

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Regular Meeting Minutes**  
**May 8, 2014**

The Regular meeting of the Onondaga Civic Development Corporation was held on Thursday, May 8, 2014 at 333 West Washington Street, Syracuse, New York, 13202, in the large conference room on the 1<sup>st</sup> floor.

Matt McAnaney called the meeting to order at 8:32 am with the following:

**PRESENT:**

Cydney Johnson  
Thomas Bezigian  
Len Manfrates  
Scott Koldin  
Matt McAnaney  
James Farrell

**ALSO PRESENT:**

Julie Cerio, President/CEO  
Honora Spillane, Secretary  
Kristi Smiley, Treasurer  
Linda McShane, Office of Economic Development  
Karen Doster, Office of Economic Development  
Christopher Andreucci, Harris Beach

**APPROVAL OF REGULAR MEETING MINUTES – APRIL 10, 2014**

Upon a motion by Scott Koldin, seconded by Thomas Bezigian, the OCDC Board approved the regular meeting minutes of April 10, 2014. Motion was carried unanimously.

(Len Manfrates arrived at meeting.)

**TREASURER'S REPORT**

Kristi Smiley gave a brief review of the Treasurer's Report for the month of April 2014.

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

## PAYMENT OF BILLS

Kristi Smiley gave a brief review of the Payment of Bills Schedule #040.

Upon a motion by Scott Koldin, seconded by James Farrell, the OCDC Board approved the Payment of Bills, Schedule #040 with General Expenses being \$129,473.86 and Marketing being \$1,430.92. Motion was carried unanimously.

## CONFLICT OF INTEREST

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

## JEWISH HOME OF CENTRAL NEW YORK

Chris Andreucci stated that OCDC induced the project in November and there was some work that had to be done to make sure the bonds could be sold in a public market. He stated that a feasibility had to be done to project the revenue of the Jewish Home operations and to make sure there was sufficient equity in debt service coverage ratios. He stated that the feasibility has been drafted and it shows that there are sufficient reserves to sell the bonds. He stated that the underwriter has a schedule has it going to the market the end of the month and probably closing mid-June or early July depending on long it will take to market the bonds. He stated that it is for about \$22,000,000.

Cydney Johnson asked if \$22,000,000 if the original amount they requested. Chris Andreucci stated yes.

Scott Koldin asked how many votes are required to approve this. Chris Andreucci asked Mr. Koldin if he is going to abstain. He stated that Mr. Koldin does not have a conflict of interest but he is certainly free to abstain.

Upon a motion by James Farrell, seconded by Thomas Bezigian, 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 and authorizing a public hearing. Scott Koldin Abstained. Motion was carried.

#### NORTH COUNTRY PROCUREMENT TECHNICAL ASSISTANCE CENTER

Lynn Pietroski thanked the Board for allowing them to come down. She stated that she is the President of the Chamber of Commerce in Watertown and they are the host organization for the Procurement Program. She stated that the Procurement Program has been with them since 2008. She stated that if anyone is familiar with Federal grants there are a lot of loopholes. She stated that there is a 50% match to the grant so whatever their budget is they have to take 50% of that and get a cash match. She stated that probably over the course of the past 3 years they have seen substantial growth in the numbers in Onondaga which is included in the material forwarded to the Board members. She stated that they are looking to see if it is something OCDC would like to partner with them on. She stated that they submitted the proposal was submitted to the Federal government last week and they will get official word hopefully in August and then the calendar year will begin in September through August. She stated they would like to continue to offer the service in Syracuse and this request would allow Steven Barr or another staff member to be down here once a week. She stated that currently Mr. Barr comes about twice a month. She stated that they have some great relationships.

Steve Barr stated that North Country PTAC has been in Watertown since 2008 and originally covered the tri-county area which is why they had the North Country name attached to the program. He stated that as the program grew over time they picked up Oswego and Oneida County. He stated that they were good with five counties with one person for the longest time but then he received a call asking if he would like to pick up Onondaga County. He stated that Onondaga County would be as busy as all his five counties combined. He stated that he had to decide if it was viable for them or not. He stated that after long discussions they decided to go for it. He stated that they picked up Onondaga County and some more northern counties too because of economic alignment with their regional councils in the State. He stated that they do government contracting on all levels, federal, state and local. He stated that ideally they specialize with the federal government due to their funding and training requirements. He stated that with New York State's certifications, they do have authority to assist with women and



minority business owned enterprise certifications. He stated that currently their colleagues throughout the state are working with the Governor's office to help formulate and implement the veteran program as well for New York State. Steve Barr gave an overview of the PTAC's services for federal, state and local contract assistance.

James Farrell asked for a couple of examples of small businesses. Steve Barr stated that a lot of times small business are interested in government contracting but they do not know where they bid in. He stated that PTAK will sit them down and figure out where their needs are. He stated that he had met a person who is a veteran from Syracuse that came to him because he wanted to mow lawns. He stated that they talked it over, came up with a business plan and a strategy. He stated that he obtained the work order, submitted his package and received the contract. He stated that he now has a \$7,000,000 company going for him for the next 5 years and it is guaranteed work. He stated that it is on the bigger scale and they have some smaller whether it is just coming with PTAC or coming to an event and meeting the right people. He stated that they cover all ends. He stated that the majority of government contracts especially the federal are 70-80% done on credit cards.

