicly available.

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

Company Affirmation:

I affirm I have read this application and the information contained herein is true and accurate.

Signature: 
Company Representative

Title: 

Print Name:

Print Title:

Productivity Proposal

Schneider Packaging Equipment

CNYTDO: Cindy Oehmigen, Bob Kocik
Date: August, 11th 2014
Proposal #: 1082



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mail@tdo.org · www.tdo.org



August 11, 2014 #1082





August 11, 2014 #1082

Moira Grimes, PHR
Human Resources Manager
5370 Guy Young Road
Brewerton, NY 13029

Dear Moira,

It was great to speak with you today. CNYTDO is very pleased to offer the following proposal to help you get your TWI program refreshed and, in partnership with MACNY, engaging a new set of employees in TLT II. We are looking forward to working with you and your team.

The Central New York Technology Development Organization (CNYTDO) is a not-for-profit economic development organization supported by NYSTAR, the Empire State Development Division of Science, Technology & Innovation, New York's high-technology economic development agency, and the National Institute of Standards and Technology (NIST) Manufacturing Extension Partnership (MEP). CNYTDO serves as NYSTAR's designated Regional Technology Development Center for Central New York and one of nearly 350 MEP locations across the country.

CNYTDO's mission is to accomplish economic development through the support of high tech and manufacturing entrepreneurs and businesses in Cayuga, Onondaga, Madison, Cortland, and Oswego counties.

Because CNYTDO is federally funded, the results of the work we are about to undertake will be surveyed by a third party some time after the completion. The results of this survey are kept confidential and are used to assess the effectiveness of our center. It is important to us that you agree to:

- 1) Respond to the survey
- 2) Pay close attention to:
 - a. Increased or retained sales
 - b. Cost savings
 - c. Investments
 - d. Job created or retained
 - e. Any quantification in the categories

We appreciate the opportunity to assist Schneider Packaging Equipment and hope you will continue to consider Central New York Technology Development Organization in your future improvement and growth efforts.

Sincerely,

Cindy Oehmigen
Senior Project Manager
coehmigen@tdo.org

cc: Steve Cole

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August 11, 2014 #1082





August 11, 2014 #1082

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Central New York Technology Development Organization

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SECTION 1.0 BACKGROUND

Schneider Packaging Equipment Co. is an innovative company whose core focus is to produce "end-of-line" packaging solutions. Schneider's product lines include case packing, robotic palletizing, cartoners and full end-of-line integration up to wrapped and labeled pallets ready for truck or warehouse. For case packers they offer conventional horizontal and vertical packers as well as the latest in robotic case packing. The palletizing line encompasses a unique family of low cost small footprint Robox palletizers to multi-line multi-SKU systems. To further compliment the product line they supply and integrate ancillary equipment such as Automatic Guided Carts, conveyors, printers, accumulators, readers, pallet and sheet dispensers and other related equipment to provide a complete solution tailored to customer needs. Their alliance with proven industry leaders such as FANUC robotics, Rockwell Automation and Jervis B. Webb further enhance capabilities. Schneider is renowned for providing rugged and reliable equipment that provides rapid rate of return and a low total cost of ownership.

The past few years have been nearly overwhelmingly busy and due to the crunch, some of the systems, processes and techniques have been stressed. The management team desires to re-introduce TWI and expand on leadership training for many of the new employees. The targeted outcomes are to improve productivity and reduce quality defects, and therefore, reduce the lead time to the customer.

SECTION 2.0 SCOPE AND APPLICATION

Productivity Component

Schneider has long been a proponent of TWI. With the significant changeover in employees over the last few years, it is management's goal to have the new supervisors learn the methodologies of TWI Job Instruction and Job Relations first, get the framework in place and then Introduce Job Methods and Job Safety towards the end of the year. With the selection of appropriate candidates, Schneider plans to send internal resources for TWI Train the Trainer courses in Job Instruction and Job Relations. This will ensure TWI becomes integral to their way of doing business and solidifies standard work. Tomorrow's Leaders Today and Crucial Conversations will provide the new leaders with additional skills to lead during a time of fast growth and change.



