



Onondaga Civic Development Corporation

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

PHONE: 315.435.3770 • FAX: 315.435.3669 • ONGOVED.COM

OCDC Regular Meeting Agenda

**9:00 a.m. at the Onondaga County Office of Economic Development
March 7, 2022**

9:00 a.m. Call to Order

- A. Approval of January 5, 2022 Meeting Minutes**
- B. Approval of January 5, 2022 Organizational Meeting Minutes**
- C. Treasurer's Report**
- D. Payment of Bills**
- E. Conflict of Interest**

Discussion Items:

ADJOURN

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
January 5, 2022

The Regular meeting of the Onondaga Civic Development Corporation convened on Wednesday, January 5, 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 9:03 am with the following:

PRESENT:

Michael LaFlair
Mitch Latimer
Kevin Kuehner
Virginia Biesiada O'Neill

ABSENT:

Alison Miller
Kimberly Townsend

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Carolyn Evans-Dean, Economic Development
Nate Stevens, Treasurer
Karen Doster, Recording Secretary
Christopher Andreucci, Harris Beach
Karen Doster, Recording Secretary

APPROVAL OF REGULAR MEETING MINUTES - NOVEMBER 18, 2021

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the regular meeting minutes of November 18, 2021. Motion was carried unanimously.

TREASURER'S REPORT

Nate Stevens gave a brief review of the Treasurer's Report for the month ending December 2021.

Upon a motion by Mitch Latimer, seconded by Kevin Kuehner, the OCDC Board approved the Treasurer's Report for the month ending December 2021. Motion was carried unanimously.

PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills, Schedule #101.

Upon a motion by Virginia Biesiada O'Niell, seconded by Kevin Kuehner, the OCDC Board approved the Payment of Bills scheduled #101 with General Expenses being \$153,985.74. Motion was carried unanimously.

CONFLICT OF INTEREST

Carolyn Evans-Dean stated based upon the items on the agenda today a conflict of interest is not necessary.

Upon a motion by Kevin Kuehner, seconded by Mitch Latimer, the OCDC Board adjourned the meeting at 9:05 am. Motion was carried unanimously.

Carolyn Evans-Dean, Secretary

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Organizational Meeting Minutes
January 5, 2022

The Organizational meeting of the Onondaga Civic Development Corporation convened on Thursday, January 5, 2022 via Zoom Teleconference.

Michael LaFlair called the meeting to order at 9:05 am with the following:

PRESENT:

Michael LaFlair
Mitch Latimer
Kevin Kuehner
Gerald Albrigo

ABSENT:

Kimberly Townsend
Alison Miller

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Carolyn Evans-Dean, Secretary
Nate Stevens, Treasurer
Karen Doster, Recording Secretary
Christopher Andreucci, Harris Beach PLLC

APPROVAL OF ORGANIZATIONAL MEETING MINUTES JANUARY 14, 2021

Upon a motion by Kevin Kuehner, seconded by Mitch Latimer, the OCDC Board approved the organizational meeting minutes of January 14, 2021. Motion was carried unanimously.

APPOINTMENT OF OCDC BOARD

Upon a motion by Virginia Biesiada O'Neill, seconded by Mitch Latimer, the OCDC Board approved a resolution appointing Michael LaFlair, Kimberly Townsend, Alison Miller, Mitchell Latimer, Kevin Kuehner and Virginia Biesiada O'Neill to the OCDC Board; Chairperson – Michael LaFlair; President & CEO – Robert Petrovich; Treasurer – Nathaniel Stevens; Assistant Treasurer – Christopher Cox; Secretary – Carolyn Evans-Dean; Recording Secretary – Karen Doster; Governance Committee Members-Mitch Latimer, Kevin Kuehner, Virginia Biesiada O'Neill; Finance Committee Members-Alison Miller, Kimberly Townsend, Mitch Latimer;

Audit Committee Members-Michael LaFlair, Alison Miller, Kevin Kuehner. Motion was carried unanimously.

APPOINTMENT OF VENDORS
OCDC COUNSEL

Robert Petrovich stated consistent with prior practice this is a reappointment for 2022 of Harris Beach as primary counsel to the Development Corporation and Bond, Schoeneck & King, Hancock & Estabrook, Trespacz & Marquardt, Barclay Damon and Nixon Peabody is conflict counsel.

Upon a motion by Virginia Biesiada O'Neill, seconded by Mitch Latimer, the OCDC Board approved a resolution reappointing Harris Beach as primary counsel and Bond, Schoeneck & King, Hancock & Estabrook, Trespacz & Marquardt, Barclay Damon and Nixon Peabody as conflict counsel. Motion was carried unanimously.

AUDIT SERVICES

Robert Petrovich stated consistent with past practice we are reappointing for 2022 Grossman St. Amour CPAs as primary auditing firm for the Development Corporation and Bonadio & Co. would be conflict or special audit firm.

Upon a motion by Virginia Biesiada O'Neill, seconded by Kevin Kuehner, the OCDC Board approved a resolution reappointing Grossman St. Amour, CPAs, PLLC as primary auditing firm and Bonadio & Co., LLP as conflict auditing firm. Motion was carried unanimously.

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board adjourned the meeting at 9:09 am. Motion was carried unanimously.

