

City of Syracuse  
Industrial Development Agency  
201 East Washington Street, 6<sup>th</sup> Floor  
Syracuse, NY 13202  
Tel (315) 473-3275

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Minutes  
Board of Directors Meeting  
Tuesday December 18, 2018

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**Board Members Present:** Kenneth Kinsey, Kathleen Murphy, Michael Frame, Rickey T. Brown

**Excused Board Members:** Steven Thompson

**Staff Present:** Honora Spillane, Meghan Ryan, Esq., Judith DeLaney, John Vavonese, Sue Katzoff, Esq., Debra Ramsey-Burns.

**Others Present:** Aggie Lane, Rich Puchalski, Tim Lynn, Sheila Sicilia, Jessica Maxwell, Jonathan Graham, Ryland Heagerty, Stephanie Pasquale, Ryan Benz, Philip Maguire, Suzanne Slack, Kenneth Smith, Ariel Halstead, Rahzie Seek, Kevin McAuliffe, Rebecca Fuentes, M. Kelly

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**I. Public Hearing**

**Alan Byer Auto Sales LLC**

Mr. Frame opened the Public Hearing at 8:30 a.m. and asked Ms. Spillane to read verbatim the Notice of Public Hearing on the Project. A copy of the notice is attached and included in the minutes.

After Ms. Spillane read the notice, Mr. Frame asked if anyone in attendance wished to speak in favor of the Project. Kevin McAuliffe who represents the Company addressed the Board. Mr. McAuliffe noting the Company had been in business since 1973 at the same location said the Project would entail a complete cosmetic renovation of the dealership as specified by the Volvo Corporation. He said the estimated cost of the project was \$5 million dollars and the Company anticipated hiring 12 additional employees after the renovation was completed. He noted because of the timing involved in ordering required Volvo construction designed materials the Company was requesting a temporary sales tax appointment prior to closing.

Mr. Frame then asked if anyone else in attendance wished to speak in favor of the Project. No one spoke.

Mr. Frame asked one last time if anyone wished to speak in favor of the Project. No one else spoke.

Mr. Frame then asked if anyone wished to speak in opposition of the project.

Aggie Lane of the Urban Job Task Force (UJTF) spoke in opposition to the Project. She said while not being opposed to the Project itself she said the Board needed to implement a policy similar to the City of Syracuse guaranteeing City residents would get jobs associated with the project.

Mr. Frame then asked if anyone else in attendance wish to speak in opposition of the project.

Rich Puchalski of Syracuse United Neighbors (SUN) also spoke against the project. He said the southwest and near Westside neighborhoods had a large number of vacant and unoccupied houses. He stated that SIDA pays no attention to this issue and that these properties need to be rehabilitated and returned to the tax rolls.

Mr. Frame asked one last time if anyone else in attendance wish to speak in opposition of the project. No one spoke.

Mr. Frame closed the Public Hearing at 8:50am

### **Acropolis Center LLC**

Mr. Frame opened the Public Hearing at 8:30 a.m. and asked Ms. Spillane to read verbatim the Notice of Public Hearing on the Project. A copy of the notice is attached and included in the minutes.

After Ms. Spillane read the notice, Mr. Frame asked if anyone in attendance wished to speak in favor of the project.

Ryan Benz an owner of the Project spoke in favor. Mr. Ryan said his company was in the process of acquiring two buildings at the corner of South Salina and Jefferson. He said the two phase project at an estimated \$10.5 million dollars will do much to revitalize this dilapidated neighborhood corridor with the inclusion of new restaurants and national chain retailers. He also said that some of the planned residential units would be rented as affordable low income units.

Mr. Frame then asked an additional two times if anyone else in attendance wished to speak in favor of the project. No one spoke.

Mr. Frame then asked if anyone wish to speak in opposition of the project.

Rich Puchalski of SUN spoke. He said he wished to educate the SIDA Board about conditions in the neighborhood. He advised the Land Bank has over 900 vacant properties in its inventory. There are 190 vacant houses and lots on the Near West side, 46 vacant houses and lots in skunk City and 88 vacant houses and lots on South West side. He said many properties are in foreclosure and expressed his belief that tax breaks were only going to downtown. He said he did not believe the City administration had a long term plan for the benefit of the neighborhoods.

Aggie Lane of the UJTF also spoke. She noted she was please too see that 20% of the residential apartment in the building would be affordable housing. She also said she believed construction wages for

the Project

would not stay in the City but would be earned by people living in the suburbs.

