

MICHAEL P. GALIME, MAYOR  
CITY OF UTICA



UTICA CIVIC DEVELOPMENT CORPORATION  
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April 3, 2024 9:10a.m.  
Utica Civic Development Corporation – Annual Meeting  
City Hall, 1 Kennedy Plaza, Utica

**Members Present:** Vin Gilroy, John Buffa, Emmett Martin  
**Member Excused:** Steve Deery, John Zegarelli  
**Also Present:** Jack Spaeth (Executive Director)  
**Others:**

- 1) **CALL MEETING TO ORDER:** The meeting was called to order by Mr. Gilroy at 9:10a.m.
- 2) **APPROVAL OF MINUTES:** A motion was made by Mr. Martin, seconded by Mr. Buffa, to approve the minutes of the March 22, 2023 meeting. All in favor.

**3A) NEW BUSINESS: Confirmation of Officers**

Mr. Spaeth reviewed the slate of Officers for the 2024 year.  
Chairman – Vincent Gilroy, Jr. (appointed by Mayor)  
Vice-Chairman – Steve Deery  
Treasurer – John Buffa  
Secretary – Emmett Martin  
Sergeant at Arms – John Zegarelli  
Asst. Secretary/Treasurer – Jack Spaeth

Mr. Buffa made a motion, seconded by Mr. Martin to accept the slate of officers as stated. All in favor.

**3B) OLD BUSINESS: Ratification of 2023 actions**

Mr. Martin made a motion, seconded by Mr. Buffa to ratify all actions taken in 2023. All in favor.

**4A) NEW BUSINESS: Authorities Budget Office – Approval of ABO documents**

Mr. Spaeth having previously provided Agency members with the following documents: Annual, Procurement and Investment Reports, By-Laws, Effectiveness of Internal Controls, Mission and Measurement Report and Operations and Accomplishments.

As such, Mr. Buffa made a motion, seconded by Mr. Martin to approve the ABO documents as presented. All in favor.

**5) EXECUTIVE SESSION:** not entered into

**6) ADJOURNMENT:** There being no further business brought before the Agency, Mr. Buffa made a motion to adjourn, seconded by Mr. Martin and the meeting was adjourned at 9:12am.