James Farrell asked what the legal structure is of the entity as far as the affiliation with the Chamber of Commerce. Stephen Barr stated that PTAC operates under the same legal structure as the Chamber so they are a 501-C-6 not for profit.

James Farrell asked if they are part of something else. Stephen Barr stated that it is a complicated program how it operates. He stated that he is a Chamber employee, the Chamber applies for the grant and he is paid through the federal government. He stated that he would operate under federal guidelines that any federal employee would operate under.

Lynn Pietroski stated that the organization, the Chamber of Commerce, is contracted with the Federal government and PTAC signs that contract agreement with them. She stated that all the liability lies on the Chamber of Commerce.

Matt McAnaney stated that PTAC has a goal to add approximately 30-40 new clients to work for them in Onondaga County throughout the next year and approximately 100 to follow up. He asked what is meant by their goal is to add 30-40. Stephen Barr stated that it is a free service so

they need them to fill out the paperwork which is as easy as going online and giving a digital signature. He stated that will add the business to their system. He stated that they have to be qualified for government contract to be considered a client. He stated that once PTAC receives the application, it is reviewed, get them in the Federal system and make sure they are an active company looking to pursue government contracts. He stated that once that is determined they will accept them as a client and that is where the number comes from.

Kristi Smiley stated that he believes that is where some of the partnerships come in with the Small Business Development Corporation because they can provide a little but are usually referred over to PTAC in terms of the small businesses to work with them to better educate them and be able to transition to support staff that has the resources.

Scott Koldin stated that essentially what PTAC does is facilitate between potential businesses and match them up with a need in the government. Stephen Barr agreed.

Scott Koldin stated that to make sure we are within OCDC's mission, he asked if the \$10,000 request, does that have to be earmarked in our County. Chris Andreucci stated yes.

Scott Koldin asked if the \$10,000 grant they are seeking is going into a general fund or is it specifically going to be earmarked for Onondaga County. Lynn Pietroski stated that they earmark it for Onondaga County.

Nora Spillane stated that the contract service agreement would be written that way.

Lynn Pietroski stated that as Mr. Barr moves forward with expanding services into Onondaga County, \$10,000 is on the low end so the Board can rest assure that it would be spent in Onondaga County.

James Farrell stated that he perceives that there is experience with staff working with PTAC already. Kristi Smiley stated that we get calls weekly from really small businesses starting up and looking for different services that just aren't our area of expertise. She stated the office continually works a lot with the Small Business Development Corporation in terms of getting their business plans up and going and knowing what is out there for them. She stated that a lot of



times when they are brainstorming they ask if they are aware of the government contracts that can be available to them and setting them up with what they need to do. She stated that if they don't have the business plan they are sent to SBDC and then they will hook up with PTAC later. She stated that sometimes it is a direct referral to PTAC. She stated that about 70% of the calls to this office we are not actually the end ones that help them. She stated that the office does a lot of referral business to them. She stated that staff sees it every day.

Cydney Johnson asked if they will reside in this office. Kristi Smiley stated that they have some time at CenterState. She stated that what the office did with Joan Powers was we let her use the small conference room once a month. She stated that there are a few extra cubicles or the small conference room is blocked out for the day to meet with individuals here.

Nora Spillane stated that our location is great for people to ride the bus getting here and the feasibility to get downtown is much easier than some of the other places people may work.

Scott Koldin asked how a small business in Onondaga County knows about PTAC and how does PTAC reach these people so they know that they are there as a resource. Stephen Barr stated that traditionally it is the partners that they work with whether it is the County, the City, the Women's Business Center, the SBDC or the SBA referrals. He stated that now they actually come out here and do workshops and they will market that. He stated that they do press releases in the media as well to get awareness of the events.

Lisa Pietroski stated that the Chamber has the ability to market. She stated that they have close to 900 members at the Chamber and she would say that 20% of their members are from the Syracuse/Onondaga area. She stated that they have had a strong presence of Onondaga businesses coming to the Watertown and surrounding area.

Stephen Barr stated that their best form of referral is their current clients.


Cydney Johnson asked if the organization is in conflict with anything within Onondaga County presently. Kristi Smiley stated no.

Cydney Johnson asked if anyone else is doing this. Kristi Smiley stated no. She stated that Joan Powers can do some things but they are so inundated with business plans and everything else they typically refer out. She stated that she reached out to SBDC and they had a great experience with PTAC.

Cydney Johnson asked if this fit within OCDC's guidelines with funding that doesn't sit in our county. Chris Andreucci stated that it is going to be directed into the County.

Upon a motion by James Farrell, seconded by Scott Koldin, the OCDC Board approved a resolution authorizing the signing by an office of the Corporation of the service contract and all other related documents with the Greater Watertown North Country Chamber of Commerce. Motion was carried unanimously.

Upon a motion by Scott Koldin, seconded by Cydney Johnson, the OCDC Board adjourned the meeting at 9:03 am. Motion was carried unanimously.



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Honora Spillane, Secretary