Mr. Frame asked an additional two times if anyone else in attendance wished to speak in opposition to the Project. No one else spoke.

Mr. Frame closed the Public Hearing at 8:50 a.m.

**Deys Plaza LLC**

Mr. Frame opened the Public Hearing at 8:50 a.m. and asked Ms. Spillane to read verbatim the Notice of Public Hearing on the Project. A copy of the notice is attached and included in the minutes.

After Ms. Spillane read the notice, Mr. Frame asked if anyone in attendance wished to speak in favor of the project. No one spoke.

Mr. Frame asked an additional two times if anyone in attendance wished to speak in favor of the Project. No one spoke.

Sheila Sicilia from Syracuse Immigrant & Refugee Defense Network spoke in opposition. She said she was opposed to giving tax breaks to the owner of the building as the Immigration and Customs Enforcement Agency (ICE) was a tenant of the building.

Rebecca Fuentes also spoke in opposition. She said very frightened of the ICE office. She said her own family is required to go there to check into immigration and people are held there. People are being held there. She said a friend was being deported leaving behind a wife and five children. She questioned why the owner of the building was getting tax breaks and who was benefiting from those breaks.

Aggie Lane of UJTF noted she was happy there was no PILOT for this Project as she saw no commercial benefit to the City.

Rich Puchalski of SUN questioned why Downtown received all the benefits while the neighborhoods received none.

Jessica Maxwell said she supports the work of the UJTF and was dismayed at the activities of ICE in the building. She said what they were doing was not right and was an offense to the community.

Mr. Frame then asked an additional two times if anyone else in attendance wished to speak in opposition of the project. No one spoke.

Mr. Frame closed the Public Hearing at 9:10 a.m.

**Towers Realty LR, Ltd.**

Mr. Frame opened the Public Hearing at 9:10 a.m. and asked Ms. Spillane to read verbatim the Notice of Public Hearing on the Project. A copy of the notice is attached and included in the minutes.

After Ms. Spillane read the notice, Mr. Frame asked if anyone in attendance wished to speak in favor of the project.

Tim Lynn identified himself as Counsel for the property owner and asked the Board members if any of them had questions on the Project. As there were no questions, Mr. Frame asked an additional two times if anyone else in attendance wished to speak in favor of the Project. No one else spoke.

Mr. Frame asked one last time if anyone wish to speak in favor of the project. No one spoke.

Mr. Frame then asked if anyone in attendance wished to speak in opposition of the project.

Aggie Lane of the UJTF said she was opposed to giving the Project another PILOT because the original PILOT was expiring. She also questioned whether the \$12 million dollars in construction wages for the Project would go to City residents in the form of jobs.

Rich Puchalski of SUN also was opposed and said that decisions on PILOTS should be voted on by the Common Counsel.

Mr. Frame then asked an additional two times if anyone else in attendance wished to speak in opposition to the Project. No one else spoke.

Mr. Frame closed the Public Hearing at 9:15 a.m.

## **II. Call Meeting to Order**

Mr. Frame called the meeting to order at 9:15 a.m.

## **III. Roll Call**

Mr. Frame acknowledged all board members present except for Steven Thompson who was excused.

## **IV. Proof of Notice**

Mr. Frame acknowledged that notice had been given in a proper and timely manner.

## **V. Minutes**

Mr. Frame asked for a motion approving the minutes from the November 20, 2018 Board of Directors meeting.

Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MINUTES FROM THE NOVEMBER 20, 2018 BOARD OF DIRECTORS MEETING.**

## **VI. New Business**

**Towers Realty LR, Ltd**

Ms. Katzoff reminded the Board members that in November a Public Hearing had been held on the Project and thereafter at the November Board meeting the members has authorized an inducement resolution. She said in the interim terms of a PILOT agreement had been negotiated. She then asked the members to consider a PILOT resolution authorizing a 15 year PILOT utilizing a "Priority Industry" schedule. She said recapture provisions would allow the Agency to terminate the agreement after two years if the Company if certain milestones were not achieved.

Ms. Murphy asked for clarification on the number of jobs to be retained. Ms. Spillane responded it was expected 1500 jobs would be retained as a result of the Project.

