GREATER SYRACUSE
PROPERTY DEVELOPMENT CORPORATION
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Minutes
Greater Syracuse Property Development Corporation
BOARD OF DIRECTORS MEETING
Tuesday, April 9, 2013, 12:30 P.M.
333 W. Washington Street, Suite 130
Syracuse, NY 13202

Board Members Present: Vito Sciscioli, Daniel Barnaba, Mary Beth Primo, Dwight Hicks
Board Members Excused: James Corbett
Others Present: Thomas Babilon, Katelyn Wright, John Sidd, Anthony Marrone, Marty Murphy, David Reed, Bob Morris, Bill Mahood, Honorable Bob Dougherty, Honorable Jake Barrett, Jeff Wright, Paul Driscoll

I. Call to order

Vito Sciscioli called the meeting to order at 12:31 p.m.

II. Roll Call

Mr. Sciscioli noted that all board members were present except for James Corbett who was excused, and Dwight Hicks. Dwight Hicks arrived at 12: 40.

III. Proof of Notice

Mr. Sciscioli noted that the public notice of the meeting had been timely and properly provided.

IV. Minutes

Mr. Sciscioli asked if there were any comments on or amendments to the minutes provided from the March 18, 2013 meeting of the board of directors. Hearing none he asked for a motion to approve the minutes. Dan Barnaba motioned to approve the minutes from the March 18, 2013 Board of Directors meeting. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY ACCEPTED THE MINUTES FROM THE March 18, 2013 BOARD OF DIRECTORS MEETING AS AMENDED.**

V. Old Business

VI. New Business

Resolution authorizing the Chairman of the Board to contract for Legal Services

The Board discussed amending the contract to expire December 31, 2013 with an option for a one-year renewal. Dan Barnaba motioned to pass the resolution authorizing Vito Sciscioli to contract with Menter, Rudin, & Trivelpiece, as amended. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD TO CONTRACT WITH MENTER, RUDIN, & TIVELPIECE FOR LEGAL SERVICES.**

Resolution authorizing the Hiring Committee to issue a Request for Proposals for Rental Property Management

Dan Barnaba motioned to pass a resolution authorizing the Hiring Committee to draft and issue a Request for Proposals for the management of rental properties. Dwight Hicks seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE HIRING COMMITTEE TO DRAFT AND ISSUE A REQUEST FOR PROPOSALS FOR RENTAL PROPERTY MANAGEMENT.**

Resolution authorizing the Hiring Committee to issue a Request for Proposals for Vacant Property Monitoring and Maintenance

Dan Barnaba motioned to pass a resolution authorizing the Hiring Committee to draft and issue a Request for Proposals for vacant property management. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE HIRING COMMITTEE TO DRAFT AND ISSUE A REQUEST FOR PROPOSALS FOR VACANT PROPERTY MANAGEMENT.**

Resolution authorizing the Hiring Committee to advertise for an Executive Director

Tom Babilon noted that the GSPDC's bylaws require that they hire a CFO, but not necessarily an Executive Director. After some discussion the board agreed that it would be most efficient to list the position as a joint position Executive Director/Chief Financial Officer, responsible for both duties as defined in the bylaws. Dan Barnaba motioned to pass a resolution authorizing the Hiring Committee to draft and advertise a job listing for the position of Executive Director/Chief Financial Officer. Mary Beth Primo seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A RESOLUTION AUTHORIZING THE HIRING COMMITTEE TO DRAFT AND ADVERTISE A JOB LISTING FOR THE POSITION OF EXECUTIVE DIRECTOR/CHIEF FINANCIAL OFFICER.**

VII. Discussion

- Administrative tasks: Federal EIN obtained, resolution to establish a bank account and authorize signatories needed next month, setting up payroll and benefits infrastructure

Katelyn Wright described the ongoing work of establishing the organization and setting up the infrastructure for bank accounts, taxes, and insurance. The board directed her to continue work in this regard.

VIII. Adjournment

Mary Beth Primo motioned to adjourn. Dwight Hicks seconded this motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY PASSED A MOTION TO ADJOURN AT 1:34 PM.**