Carolyn Evans-Dean, Secretary



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February 28, 2022

Revenue / Expense / Income	Current Period	Year to date	2022 Budget Amount	Current YTD Change to Budget
Operating Revenue	2	5	407,700	(407,695)
Administrative Expense	2,971	7,403	100,000	(92,597)
Operating/Program Exp.	14,673	23,367	307,700	(284,333)
Net Ordinary Income	(17,642)	(30,765)	-	(30,765)

Current Assets	Current YTD	Prior YTD
Total Cash	701,271	625,546
Less Pass Through Received	-	-
Available Cash	701,271	625,546
Receivables	299,632	332,159
Other	-	-
Total	1,000,904	957,705

Reserve for Contracts	
County Operations	92,597
Marketing	1,000
Economic Growth Fund 2022 Contracted	-
Economic Growth Fund Previous Contracts	81,554
Rent	120,000
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	426,611

Receivables	
0-120 days	-
> 120 days	299,632
Total	299,632



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February 28, 2022

Growth Fund Detail				
Service Provider	Contract Amount	Approval Date	Amount Paid	Contract Due
2019 Service Contracts	Contract Amount	Approval Date	Amount Paid	Contract Due
SUNY ESF Water Protection	\$99,999	8/22/2019	\$53,645	\$46,354
			2019 Total Due	\$46,354
2020 Service Contracts	Contract Amount	Approval Date	Amount Paid	Contract Due
G&C Foods EPP	\$12,500	12/10/2020	\$0	\$12,500
			2020 Total Due	\$12,500
2021 Service Contracts	Contract Amount	Approval Date	Amount Paid	Contract Due
Eagle Metalcraft EPP	\$12,500	6/17/2021	\$0	
Armoured One EPP	\$10,200	6/17/2021	\$0	
			2021 Total Due	\$22,700
2022 Service Contracts	2022 GF Budget	2022 Contracts	2022 Budget Remaining	
	\$155,000	\$0	\$155,000	
			Amount Paid	
			Reserved Previous Contracts	\$81,554

Onondaga Civic Development Corporation

Profit and Loss

February 2022

	TOTAL
Income	
45000 Non-Operating Revenue	
45030 Interest	
45030.1 Bank Interest	2.44
Total 45030 Interest	2.44
Total 45000 Non-Operating Revenue	2.44
Total Income	\$2.44
GROSS PROFIT	\$2.44
Expenses	
62000 Operating Expenses	
62890 Rent	8,336.00
63000 Administrative Expense	2,971.44
64000 Economic Growth Fund	
64000.2 Service Contracts	5,500.00
Total 64000 Economic Growth Fund	5,500.00
65010 Office Expense	
65010.1 Copier	317.01
65010.2 Internet	519.98
Total 65010 Office Expense	836.99
Total 62000 Operating Expenses	17,644.43
Total Expenses	\$17,644.43
NET OPERATING INCOME	\$ -17,641.99
NET INCOME	\$ -17,641.99

Onondaga Civic Development Corporation

Balance Sheet

As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	317,448.46
101 Petty Cash	9.13
102 First Niagara Checking	5,881.09
103 M&T Checking	377,932.41
Total Bank Accounts	\$701,271.09
Other Current Assets	
450 Loans Rec.	
451 Quasi Equity Rec	
451.2 Sly Tech	24,632.43
Total 451 Quasi Equity Rec	24,632.43
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.	299,632.43
Total Other Current Assets	\$299,632.43
Total Current Assets	\$1,000,903.52
Fixed Assets	
15000 Furniture and Equipment	14,923.00
Total Fixed Assets	\$14,923.00
TOTAL ASSETS	\$1,015,826.52

Onondaga Civic Development Corporation

Balance Sheet

As of February 28, 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	117,925.67
Total 600 Accounts Payable	117,862.60
Total Accounts Payable	\$117,862.60
Total Current Liabilities	\$117,862.60
Total Liabilities	\$117,862.60
Equity	
31500 Reserve for Contracts	370,911.00
31700 Reserved for Micro Loan loss	54,200.00
31725 Downtown Comm GIS Pre-payment	1,500.00
Total 31500 Reserve for Contracts	426,611.00
31600 Equity - Unreserved	-370,910.77
32000 Unrestricted Net Assets	873,028.54
Net Income	-30,764.85
Total Equity	\$897,963.92
TOTAL LIABILITIES AND EQUITY	\$1,015,826.52

ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILL - SCHEDULE #102
March 7, 2022

GENERAL EXPENSES

1.	<u>SYRACUSE-ONONDAGA PLANNING AGENCY*</u> 1st and Final Service Contract Payment	\$	5,500.00
2.	<u>TOSHIBA FINANCIAL SERVICES*</u> Inv#463355909, Jan-Feb 2022 Copier	\$	317.01
3.	<u>CHARTER COMMUNICATIONS*</u> Jan-Feb 2022 Internet Service	\$	519.98
4.	<u>WASHINGTON/WALTON COMPANY, LLC*</u> February 2022 Rent	\$	8,336.00
5.	<u>TOSHIBA FINANCIAL SERVICES</u> Inv#465772259, Feb-Mar 2022 Copier	\$	332.69
6.	<u>HARRIS BEACH PLLC</u> Inv#8844449, Legal thru January 2022	\$	105.00
7.	<u>WASHINGTON/WALTON COMPANY, LLC</u> March 2022 Rent	\$	<u>8,336.00</u>
	Total	\$	23,446.68

*Ratification of Checks dated February 8, 2022