August 11, 2014 #1082

1) Training Within Industry Supervisory Training

Event:	Training within Industry Job Instruction
Type of Event:	Training
Description:	<p>Job Instruction: Skill in Instructing</p> <p>In the first session of Job Instruction, the trainer presents an example that everyone can easily relate to and shows the problems with instructing by telling alone and again by showing alone. The TWI "4-Step Method", is introduced to show how supervisors can use a sure and reliable method to instruct that will gain better results. The second session focuses on how to prepare to train, by highlighting the job breakdown. The third session opens with teaching the training matrix which helps the supervisor know who to train for what job and when to train them. The remaining course time is given to participant presentation of actual job instruction. Participants complete the instruction by applying the TWI 4-Step Method. Unlike any other training, the TWI "learn by doing" methodology requires participants to put what they learned in class immediately to use in the workplace</p>
Prerequisites:	None
Expected Outcomes:	<p>Supervisors will gain skills for:</p> <ul style="list-style-type: none"> * How to effectively prepare to train using the 4 step method * How to train workers so that they can have less scrap, rejects and rework, have fewer accidents and have less tool and equipment damage * The 4 step method of preparing the worker, presenting the operation, try-out performance and follow up. * How to determine who to train for what job by what date <p>The company will benefit from:</p> <ul style="list-style-type: none"> * Shorter training time * Standard process for training employees * Less scrap * Higher quality * Less machine downtime and tool damage
Suggested Participants:	Production or Office Supervisors, Quality Engineers and Technicians, Manufacturing Engineers, anyone who directs the work of others
Number of Participants:	10 participants per class
Duration of Event:	2 hours/ day, (5) consecutive days
Event Location:	Company Location

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Event:	Training within Industry Job Relations
Type of Event:	Training
Description:	<p>Job Relations: Skill in Leading</p> <p>In the first session of Job Relations, the trainer presents a real-world problem that everyone can easily relate to and shows the poor ways in which these problems are usually handled in the workplace. The TWI "4-Step Method", is introduced to show how supervisors can handle such problems more effectively to gain better results. The first two sessions focus on learning the methods. The remaining course time is given to participant presentation of actual and current problems participants handle by applying the TWI 4-Step Method. Unlike any other training, the TWI "learn by doing" methodology requires participants to put what they learned in class immediately to use in the workplace.</p>
Prerequisites:	None
Expected Outcomes:	<p>Supervisors will gain skills for:</p> <ul style="list-style-type: none"> • How to build positive relationships between employees • How to effectively resolve conflicts • The foundation for good relations • How to gather and weigh facts before taking action • How to check results for evaluation <p>The company will benefit from:</p> <ul style="list-style-type: none"> • Increased cooperation and motivation of employees • Less conflict • Higher level of team work • Prevention of problems growing • Improved attendance • Improved morale
Suggested Participants:	Production or Office Supervisors, Quality Engineers and Technicians, Manufacturing Engineers, anyone who directs the work of others
Number of Participants:	10 participants per class
Duration of Event:	2 hours/ day, (5) consecutive days
Event Location:	Company Location



