



# *Onondaga County Legislature*

**Kathleen A. Rapp**

**County Legislator – 5<sup>th</sup> District**

**437 Jewell Drive**

**Liverpool, NY 13088**

**Legislature (315) 435-2070**

**Tel. Res. (315) 451-5294**

**Fax: (315) 457-8744**

**E-Mail – [RappKathleen5@gmail.com](mailto:RappKathleen5@gmail.com)**

## **PLANNING & ECONOMIC DEVELOPMENT COMMITTEE AGENDA**

**10:30 a.m.  
December 15, 2016**

**401 Montgomery St., Room 407 Court House  
Syracuse, New York 13202**

- A. A READING OF THE MINUTES OF THE PROCEEDINGS OF THE PREVIOUS COMMITTEE UNLESS WAIVED)
- B. APPROVAL OF THE MINTUES OF THE PROCEEDINGS OF THE PREVIOUS COMMITTEE
- C. PRESENTATION OF RESOLUTIONS AND LOCAL LAWS:
  - 1. COMMUNITY DEVELOPMENT:
    - a. Confirming the Appointment of Martin Skahen as the Director of the Onondaga County Division of Community Development
  - 2. COOPERATIVE EXTENSION ASSOCIATION:
    - a. Confirming Appointment and Reappointment to the Cooperative Extension Association of Onondaga County Board of Directors (Tim Burtis, Michael Plochocki)
  - 3. INDUSTRIAL DEVELOPMENT AGENCY:
    - a. Confirming Reappointment to the Onondaga County Industrial Development Agency (Janice Herzog)
- D. ADJOURNMENT

12.

December 20, 2016

Motion Made By Mr. McMahon

RESOLUTION NO. \_\_\_\_\_

CONFIRMING THE APPOINTMENT OF MARTIN SKAHEN AS THE DIRECTOR OF THE ONONDAGA COUNTY DIVISION OF COMMUNITY DEVELOPMENT

WHEREAS, Joanne M. Mahoney, Onondaga County Executive, has duly appointed and designated Martin Skahen, 228 Wellington Road, Syracuse, New York 13214, to serve as the Director of the Onondaga County Division of Community Development; and

WHEREAS, consistent with the Onondaga County Charter and Administrative Code, such appointment is subject to confirmation by the Onondaga County Legislature; now, therefore be it

RESOLVED, that the Onondaga County Legislature does hereby confirm the appointment of Mr. Skahen to serve as the Director of the Onondaga County Division of Community Development.

Director Community Development  
KMB  
dak

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County of Onondaga  
**Office of the County Executive**

John H. Mulroy Civic Center, 14th Floor  
421 Montgomery Street, Syracuse, New York 13202

Phone: 315.435.3516 Fax: 315.435.8582

[www.ongov.net](http://www.ongov.net)

**Joanne M. Mahoney**  
*County Executive*

**Ann Rooney**  
*Deputy County Executive, Human Services*

**William P. Fisher**  
*Deputy County Executive*

**Mary Beth Primo**  
*Deputy County Executive, Physical Services*

November 17, 2016

TO THE HONORABLE MEMBERS OF THE ONONDAGA COUNTY LEGISLATURE:

Pursuant to Article XIX, Section 1903, of the Onondaga County Charter and Article III, Section 3.07A of the Onondaga County Administrative Code, I hereby appoint, subject to confirmation of the County Legislature, Martin Skahen, to serve as Director of the Onondaga County Division of Community Development, effective Wednesday, December 21, 2016.

Please schedule the appropriate review for the December committee and place Mr. Skahen's nomination on your Session agenda for confirmation on Tuesday, December 20, 2016.

Sincerely,

Joanne M. Mahoney  
County Executive

cc: Lori Tarolli, Esq., Law Department  
Hon. Lisa Dell, County Clerk  
Deborah Maturo, County Legislature

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## Education

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**Maxwell School of Citizenship and Public Affairs, Syracuse, NY (2002)**  
Master of Public Administration  
Certificate in Health Services Management and Policy

**LeMoyne College, Syracuse, NY (1989)**  
Bachelor of Science in Business Administration  
Concentration in Marketing

## Public Sector Experience

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**Onondaga County Office of the County Executive, Syracuse, NY** September 2014-Present  
*Chief of Staff*

- Manage all aspects of communications and media relations for Onondaga County.
- Manage social media accounts.
- Oversee personnel activities.
- Draft speeches and event talking points for County Executive.
- Prepare background and briefings for County Executive for events and meetings.
- Represent the County Executive at events and meetings.
- Work with Deputy County Executives and Department Heads to ensure County Executive priorities and directives are achieved.

