
Syracuse Local Development Corporation
201 East Washington Street, 7th Floor
Syracuse, NY 13202
Tel (315) 473-3275

To: Board of Directors
Syracuse Local Development Corporation

From: Judith DeLaney

Date: June 16, 2018

Re: Board of Directors Meeting Agenda – June 16 , 2018

The Syracuse Local Development Corporation will hold a Board of Directors meeting on **June 19, 2018 at 9:00 a.m.** in the **Common Council Chambers**, City Hall, 233 East Washington Street, Syracuse, NY 13202.

The Agenda for the meeting is as follows:

I. Call Meeting to Order –

II. Roll Call – 1

III. Proof of Notice – 2a

IV. Minutes – 2b

Approval of the minutes from the April 27, 2018 Board of Directors meeting.

V. New Business –

SLDC Counsel – Nora Spillane – 3

Selection of a law firm to provide legal services to the SLDC.

Attachment:

1. *RFP*
2. *Proposals*
3. *Evaluation Matrix*

VI. Adjournment –

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PUBLIC MEETING NOTICE

THE SYRACUSE LOCAL DEVELOPMENT CORPORATION

HAS SCHEDULED A BOARD

MEETING FOR

TUESDAY JUNE 19, 2018

AT 9:00 a.m.

IN
Common Council Chambers
304 City Hall
233 W. Washington St
SYRACUSE, NY 13202

For More Information, Please Contact the NBD Office at (315) 473-3275

Syracuse Local Development Corporation

201 East Washington Street, 7th Floor

Syracuse, NY 13202

Tel (315) 473-3275

Minutes

Board of Directors Meeting

Friday April 27, 2018

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

Absent: Steven Thompson

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

Others Present: Michael Lisson.

I. Call Meeting to Order

Mr. Frame called the meeting to order at 8:05 a.m.

II. Roll Call

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

III. Proof of Notice

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

IV. Minutes

Approval of minutes from the October 17, 2017 Board of Directors meeting.

Mr. Frame asked for a motion approving the minutes from the October 17, 2017 Board of Directors meeting. Mr. Kinsey made the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MINUTES FROM THE OCTOBER 17, 2017 BOARD OF DIRECTORS MEETING.**

V. New Business

Committee Appointments

Approval of resolutions appointing certain members of the Board to the Syracuse Local Development Corporation as members to the Audit, Finance, and Governance Committees.

The first resolution to approve is the Audit Committee that will be Rickey Brown, Michael Frame, and Kenneth Kinsey.

Mr. Frame asked for a motion approving a resolution for the Board to add new Committee Members to the Audit Committee. Mr. Brown made the motion. Ms. Murphy seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED APPOINTING RICKEY BROWN AND MICHAEL FRAME AND KENNETH KINSEY TO THE AUDIT COMMITTEE.**

Mr. Frame asked for a motion approving a resolution for the Finance Committee to add new Committee Members. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPOINTING RICKEY BROWN, KATHLEEN MURPHY, AND KENNETH KINSEY TO THE FINANCE COMMITTEE.**

Mr. Frame asked for a motion approving a resolution for the Governance Committee to add new Committee Members. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION APPOINTING RICKEY BROWN, MICHAEL FRAME, KATHLEEN MURPHY, AND STEVEN THOMPSON TO THE GOVERNANCE COMMITTEE.**

2017 Financial Statement

Request to accept the 2017 draft financial statements prepared by the Agency's Independent auditor, Grossman St. Amour, CPA's

Mr. Lisson said it was a clean audit. There was one bond issuance and otherwise no new investments.

Mr. Lisson said it was a good clean audit.

Mr. Frame asked for a motion to accept the 2017 draft financial statements prepared by the Agency's Independent auditor, Grossman ST. Amour, CPA's. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ACCEPT the 2017 DRAFT FINANCIAL STATEMENTS PREPARED BY THE AGENCY'S INDEPENDENT AUDITOR, GROSSMAN ST. AMOUR, CPA'S.**

Allocation of Administrative Fees

Ms. Spillane noted that the City works closely with the Land Bank to transfer tax delinquent properties and return them to productive use. Recently, there has developed a slight backlog of properties in the administrative pipeline, slowing down transfers.

Ms. Spillane said she and Ms. Katzoff discussed how the SLDC may be able to assist, under SLDC's authority to lessen the burdens of government. The proposed solution is for SLDC to pay for an outside paralegal specifically trained in tax foreclosure to assist the City's Office of Corporation Counsel, and assist with the back log.

Mr. Frame asked if they would be a part time City employee.

Ms. Spillane said we would hire Barclay Damon and they would be under the direction of the Corporation Counsel.

Ms. Katzoff said the agreement would be between this board and Barclay Damon and SLDC would pay directly to Barclay Damon

The Board and staff discussed the proposal and procurement.

Mr. Frame said at the next SIDA meeting maybe we could get an update on this situation. Ms. Spillane said how about the July SIDA meeting we will update the Board.

Ms. Katzoff said that Corporation Counsel asked for a retainer letter and she had done that.

Mr. Frame asked for a motion approval of a resolution authorizing the allocation of a portion of the Corporation's administrative fee to the City of Syracuse for the purpose of retaining a paralegal to assist with the process, sale, and/ or foreclosure of certain tax liens. Mr. Brown made the motion. Mr. Kinsey seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION AUTHORIZING THE ALLOCATION OF A PORTION OF THE CORPORATION'S ADMINISTRATIVE FEE TO THE CITY OF SYRACUSE FOR THE PURPOSE OF RETAINING A PARALEGAL TO ASSIST WITH THE PROCESS, SALE, AND/ OR FORECLOSURE OF CERTAIN TAX LIENS.**

VI. Adjournment

There being no other business to discuss. Mr. Frame asked for a motion to adjourn the meeting. Mr. Ricky made the motion. Mr. Kinsey seconded the motion. . **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 8:22 A.M.**