August 11, 2014 #1082

Event:	Training within Industry Job Methods
Type of Event:	Training
Description:	<p>Job Methods: Skill in Improving</p> <p>In the first session of Job Methods, the trainer demonstrates a manufacturing procedure that everyone can easily relate to and shows the poor methods the procedure uses. The instructor then goes through the TWI "4-Step Method" and shows how the supervisor actually improved the method with the assistance of the operator. The remaining sessions is given to participant presentation of actual tasks to be improved by applying the TWI 4-Step Method. Unlike any other training, the TWI "learn by doing" methodology requires participants to put what they learned in class immediately to use in the workplace.</p>
Prerequisites:	None
Expected Outcomes:	<p>Supervisors will gain skills for:</p> <ul style="list-style-type: none">* How to make the best use of materials, machines, and manpower now available.* How to break a job down into its simplest details* How to apply the 4 W's and 1 H* Determine when to eliminate, combine, rearrange or simplify a detail* The importance of writing and selling an improvement proposal <p>The company will benefit from:</p> <ul style="list-style-type: none">* A logical method to analyze and improve existing methods* Actual improvements that can be implemented* Standard proven method to teach employees
Suggested Participants:	Production or Office Supervisors, Quality Engineers and Technicians, Manufacturing Engineers, anyone who directs the work of others
Number of Participants:	10 participants per class
Duration of Event:	2 hours/ day, (5) consecutive days (2.5 hours the first day)
Event Location:	Company Location

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Event:	Training within Industry Train the Trainer
Type of Event:	Training
Description:	<p>Participants are required to attend and to participate in all sessions. The TWI Institute format is a "learn-by-doing" and coaching experience. New trainer candidates are expected to make the effort and demonstrate the ability to deliver the 10-hour program in accordance with the Training Delivery Manual.</p> <p>A TWI Institute Program Delivery Manual and materials kit are sent to each person in advance of the training for each participant to become familiar with the materials before class.</p>
Prerequisites:	<p>Experience with supervising and/or coordinating the work of others.</p> <p>Job Instruction and Job Methods must also have a good understanding of current day production systems and experience implementing the tools of TPS/Lean in the workplace.</p> <p>Satisfactory completion of the appropriate training program of JI, JR, JM, JS and or PS to attend the 40-hour train-the-trainer.</p> <p>Candidates for Problem Solving must also have been trained in and have experience in delivering, one or more of the J programs.</p> <p>Signed Memorandum of Understanding (MOU) agreeing to maintain TWI Institute delivery standards; allow TWI Institute to monitor TWI training activities if requested; refrain from offering TWI training beyond their own company; and refrain from offering Train the Trainer classes.</p>
Expected Outcomes:	<ul style="list-style-type: none"> * A certificate will be issued to those who satisfactorily complete a 40-hour Train the Trainer * Candidates who successfully complete the Train the Trainer will be able to deliver the standard 10 hour class for the specific module to internal company participants. * Candidates will be able to coach internal company participants on the specific methodology of the module. * Each trainer will be given a written evaluation outlining strengths and weaknesses that are to be overcome with practice. * Each new trainer is encouraged to contact the TWI Institute Master Trainer the week after a first delivery to review progress in overcoming weaknesses outlined in the written evaluation.
Suggested Participants:	Production or Office Supervisors, Quality Engineers and Technicians, Manufacturing Engineers, anyone who directs the work of others
Number of Participants:	Class size is limited to 6
Duration of Event:	Each TT program is 40 hours over five consecutive days.
Event Location:	Determined by schedule of Train the Trainer courses offered at TWI Institute or as openings are available across the country.



August 11, 2014 #1082

2) Tomorrow's Leaders Today TM
Grow Your Own Leaders – Promote from Within

b) TLT II

Leading During a Time of Change

Leading During a Time of Change uses a Carlson Learning DiSC Communication Styles Assessment Instrument

as a foundation to improve your employees' effectiveness as leaders. Participants are challenged to understand their styles and adapt them to workplace situations as required. The course focuses on effective communication, top-notch quality service and improved performance.