**Onondaga County Parks Department, Syracuse, NY** January 2013-September 2014  
*Deputy Commissioner*

- Assisted Commissioner in day-to-day operations of the Onondaga County Parks Department.
- Managed internal and external communications.
- Oversaw Parks Department events such as festivals, concerts, runs, etc.
- Managed multiple capital improvement projects throughout the county park system.
- Oversaw all personnel functions.
- Managed preparation of annual budget submission.
- Oversaw Parks Department website and social media.

**Onondaga County Office of the County Executive, Syracuse, NY** May 2010-January 2013  
*Executive Communications Director*

- Managed communications and public relations work for Onondaga County government including 26 departments and agencies and 3,500 employees.
- Advised county department heads and staff on how to utilize media services, write and edit speeches, scripts, news releases, and other informational materials.
- Responded to informational requests by media personnel, individuals and groups directed to County Executive and other government officials.
- Scheduled and arranged press conferences, press releases, and media coverage for County Executive and all other government officials and department heads.
- Drafted speeches and worked with County Executive and senior staff to produce final product.
- Performed constituent services through letters, emails, phone calls or meetings.
- Oversaw monthly creation and distribution of county employee newsletter.
- Provided preparatory information and talking points for County Executive for events.
- Supervised work activities of Assistant Communications Director.

**Onondaga County Department of Long Term Care, Syracuse, NY**

May 2007-May 2010

***Director of Long Term Care Planning***

- Assisted in development of department budget by working with budget officer to create budget and preparing briefings for the Commissioner, Chief Fiscal Officer and County Legislature.
- Managed multiple capital improvement projects such as installation of new boiler system, refurbishing of elevators, installation of porous pavement sidewalks and numerous kitchen upgrades.
- Managed contracts for facility and led the outsourcing initiatives for therapy and laundry.
- Supervised the day-to-day activities of department program analyst.

**Ladder to Leadership, Developing the Next Generation of Community Health Leaders, Syracuse, NY**

***Robert Wood Johnson Fellow***

September 2008-December 2009

- Program for emerging leaders at health-related nonprofits and local government agencies.
- Developed expertise in collaboration, managing staff, team building, networking and innovation.
- Three-part curriculum included face-to-face training sessions, individualized executive coaching and mentoring and team project work.
- Focused on relationship building, self-awareness, systems thinking, problem solving, and innovation and development of communication skills.

**U.S. Department of Housing and Urban Development, Office of the Deputy Secretary, Washington, DC**

***Special Assistant to the Deputy Secretary***

June 2004-August 2004, January 2005-April 2007

- Managed the Department's initiatives to successfully achieve the goals of the President's Management Agenda. Directed Assistant Secretaries and senior-level managers to meet benchmarks in nine key areas: Budget Performance and Integration, HUD Management and Performance, Faith Based and Community Initiatives, Human Capital, Competitive Sourcing, Financial Performance, E-Government and Eliminate Improper Payments.
- Received award from HUD Secretary for Department achieving its highest level of performance.
- Served as Deputy Secretary's representative to multiple work groups created after Hurricane Katrina. These included HUD's response to the Federal Response to Hurricane Katrina Lessons Learned Report, the Housing Working Group and the senior staff hurricane response group.
- Composed and delivered briefings to the Deputy Secretary on multiple issues affecting HUD.
- Represented the Deputy Secretary in meetings with Federal, state and local governments and private organizations.
- Provided briefings and staff support to Deputy Secretary for events.

**Presidential Inaugural Committee, Washington, DC**

December 2004-January 2005

***Press Lead***

- Managed press logistics and staff for multiple events for the Inauguration of President George W. Bush including "A Celebration of Freedom" outdoor performance event on the ellipse and six inaugural balls at the Washington Convention Center.
- Implemented design and build-out of events while meeting allocated budget.
- Worked with site managers, park service, DC officials, vendors and Secret Service to ensure successful events.