There being no further discussion Mr. Frame asked for a motion to approve the resolution. Ms. Murphy made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPROVING A PAYMENT IN LIEU OF TAX SCHEDULE AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY IN CONNECTION WITH A PILOT AGREEMENT.**

He then asked for a motion to approve a Final Resolution for the Project. Ms. Murphy made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY IN CONNECTION WITH A COMMERCIAL PROJECT UNDERTAKEN AT THE REQUEST OF THE COMPANY IN CONNECTION WITH A COMMERCIAL PROJECT UNDERTAKEN AT THE REQUEST OF THE COMPANY.**

#### **Alan Byer Auto Sales Inc.**

Ms. Spillane advised before consideration of resolutions on this Project staff was requesting the Board members approve a waiver of a conflict of interest relative to the Project. She said the attorney representing the Project, Kevin McAulliffe was a partner in the Barclay Damon Law Firm. She reminded the Board that the Agency was also represented by Mark McNamara of Barclay Damon in other matters. She said the Company had already signed a conflict waiver interest in this matter.

There being no discussion, Mr. Frame asked for a motion. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A WAIVER OF A CONFLICT OF INTEREST IN THIS MATTER.**

Ms. Katzoff noting a Public Hearing had just concluded on the Project asked the Board members to consider resolutions approving the Project. She said the first resolution for the Board's consideration was an Inducement resolution, determining under SEQRA the Project was a "Type II" requiring no further action and outlining the benefits to be received including a sales tax exemption benefit of \$140,000.00 a mortgage tax exemption benefit of \$26,250.00. She said additionally the owner was requesting a temporary sales tax appointment.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED**

**A RESOLUTION AUTHORIZING THE UNDERTAKING, ACQUISITION, RECONSTRUCTION, RENOVATION, EQUIPPING AND COMPLETION OF A PROJECT; APPOINTING THE COMPANY AS AGENT OF THE AGENCY FOR THE PURPOSE OF THE ACQUISITION, RECONSTRUCTION, RENOVATION, EQUIPPING AND COMPLETION OF THE PROJECT; AND AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT BETWEEN THE AGENCY AND THE COMPANY.**

Ms. Katzoff then asked the Board to consider a PILOT resolution for the Project utilizing a 10 year standard schedule.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPROVING A PAYMENT IN LIEU OF TAX SCHEDULE AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY IN CONNECTION WITH A PILOT AGREEMENT.**

Ms. Katzoff then asked the Board to approve a Final resolution for the Project.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Mr. Kinsey made the motion. Mr. Brown seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY IN CONNECTION WITH A COMMERCIAL PROJECT UNDERTAKEN AT THE REQUEST OF THE COMPANY.**

#### **Acropolis Center LLC**

Ms. Katzoff noting a Public Hearing had also just concluded on the Project asked the Board members to consider resolutions approving it.

She said the first resolution for consideration was a SEQRA Resolution determining the Project to be a "type 1" action with no further action required.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. . **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION DETERMINING THAT THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, RENOVATION, EQUIPPING AND COMPLETION OF A CERTAIN PROJECT AT THE REQUEST OF ACROPOLIS CENTER, LLC WILL NOT HAVE A SIGNIFICANT EFFECT ON THE ENVIRONMENT.**

Ms. Katzoff then asked the Board members to consider an inducement resolution noting the Project would be receiving a sales tax exemption benefit of \$373,696.00 and a mortgage tax exemption benefit of \$62,033.00.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION AUTHORIZING THE UNDERTAKING, ACQUISITION, CONSTRUCTION, RECONSTRUCTION, RENOVATION, EQUIPPING AND COMPLETION OF A MIXED-USE FACILITY; APPOINTING THE COMPANY AS AGENT OF THE AGENCY FOR THE PURPOSE OF THE ACQUISITION, CONSTRUCTION, RE-**

**CONSTRUCTION, RENOVATION, EQUIPPING AND COMPLETION OF THE PROJECT; AND AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT BETWEEN THE AGENCY AND THE COMPANY.**

Mr. Katzoff then asked the members to approve a PILOT resolution for the Project advising the Company would be receiving a 15 year PILOT utilizing a Priority/Residential schedule as it had agreed to rent 20% of the residential units as “affordable units”.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPROVING AN PAYMENT IN LIEU OF TAX SCHEDULE AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY IN CONNECTION WITH A PILOT AGREEMENT.**

Mr. Katzoff then asked the Board members to approve a Final Resolution for the Project.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS BY THE AGENCY IN CONNECTION WITH A COMMERCIAL PROJECT UNDERTAKEN AT THE REQUEST OF THE COMPANY.**

**Deys Plaza LLC**

Mr. Frame advised he would like to make a motion to table a decision on this Project until there could be further discussion with the owners.