1. Change Leadership
- 2-4. Understanding Yourself and Others
5. Conflict Management
6. Facilitating Productive Meetings
7. Creating an Empowered Environment
8. Managing Employee Performance at Work
9. The Hiring Process: Fair & Legal Interviews
10. Extraordinary Customer Service

Schedule for Implementation:

Activity	MONTHS																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TWI Job Instruction (Includes on site coaching)																		
TWI Job Relations (Includes on site coaching)																		
TWI Job Methods (Includes on site coaching)																		
TWI Train the Trainer																		
Tomorrow's Leaders Today II																		

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SECTION 3.0 METHOD VERIFICATION

Proposed Method of Success Measurement

Productivity:				
Areas for Productivity Improvement	Schneider Category	2013 Baseline	2014/15 Target	Savings
Labor savings	Direct Hours per Million Shipped	6,500	6,400	\$140,000.00
Cost of Quality	Warranty	\$147,000.00	\$100,000.00	\$47,000.00
Cost of Quality	Post Shipment costs	\$476,000.00	\$400,000.00	\$76,000.00
	Totals	\$629,500.00	\$506,400.00	\$263,000.00

SECTION 4.0 REPORTS

Reports to be provided as customer requests. Final summary will be provided.



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SECTION 5.0 BUDGET

CNYTDO will maintain the pricing outlined in this proposal for 90 days from issuance of the proposal.

Course/Product Title	# of persons	# of sessions	Duration	Price	Materials	Ext Price	WDI	County Grant
Training Within Industry Job Instruction (Includes on site consulting)	10	1	2 hrs x 5 Days	\$7,500	Included	\$7,500	\$7,500	\$0.00
Train the Trainer Job Instruction	1	1	40 hrs	\$4,500	JJ-\$400	\$4,900	\$4,900	\$0.00
Training Within Industry Job Relations (Includes on site consulting)	10	1	2 hrs x 5 Days	\$7,500	Included	\$7,500	\$7,500	\$0.00
Train the trainer Job Relations	1	1	40 hrs	\$4,500	JR/\$300	\$4,800	\$4,800	\$0.00
Training Within Industry Job Methods (Includes on site consulting)	10	1	2 hrs x 5 Days (Mon 2.5 hrs)	\$7,500	Included	\$7,500	\$0.00	\$7,500
Train the Trainer Job Methods	1	1	40 hrs	\$4,600	JM/\$800	\$5,300	\$0.00	\$5,300
Tomorrow's Leaders Today II	12	10	2 hrs	\$5,700	\$60/person	\$6,420	\$0.00	\$6,420
Totals						\$43,920	\$24,700	\$19,220

Green = County Grant

Blue = WDI Grant

Central New York Technology Development Organization
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 mail@tdo.org · www.tdo.org

SECTION 6.0 PRIMARY CONSULTANT BIOGRAPHIES

Alan K. Lane, Senior Project Manager



Alan is a strong leader recognized for implementing quality initiatives in various organizations through change management, improving manufacturing competitiveness, creating team environments, reducing costs, and developing staff potential. With over 20 years of diversified quality practitioner experience, combined with over 5 years in an Operations Manager role, his expertise is in workforce development, quality management system development, lean manufacturing initiatives, and problem solving in both union and non-union settings.

Alan has held positions as Quality Manager, Director of Quality, Continuous Improvement Coordinator and Operations Manager for both small and large companies. His experience crosses a wide variety of disciplines including aluminum can making, labels, folding cartons, electronics devices and paperboard cups and covers production.

Alan holds a Bachelor of Science in Industrial Arts Education from SUNY at Oswego and a Masters of Quality Engineering from KWU. He is a Certified Quality Manager, HACCP Manager, Safe Quality Food Practitioner and Six Sigma Green Belt. Additional certifications include ISO9011:2008/AS9100c Lead Internal Auditor and Trainer for TWI-JI, JR and JM.

Robert J. Kocik Senior Project Manager



As a Senior Project Manager for TDO, Bob leads the implementation of Lean Six Sigma and workforce training initiatives for clients. He also coordinates TDO's efforts for the CNY Advanced Manufacturing in Thermal and Environmental Controls (AMTECs) consortium.