**Republican National Committee, GOP Victory 2004, Washington, DC**

August 2004-November 2004

***Event Operations-Press Site***

- Coordinated press logistics for events involving President George W. Bush.
- Assisted press leads with all aspects of event planning including media advisories, press movements, event build-out, arrivals/departures of Air Force One, arrivals/departures of the national press charter, local press coverage and volunteer requirements.
- Worked with trip leads, event site teams, Secret Service, White House Communications, local volunteers and local venue managers to ensure successful Presidential events.
- Managed procurements with national and local vendors to provide all necessary press equipment, staging and catering for events.
- Coordinated with national network transmission pool producers to meet requirements for coverage of Presidential visits.

**U.S. Department of Housing and Urban Development, Office of Community Planning and Development,**  
Washington, DC

October 2002-June 2004

***Special Assistant to the Deputy Assistant Secretary for Special Needs***

- Represented the Assistant Secretary and Deputy Assistant Secretary in meetings with Federal, state and local government and private organizations on issues related to homelessness and community development.
- Developed policy briefings and reports for Assistant Secretary and Deputy Assistant Secretary.
- Wrote speeches and created presentations for Assistant Secretary and Deputy Assistant Secretary.
- Served as the Deputy Assistant Secretary's liaison at budget and strategy meetings.
- Coordinated logistics and researched background for grant announcements by Assistant Secretary.

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**Private Sector Experience**

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**New Venture Gear, *Machine Operator*,** East Syracuse, NY

April 1999-July 2001

**The Bagel & Sub Stop, *Owner/Operator*,** Liverpool, NY

August 1998-February 1999

**At-A-Glance Group, *National Account Manager*,** Sidney, NY

January 1996-August 1998

**Fay's Incorporated, *Retail Buyer*,** Liverpool, NY

January 1990-August 1995

**Georgia Pacific Corporation, *Inside Sales Representative*,** East Syracuse, NY

March 1989-January 1990

**Boards:**

Home Headquarters Board of Directors November 2015-Present

23

December 20, 2016

Motion Made By Mr. McMahon

RESOLUTION NO. \_\_\_\_\_

CONFIRMING APPOINTMENT AND REAPPOINTMENT TO THE COOPERATIVE EXTENSION ASSOCIATION OF ONONDAGA COUNTY BOARD OF DIRECTORS

WHEREAS, pursuant to Section 224 of the New York State County Law and Article V, Section 3 of the Constitution of the Cooperative Extension Association of Onondaga County, the Onondaga County Legislature has been requested annually to appoint one of its members to serve on the Board of Directors of said Association; and

WHEREAS, the Cooperative Extension Association of Onondaga County Board of Directors has amended its By-Laws to request the appointment of two legislators to its Board of Directors; and

WHEREAS, the Chairman of the Onondaga County Legislature has appointed Tim Burtis and reappointed Michael Plochocki as the Legislature's representatives; now, therefore be it

RESOLVED, that the Onondaga County Legislature hereby confirms the appointment and reappointment of the following individuals as members of the Cooperative Extension Association of Onondaga County Board of Directors for the terms specified:

APPOINTMENT:

Tim Burtis  
9444 Hawkeye Drive  
Brewerton, New York 13029

TERM EXPIRES:

December 31, 2017

REAPPOINTMENT:

Michael Plochocki  
4753 Howlett Hill Road  
Marcellus, New York 13108

TERM EXPIRES:

December 31, 2017

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# Onondaga County Legislature

**J. Ryan McMahon, II**  
Chairman

401 Montgomery Street · Court House · Room 407 · Syracuse, New York 13202  
Phone (315) 435-2070 · Fax (315) 435-8434

December 5, 2016

TO: Chair Kathy Rapp, Planning & Economic Development Committee  
Planning & Economic Development Committee Members

FROM: J. Ryan McMahon, II  
Chairman

This is to advise that I am reappointing Legislator Michael Plochocki and appointing Tim Burtis as our two Legislative Representatives to the Cooperative Extension Association of Onondaga County Board of Directors.

These appointments are for a one-year term to expire December 31, 2017 and will require confirmation by the full Legislature at the December 20, 2016 session.