There being agreement among the members, he asked for a motion. Mr. Kinsey made the motion. Ms. Murphy seconded. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO TABLE A DECISION ON THIS PROJECT PENDING FURTHER DISCUSSION WITH THE OWNERS.**

**Commonspace Warren, LLC**

Ms. Spillane advised the Board the Agency had received an application for financial assistance from the Company for a project to be located at 341-359 South Warren Street. (Application included in the Board’s agenda packet). She said the proposal included the redevelopment of two historic buildings partially vacant into a mixed use to include 44 residential units, a 12,900 foot expansion of the Co-Works space and the addition of 10 private offices. She said the cost of the project is estimated to be \$12,044,929.00 and will be financed partially thru the use of historic tax credits. The Company is requesting sales and mortgage benefits from the Agency. She then asked the Board to approve a resolution authorizing a Public Hearing.

There being no discussion Mr. Frame asked for a motion to approve the resolution. Mr. Kinsey made the motion. Mr. Brown seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION DETERMINING THAT THE ACQUISITION, RECONSTRUCTION, RENOVATION, EQUIPPING AND COMPLETION OF A COMMERCIAL FACILITY AT THE REQUEST OF THE COMPANY CONSTITUTES A**

**PROJECT; DESCRIBING THE FINANCIAL ASSISTANCE IN CONNECTION THEREWITH; AND AUTHORIZING A PUBLIC HEARING.**

**Joint School Construction Board**

Ms. Spillane advised the Agency has received an application for bond funding from the JSCB to finance improvements at both Corcoran and Nottingham High schools in an amount not to exceed \$80,000,000.00. She noted a full description and application was included in the Board's agenda packet. She requested the Board approve resolutions authorizing both a Public Hearing and the appointment of the Agency as "Lead Agency" for purposes of SEQRA.

There being no discussion Mr. Frame asked for motions to approve both resolutions. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED AUTHORIZING A RESOLUTION AUTHORIZING A PUBLIC HEARING IN CONNECTION WITH THE UNDERTAKING OF A PROJECT BY THE AGENCY AND THE ISSUANCE BY THE AGENCY OF ITS SCHOOL FACILITY REVENUE BONDS (SYRACUSE CITY SCHOOL DISTRICT PROJECT), SERIES 2019A ON THE BONDS FOR THE PROJECT.**

Mr. Kinsey made the motion. Mr. Brown seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION CLASSIFYING A CERTAIN PROJECT AS A TYPE I ACTION AND DECLARING THE INTENT OF THE CITY OF SYRACUSE INDUSTRIAL DEVELOPMENT AGENCY TO BE LEAD AGENCY FOR PURPOSES OF A COORDINATED REVIEW PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT**

**321 South Salina Street LLC**

Ms. Katsoff advised the Agency had received correspondence from the Company requesting approval of an extension of the Sales tax appointment on the Project until March 31, 2019. She said the Project is anticipated to be completed by that time, the Company has affirmed it has not exceeded the benefits originally approved and there is no request for additional benefits.

There being no discussion Mr. Frame asked for a motion to approve a resolution. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY AUTHORIZED A RESOLUTION APPROVING AN EXTENSION OF THE SALES TAX APPOINTMENT OF 321 SOUTH SALINA STREET, LLC AS AGENT OF THE AGENCY UNTIL MARCH 31, 2019; AND AUTHORIZING THE EXECUTION OF ANY AND ALL NECESSARY DOCUMENTS.**

**900 East Fayette Street Group, LLC**

Ms. Katsoff said the Agency had also received a request from this Company to approve an extension of the e Sales tax Appointment on this Project until April 15, 2019 to complete construction. She said the Company has affirmed it has not exceeded the benefits originally approved and there is no request for additional benefits.

There being no discussion Mr. Frame asked for a motion approving a resolution authorizing an extension.