Bob's 19 years of manufacturing experience includes leadership positions with PPC, New Process Gear, and Service Merchandise. In these roles he managed process improvement efforts including project selection and planning, Kaizen events, development of standard work, cycle time reduction, cellular work flow, total productive maintenance (TPM), and team building. In addition, Bob has extensive expertise in all aspects of CNC machining and warehouse inventory and work flow management.

Bob has a Bachelor of Science in Business Administration from Columbia College with a dual major in Management and Human Relations. He holds certifications for Lean Six Sigma Green Belt, Supervisory Leadership, OSHA HAZWOPER, and CPTAE. He is also a TWI Institute Certified trainer for Training Within Industry (TWI) Job Relations and Job Safety Programs.

Dr. Mark Finke Senior Project Manager



Mark is an accomplished leader and educator with a record of successfully developing strategies and managing organizational change in small businesses and Fortune 500 environments. His expertise lies in manufacturing, distribution, and research and development. Mark works with TDO clients to design, manage, and implement lean manufacturing, six sigma, workforce development, and quality systems initiatives.

Mark's career began in manufacturing where he rose to senior executive positions including Vice President and General Manager before joining High Tech Rochester (HTR) as a business consultant and project manager. His extensive corporate experience includes Eastman Kodak, Palmer Food Services, and ReckittBenckiser. Mark transitioned from business to STEM education for several years holding teaching and adjunct positions with Monroe Community College, SUNY Empire State College, and Rochester City School District. He developed curriculum and taught courses both in classroom and distance learning settings. Mark has joined TDO to again apply his training, technical, and leadership skills to the manufacturers of Central New York.

Mark holds a Bachelor of Science and Masters of Science in Biology from SUNY Geneseo, a PhD in Biological Sciences from Illinois State University, and a Masters of Education from Roberts Wesleyan College. He served on the Board of Examiners of the NYS Governor's Excelsior Award Program.

Email: mfinke@tdo.org

Deborah Forbey Senior Project Engineer & Six Sigma Master Black Belt



Deb Forbey serves as a Business Growth Advisor for CNYTDO. Utilizing more than 25 years of experience in new product innovation & development, manufacturing, strategic planning, and consulting, Deb understands how to implement business improvement initiatives including training clients in lean six sigma leadership & techniques and assisting clients in product innovation, development and commercialization. Working throughout central New York, Deb helps clients find solutions & innovative strategies to grow and keep pace with domestic and global competition. She also serves as a liaison to CCMR's Jumpstart program, helping clients gain access to academic resources in materials research and development.

Deb has received training in Sales, Project Management, Lean Enterprise, and completed GE Medical Systems Master Black Belt Development program. Deb is also certified as a TWI Job Instruction and Job Relations trainer by the TWI Institute. Deb is a graduate of Cardinal Stritch University, with a Bachelor of Science degree in Business. She also has completed post graduate work at the University of North Florida's school of Business. Deb holds Master Black Belt certification from GE Medical Systems & George Group Consulting; NIST MEP certification in Lean Product Development and Lean Office. Deb is currently a senior member of the American Society of Quality and member of the Project Management Institute®.

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Prior to joining CNYTDO in 2008, Deb worked as a Master Black Belt consultant with The George Group (now Accenture) and supported clients including the New York Independent System Operator (NYISO), National Digital Medical Archives (NDMA), Bank of New York and Cardinal Health Systems. She has also worked for Convergys Corporation, GE Medical Systems and ConMed Corporation, where she held positions including Director of Quality, Engineering Manager & New Product Development Engineer. As a Deployment Leader and Master Black Belt, Deb has trained over 400 Black Belts, Green Belts and Master Black Belts. In addition to training, she has supplied direction in the deployment of Lean Six Sigma programs including education of management and staff, structure of implementation, selection of candidates, identification of projects, and determination of cost accounting. Activities in these multiple deployments include business process assessment, infrastructure design, training delivery, coaching and project identification and execution. Deb has been with TDO since January, 2008. She holds a Bachelor of Science degree in Business Administration from Cardinal Stritch University in Milwaukee, WI