Thank you for your anticipated cooperation.

cc: All Legislators

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December 20, 2016

Motion Made By Mr. McMahon

RESOLUTION NO. \_\_\_\_\_

CONFIRMING REAPPOINTMENT TO THE ONONDAGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY

WHEREAS, pursuant to Section 895 of the General Municipal Law, this Legislature is authorized to appoint the members of the Onondaga County Industrial Development Agency; and

WHEREAS, it is the desire of this Legislature to confirm the reappointment of the following individual as a member of the Onondaga County Industrial Development Agency; now, therefore be it

RESOLVED, that the following individual be confirmed as a member of the Onondaga County Industrial Development Agency for the term specified:

REAPPOINTMENT:

Janice Herzog  
110 Military Drive  
Manlius, New York 13104

TERM EXPIRES

June 1, 2018

12\_16OCIDA  
SS  
dak

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# Onondaga County Legislature

**J. Ryan McMahon, II**  
Chairman

401 Montgomery Street · Court House · Room 407 · Syracuse, New York 13202  
Phone (315) 435-2070 · Fax (315) 435-8434

December 5, 2016

TO: Kathleen Rapp, Chair  
 Planning and Economic Development Committee Members

FROM: J. Ryan McMahon, II, Chairman 

RE: Reappointment to the Onondaga County Industrial Development Agency

Submitted for your consideration is the reappointment of Ms. Janice Herzog to the Onondaga County Industrial Development Agency.

Ms. Herzog's resume is attached for your review. This appointment requires confirmation by the full Legislature at its December 20, 2016 meeting.

APPOINTMENTS:

Janice Herzog  
110 Military Drive  
Manlius, New York 13104

TERM EXPIRES:

June 1, 2018

JRM/ss  
cc: All Legislators

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# Janice Herzog

4639 Ringnecked Path  
Manlius, NY 13104

cell: 315-663-6995  
herzog.janice@gmail.com

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## Employment Experience

**SYRACUSE UNIVERSITY**, Syracuse, New York; 1988 - 2012

**THE BURTON BLATT INSTITUTE (BBI)**, Syracuse University College of Law - *Director, External Relations* - March 2011 to November 2012

Primary functions:

- Developed strategies and initiatives for external relations
- Developed and Managed the Institute's Advisory Board, which included member recruitment, instituting an annual minimum gift and policy guidelines for terms and service; developed engagement opportunities, meeting agendas and board initiatives
- Developed fundraising proposals and initiatives
- Contact for key external stakeholders, collaborative partners, members of the University community, government officials and public at large for the purpose of relationship building, joint initiatives, raising awareness of the Institute's work, and identifying and promoting engagement and fundraising opportunities
- Donor relations, prospect cultivation, stewardship, gift tracking and acknowledgment

*[BBI is a disability law & policy research institute at SU focusing on improving opportunities for persons with disabilities for full inclusion in society through meaningful access to employment, education, healthcare, public services, technology, and all other facets of life.]*

## COLLEGE OF LAW, Syracuse University (1988-2012)

**Director of External Relations, Office of Advancement** - September 2008 to June 2010

The change from prior position reflected a more targeted role in external relations, prospect engagement, board development and engagement and fund raising initiatives. Primary functions:

- Advance donor and prospect engagement and gift cultivation
- Advance and manage the College's Advisory Board initiatives and operations
- Develop and manage the College's monthly Law!Live@Lubin lecture series in NYC, then modeled the program in Syracuse and Washington, D.C. for the purpose of donor cultivation and to highlight law school programs and distinguished faculty/alumni expertise; included developing an annual theme relating to current events and topics; selecting speakers; publication design and advertising; certifying programs for NYS Continuing Legal Education credit; donor cultivation
- Developed fundraising initiatives to support College of Law programs and initiatives

**Assistant Dean for External Relations & Administration, Office of the Dean** - August 2005 to September 2008

Promotion was reflection of job performance and increased responsibility in external relations and development functions. Also retained previous senior management functions as well as advancing COL Advisory Board initiatives and operations. Daily contacts with College's top donors and prospects. Direct report to the Dean and member of the Dean's senior staff working group. New functions included:

- Advance donor and prospect engagement; gift cultivation

- Develop and manage the College's monthly Law!Live@Lubin lecture series in NYC for the purpose of donor cultivation and to highlight law school programs and distinguished faculty/alumni expertise; included developing an annual theme relating to current events and topics; selecting speakers; publication design and advertising; certifying programs for NYS Continuing Legal Education credit

***Assistant Dean for Administration, Office of the Dean*** – July 2004 to August 2005

Promotion was reflection of job performance and increased responsibility in senior management functions. Direct report to the Dean and member of the Dean's senior staff working group. Primary functions included:

