

**City of Syracuse Industrial Development Agency**

201 East Washington Street,  
6th Floor Syracuse, NY 13202  
Tel (315) 473-3275

---

Minutes

Finance Committee Meeting  
Friday, January 10, 2020

---

**Committee Members Present:** Michael Frame, Rickey Brown.

**Committee Members Absent:** Kenneth Kinsey.

**Staff Present:** Judith DeLaney, Susan Katzoff, Esq., John Vavonese, Debra Ramsey-Burns.

**Others Present,** Kathleen Murphy, Steven Thompson, Jake Dishaw.

---

**I. Call Meeting to Order**

Mr. Frame called the meeting to order at 8:02 a.m.

**II. Roll Call**

Mr. Frame acknowledged all Committee members were present.

**III. Proof of Notice**

Mr. Frame noted notice of the meeting had been timely and properly provided.

**IV. Minutes**

Mr. Frame asked for a motion approving the minutes from the December 10, 2020 Finance Committee meeting. Mr. Kinsey made the motion. Mr. Frame seconded the motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION APPROVING THE MINUTES OF THE DECEMBER 10, 2020 FINANCE COMMITTEE MEETING.**

**V. New Business**

**Open Counter Enterprise Inc.**

Ms. DeLaney reviewed a request from the Central Permit Office requesting the Agency pay a portion of the second year of a three year subscription in the amount of \$22,500.00 with Open Counter Enterprises for the provision of consulting and software technology services for the City's business portal.

She noted as discussed at the December Board meeting the Directors in 2018 approved the first year of the contract with the expectation the City would take over the final two years as part of the 2019-2020 budget. It recently came to the Agency's attention that due to an oversight the item never made it into last year's budget and the Agency was in receipt of a request to pay the second year subscription of \$45,000.00. She said the Board of Directors tabled the item and requested a Finance Committee meeting be scheduled to discuss the matter further and hear from the Central Permit Office.

Since that time in discussions with the Director of the Central Permit Office the request to the Agency has been modified to fund only the first six months of 2020 at a cost of \$22,500.00 with the balance of year two and year three to be paid by the City through the budgeting process.

She noted Jake Dishaw the Director of the Central Permit Office was present to talk more about the Project. Mr. Dishaw advised the technology services had been working well and was proving invaluable to residents making use of it. In response to a question from Mr. Brown he said his office has received positive feedback from contractors in general and noted the site continued to be very active. He also said his office has already added a request to have the remainder of the contract funded through this year's City's budget.

There being no further discussion Mr. Frame asked for a motion to make a recommendation to the Board of Directors on the request. Mr. Brown made the motion. Mr. Frame seconded the motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS APPROVAL OF A RESOLUTION EXPENDING AN AMOUNT NOT TO EXCEED \$22,500 PURSUANT TO CONTRACT WITH OPENCOUNTER ENTERPRISES, INC. RELATIVE TO THE DEVELOPMENT OF ONLINE TOOLS TO ENCOURAGE AND ENHANCE ECONOMIC DEVELOPMENT ACTIVITIES.**

## **VI. Adjournment**

There being no further business to discuss Mr. Frame asked for a motion to adjourn the meeting. Mr. Brown made the motion. Mr. Frame seconded the motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 8:12AM.**