
**GREATER SYRACUSE
PROPERTY DEVELOPMENT CORPORATION**

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Minutes

Greater Syracuse Property Development Corporation

HIRING COMMITTEE MEETING

Thursday, April 11, 2013, 12:30 P.M.

333 W. Washington Street, Suite 130

Syracuse, NY 13202

Members Present: Daniel Barnaba, Mary Beth Primo, Dwight Hicks

Others Present: Tom Babilon, Katelyn Wright, Travis Glazier

I. Call to order

Dan Barnaba called the meeting to order at 12:38.

II. Roll Call

Mr. Barnaba noted that all Hiring Committee members were present.

III. Proof of Notice

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

IV. Minutes

Mr. Barnaba asked for a motion to accept the minutes from March 19th and March 29th. Dwight Hicks motioned to accept the minutes. Mary Beth Primo seconded this motion. **ALL MEMBERS OF THE COMMITTEE PRESENT UNANIMOUSLY ACCEPTED THE MINUTES FROM THE MARCH 29, 2013 AND MARCH 29, 2013 MEETINGS OF THE HIRING COMMITTEE.**

V. New Business

Property Management RFP

The Committee reviewed two draft RFPs—one for vacant properties and one for occupied properties—and requested that they be merged into one solicitation for property management services, that the primary contractor could subcontract for work that they cannot accomplish in-house, and that this would provide one-point of contact for property related issues/complaints. Dan Barnaba motioned that Katelyn Wright make these amendments and issue the RFP as amended. Mary Beth Primo seconded this motion. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY AGREED TO ISSUE THE RFP AS AMENDED.**

Executive Director Job Listing

The Committee reviewed the draft listing last tabled on December 20, 2012 and directed Travis Glazier to further research a few key points for further discussion at their next meeting, to be held on April 26, 2013.

VI. Discussion

VII. Adjournment

Dan Barnaba motioned to adjourn the meeting. Mary Beth Primo seconded this motion. All members of the Hiring Committee unanimously moved to adjourn the meeting at 2:10 PM.