- Liaison to the College of Law Board of Advisors and to the Board's Executive Committee – a supportive role in restructuring the Board, planning and coordinating a successful \$10 Million Board Challenge as an impetus for a significant building initiative and campaign; strengthen the COL/University partnership; manage board operations and communications, meetings, off-site retreats, special events. Managed and attended executive committee and full board meetings.
- Developed strategies for on-going external relations efforts
- Primary interface with external constituencies including government officials, international delegations and dignitaries, members of the judiciary, and other law schools and organizations
- Research and analysis on administrative matters involving institutional history and policy interpretation
- Reporting liaison for annual law school ABA accreditation and other professional surveys
- Managed staff assigned to carry out dean-sponsored events and initiatives
- Maintained faculty and staff personnel records; managed staff hiring searches, training and performance evaluations
- Supervised dean's office staff, faculty secretarial staff, and professional support staff, including search, hire, training, performance evaluations, salary increases
- Managed faculty administrative processes related to the following: faculty promotions, tenure and leaves; faculty searches; annual salary increases; Continuing Legal Education
- Coordinated law school and foreign programs ABA accreditation, site visits and annual questionnaires as well as other law school surveys
- Attended faculty meetings and served as the recording secretary for faculty governance
- Managed the NYS Attorney General's *Students Against Violence Initiative (SAVI)*. [A joint initiative by the law school to support the NYS Attorney General's SAVI Program; other partners included the Office of the US Attorney for the ND-NY, the Onondaga County District Attorney's Office and the Syracuse City School District. Law students served as mentors to high school students in the Youth Court Program in four city schools each year. Law student mentors received compensation and tuition stipends.] Also served as member of the selection committee. The program was nationally recognized and became a model for other high school youth court programs.
- Developed and Managed the College's Annual Family Day Weekend
- Member of the Planning Committee for Russian Judge Delegation – *Open World Rule of Law Program* (coordinated annual visits with representatives from the International Center of Syracuse and Washington, D.C., United States District Court for the Northern District of NY, and Albany Law School)

***Assistant to the Dean, Office of the Dean*** – 1989 to 2004

Directly served three consecutive College of Law deans during this time. Promotion from prior position reflected increased role in furthering dean's objectives, supervisory functions, decanal internal and external communications, coordination of administrative functions and special events.

**Administrative Assistant to the Dean, Office of the Dean** – 1988 to 1989; Supported and coordinated administrative and decanal functions of the Dean of the College of Law

**Data Systems Coordinator, Office of Computing Services** – 1988; performed system backup and maintenance on WANG computer system, generated queries and data reports, troubleshoot and training on PC, wordprocessing and other user applications for College of Law faculty, staff and students

### **E d u c a t i o n**

**Syracuse University**, Syracuse New York; B.A., College of Arts and Sciences, expected completion May 2017

### **M e m b e r s h i p s , S p e c i a l C o m m i t t e e s , A w a r d s & P r e s e n t a t i o n s**

**Vice Chair and Board Member, Onondaga County Industrial Development Agency (OCIDA)**, Appointment made by the Onondaga County Legislature. The mission of the agency and our 7-member Board is to promote and stimulate economic development, growth, and general prosperity in Onondaga County through the conveyance of PILOT programs and tax exemptions to qualifying projects. Board Member February 2013 – present; Vice Chair June 2016-present

**Member, Council for Advancement and Support of Education (CASE)**, 2004-present

**Panel Facilitator and Presenter, American Bar Association Development Conference, "Engaging Boards and Volunteers: To Affinity and Beyond"**, Denver, CO, May 2006

**Co-Presenter, Council for Advancement and Support of Education Regional Conference (CASE II), "Transforming Advisory Boards: Creating a Meaningful Leadership Role in Development"**, Pittsburgh, PA, Feb. 4-7, 2006

**Member, Planning Committee for University Visit of the President of Ireland, Mary McAleese**, August 2006

**Recipient, Syracuse University College of Law Graduating Class Award**, awarded by the graduating class to a staff member for their continued and extraordinary dedicated service to the student body at the College of Law, 1998

**Member, Planning Committee for the American Society of Comparative Law Annual Meeting**, co-coordinator of a three-day international symposium in Bonn, Germany highlighting 21 comparative law scholars and experts from Europe and the U.S. on the *Impact of German Émigré Jurists on Modern Law*, co-sponsored by Syracuse University College of Law, the University of Bonn, the German Government Research Council, and the American Society of Comparative Law, 1989-90

Completed Levels I and II in Fellows in Life Management Institute (*professional management designation for the life insurance industry*)

Computer Programming and Accounting Certificate Program, **Powelson, Bryant & Stratton Business School**, Syracuse, New York