Steven Maloney, MACNY Director of Training and Workforce Development



Steven is the Director of Training and Workforce Development for MACNY, The Manufacturers Association. He is also an Adjunct Professor at Onondaga Community College. He has over 15 years' experience within the manufacturing sector holding management positions within Quality and Continuous Improvement. He is a certified Six Sigma Black Belt, and he has extensive experience conducting Leadership, Teamwork, Quality, Lean, and Environmental Compliance training. He is qualified as a Situational Leadership® II instructor through The Ken Blanchard Companies, and as a Crucial Conversations® instructor through VitalSmarts. He holds a Bachelor of Science degree in Environmental Engineering from SUNY Environmental Science and Forestry, and he holds a Master of Business Administration degree from LeMoyne College. His experience includes consulting and training for many businesses in Upstate New York including Inficon, SRCTec, G.A. Braun, Bristol-Myers Squibb, Marquardt Switches, Welch Allyn, OCWA, Anoplate, Empower FCU, and Dielectric Laboratories. He also serves as a board member for Partners for Education and Business, and he serves on several business advisory committees.

SECTION 7.0 NO CONFLICT OF INTEREST

N/A



August 11, 2014 #1082

SECTION 8.0 CONTRACT

Client Name: Schneider Packaging Equipment Co., Inc.

Proposal Type: TWI and TLT2

Contract Number: 1082

Contract Summary: TWI 10 hrs and TTR, TLT2 Leadership

Project Start: 3Q14

Project Completion: 3Q15

Contract Fee: \$43,920.00

Terms: Billed Monthly as delivered, Net 30 days
Materials for TLT will be billed two weeks in advance of the class.

Acceptance: *This Proposal becomes a binding contract when executed by Authorized Personnel for each Party. Acceptance indicates Client agreement to complete a NIST third party survey at the conclusion of the project.*

CNYTDO, Inc.

By: Cindy Oehmigen

Title: MEP Center Director

Signature: Cindy L. Oehmigen

Date: August 11, 2014

By: Moira D. Grimes

Title: HR Manager

Signature: [Signature]

Date: 8/11/14

Please send the approved contract to:
 Clara Scherfner
 CNYTDO
 445 Electronics Pkwy Ste. 206
 Liverpool, NY 13088

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BOND MODIFICATION RESOLUTION

(Onondaga Community College Housing Development Corporation Project)

A regular meeting of the Onondaga Civic Development Corporation was convened on September 11, 2014 at 8:00 a.m.

The following resolution was duly offered and seconded, to wit:

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A FIRST SUPPLEMENTAL TRUST INDENTURE AND RELATED DOCUMENTS WITH RESPECT TO THE ONONDAGA CIVIC DEVELOPMENT CORPORATION MULTI MODAL REVENUE BONDS (ONONDAGA COMMUNITY COLLEGE HOUSING DEVELOPMENT CORPORATION PROJECT), SERIES 2011

WHEREAS, pursuant to the purposes and powers contained within Section 1411 of the Not-for-Profit Corporation Law ("N-PCL") of the State of New York (the "State"), as amended (hereinafter collectively called the "Act"), Resolution No. 192 of 2009 adopted by the Onondaga County Legislature on October 6, 2009 and thereafter amended as Resolution No. 472 of 2011 adopted by the County Legislature on September 6, 2011 and its certificate of incorporation filed on August 10, 2009 and the Certificate of Amendment of the Certificate of Incorporation of the Onondaga Civic Development Corporation filed on October 5, 2009 (collectively, the "Certificate"), the **ONONDAGA CIVIC DEVELOPMENT CORPORATION** (the "Issuer") was established as a not-for-profit local development corporation of the State with the authority and power to own, lease and sell personal and real property for the purposes of, among other things, acquiring, constructing and equipping certain projects exclusively in furtherance of the charitable or public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest; and