Mr. Kinsey made a motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED RESOLUTION APPROVING AN EXTENSION OF THE SALES TAX APPOINTMENT OF 900 EAST FAYETTE GROUP, LLC AS AGENT OF THE AGENCY UNTIL APRIL 15, 2019; AND AUTHORIZING THE EXECUTION OF ANY AND ALL NECESSARY DOCUMENTS.**

**State Tower Building LLC**

Mr. Katzoff said the Agency has received a correspondence from the Company requesting an extension of Sales Tax Appointment and Agency Leases for the Project through December 31, 2019. She said the Company is requesting the extension to complete ongoing garage work and some tenant improvements. There is no request for increase in benefits. As the Agency Lease will also expire December 31, 2018 an extension of it until December 31, 2019 is also required.

There being no discussion Mr. Frame asked for a motion approving a resolution authorizing the request. Mr. Kinsey made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPROVING AN EXTENSION OF THE TERM OF THE LEASES BETWEEN THE AGENCY AND THE COMPANY AND THE SALES TAX APPOINTMENT OF STATE TOWER BUILDING, LLC AS AGENT OF THE AGENCY UNTIL DECEMBER 31, 2019; AND AUTHORIZING THE EXECUTION OF ANY AND ALL NECESSARY DOCUMENTS.**

**BVSHSSF Syracuse LLC**

Ms. Katzoff said the Company is requesting a retroactive extension of the sales tax appointment for the Project until June 1, 2019 due to delays in construction when the Project is slated for completion. She said the Sales tax Appointment and Agency lease on this project expired September 30, 2018 necessitating a retroactive approval of both. There is no request for an increase in benefits and the Company has affirmed it has not exceeded benefits already authorized.

There being no discussion, Mr. Frame asked for a motion approving a resolution authorizing the request. Ms. Murphy made the motion. Mr. Brown seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPROVING AN EXTENSION OF THE TERM OF THE LEASES BETWEEN THE AGENCY AND THE COMPANY AND THE SALES TAX APPOINTMENT OF STATE TOWER BUILDING, LLC AS AGENT OF THE AGENCY UNTIL JUNE 1, 2019; AND AUTHORIZING THE EXECUTION OF ANY AND ALL NECESSARY DOCUMENTS.**

**Maguire Family Limited Partnership**

Ms. Katzoff advised the Agency had also received a request from this Company authorizing an extension of the Sales Tax appointment through August 1, 2020 when they anticipate the Project will be completed. She said the Project had encountered numerous preconstruction planning delays but was now on track to begin construction in the spring of 2019. She said the Company has not used any of the sales tax exemption benefit to this point and is not requesting any increase of benefits.

There being no discussion, Mr. Frame asked for a motion approving a resolution authorizing the request..

Mr. Kinsey made the motion. Mr. Brown seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPROVING A FURTHER EXTENSION OF THE SALES TAX APPOINTMENT OF MAGUIRE FAMILY LIMITED PARTNERSHIP AS AGENT OF THE AGENCY UNTIL AUGUST 1, 2020; AND AUTHORIZING THE EXECUTION OF ANY AND ALL NECESSARY DOCUMENTS .**

**Open Counter Enterprise Inc.**

Ms. Spillane asked the Board to approve an agreement between the Company and the Agency to provide consulting services to establish a “Business Portal” for the benefit of the City of Syracuse in an amount not to exceed \$77,500.00. Noting a description of the proposal was included in the Board’s agenda packet she said the portal would provide online tools to assist business concerns with Zoning and Permitting issues in the City. She noted the Company was the only provider of this type of software at this level of sophistication in the country.

Mr. Frame asked about feedback from the City departments. Ms. Spillane said there had been several meetings with City staff in the affected departments and the feedback had been very positive.

There being no further discussion Mr. Frame asked for a motion to approve the request. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE, EXECUTE AND DELIVER A CONTRACT NOT TO EXCEED \$77,500.00 TO ENGAGE OPENCOUNTER ENTERPRISES, INC. TO ASSIST IN THE DEVELOPMENT OF ONLINE TOOLS TO ENCOURAGE AND ENHANCE ECONOMIC DEVELOPMENT ACTIVITIES.**

**2019 Board of Directors Meeting Schedule**

Ms. Spillane distributed the 2019 Board of Directors meeting schedule noting the one change would be the meetings would begin at 8:00 am.

Mr. Frame asked for a motion approving the schedule.

Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE 2019 BOARD OF DIRECTORS SCHEDULE.**

**VII. Adjournment**

There being no further business to discuss, Mr. Frame asked for a motion to adjourn. Mr. Kinsey made the motion. Mr. Brown seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 9:40 A.M.**