WHEREAS, on or about August 24, 2011, the Issuer issued its up to \$11,000,000 Multi Modal Revenue Bonds (Onondaga Community College Housing Development Corporation Project, Series 2011 (the "Bonds") for the purpose of financing a certain project for the Onondaga Community College Housing Development Corporation (the "Corporation"); and

WHEREAS, the Bonds were issued pursuant to an Indenture of Trust, dated as of August 1, 2011 (the "Indenture") between the Issuer and Manufacturers and Traders Trust Company, as trustee (the "Trustee"); and

WHEREAS, the Bonds were sold to RBS Citizens, N.A. (the "Bond Purchaser") pursuant to a Bond Purchase Agreement and Reimbursement Agreement, dated as of August 1, 2011 (the "Bond Purchase Agreement"), by and among the Issuer, the Corporation and the Bond Purchaser; and

WHEREAS, the Corporation and the Bond Purchaser have proposed to modify the Bonds, the Indenture and related financing documents in order to (i) modify the Bank Rate (as such term is defined in the Indenture) borne by the Bonds, and (ii) make other changes necessary or appropriate in connection with the foregoing; and

WHEREAS, the Bonds will be modified pursuant to that certain Amended and Restated Bond, dated a date certain (the "Amended and Restated Bond"), executed by the Issuer in favor of the Bonds Purchaser and the Indenture will be modified pursuant to that certain First Supplemental Indenture of Trust, dated as of September 1, 2014 (or such other date acceptable an Authorized Representative (as such term is defined in the Indenture) of the Issuer), each in a form acceptable to an Authorized Representative of the Issuer and Bond Counsel (as such term is defined in the Indenture); and

WHEREAS, the Issuer now desires to approve the foregoing and authorize the execution and delivery of one or more supplemental Indentures, modifications of the Bonds and any related documents (collectively, the "Financing Documents").

NOW, THEREFORE, BE IT RESOLVED by the Onondaga Civic Development Corporation as follows:

Section 1. The Issuer hereby approves the execution and delivery of the Amended and Restated Bond, the First Supplemental Indenture and the other Financing Documents in order to (i) modify the Bank Rate borne by the Bonds, and (ii) make other changes necessary or appropriate in connection with the foregoing.

Section 2. The Authorized Representatives of the Issuer are hereby authorized and directed for and in the name and on behalf of the Issuer to do all acts and things required or provided by the provisions of the Financing Documents, and to execute and deliver all such additional certificates, instruments and documents, and to do all such further acts and things as may be necessary or in the opinion of an Authorized Representative of the Issuer, desirable and proper to effect the purposes of this Resolution and to cause compliance by the Issuer with all of the terms, covenants, and provisions of the Financing Documents binding upon the Issuer.

Section 3. It is hereby found and determined that all formal actions of the Issuer concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Issuer; and that all deliberations of the Issuer and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

Section 4. Due to the complex nature of this transaction, the Issuer hereby authorizes its Authorized Representatives to approve, execute and deliver such further agreements, documents and certificates as the Issuer may be advised by Bond Counsel to be necessary or desirable to effectuate the foregoing, such approval to be conclusively evidenced by the execution of any such agreements, documents or certificates by an Authorized Representative acting on behalf of the Issuer.

Section 5. This resolution shall take effect immediately.

Yea

Nay

Abstain

Absent

Matthew McAnaney
James Farrell
Cydney Johnson
Scott Koldin
Thomas Bezigian
Leonard Manfretes

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK)
 ss:
COUNTY OF ONONDAGA)

I, Honora Spillane, the undersigned Secretary of the Onondaga Civic Development Corporation DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Onondaga Civic Development Corporation (the "Issuer"), including the resolution contained therein, held on September 11, 2014, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Issuer and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all directors of said Issuer had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the directors of the Issuer present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of September, 2014.

By: _____
 Honora Spillane, Secretary