



**Schenectady Metroplex Development Authority**  
**Board Meeting Minutes**  
**March 21, 2018**

**Present:** Ray Gillen, Brad Lewis, Karen Zalewski-Wildzunas, Todd Edwards, John Mallozzi and Paul Webster

**Absent:** Nancy Casso, Bob Dieterich, Neil Golub, Sharon Jordan and Robert Mantello

**Others:** Jayme Lahut, David Hogenkamp, Maureen Behrens, Jennifer Medler and Jim Salengo (DSIC)

**Call to Order:** Mr. Gillen called the meeting to order at 6:00 p.m.

- 1. Approval of Minutes:** Motion to approve the minutes of the February 14, 2018 meeting was made by Mrs. Zalewski-Wildzunas; seconded by Mr. Mallozzi and approved.
- 2. Treasurer's Report:** Mrs. Zalewski-Wildzunas summarized the Authority's financial activities through the end of February. Cash on hand was \$9.8 million with modest overages on operating expenses and predevelopment expenses. Mr. Lewis moved the Treasurer's Report; seconded by Mr. Webster and approved.
- 3. MiSci Parking Lot Project:** Resolution 1214-18 — Amend the General Project Plan  
With the opening of construction bids on March 7, Resolution 1214-18 allocated an additional \$35,000 for the project budget to cover lot improvements, engineering, and construction inspections. Resolution 1214-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Lewis and approved.
- 4. MiSci Parking Lot Project:** Resolution 1215-18 — Award Paving Contract  
Six bids were opened with respect to reconstructing the MiSci parking lot at 1 Lewis Place and New Castle Paving of Troy submitted the lowest bid of \$84,055. Resolution 1215-18 authorized a contract with the lowest qualified bidder. Resolution 1215-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Edwards and approved.
- 5. Foster Retail Spa Project:** Resolution 1216-18 — Adopt the General Project Plan  
Aneesa Waheed and her husband, owners of Tara Kitchen, are leasing a 3,000-square-foot space in the Foster complex at 204 Lafayette Street. Plans call for a Moroccan spa and tapas restaurant. Resolution 1216-18 allocated a \$60,000 cost-sharing grant for tenant fit-up. Mrs. Zalewski-Wildzunas moved Resolution 1216-18; seconded by Mr. Lewis and approved.
- 6. 13 State Street / Sub-Lease with SCCC:** Resolution 1217-18 — Assign Lease and Sub-Lease Space with SCCC  
In 2016 Metroplex entered into a lease for the offices and gymnasium space at the former YMCA. After showing the space to many businesses, SCCC has agreed to a 5-year sub-lease with renewals. Resolution 1217-18 authorized assigning the lease to ETC Commercial, Inc., an affiliated entity of Norstar Development, and agreeing to lease terms with SCCC. Resolution 1217-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Mallozzi and approved.

**7. 229 Liberty Street Lot:** Resolution 1218-18 — Lease Parking Lot

Resolution 1218-18 authorized accepting an assignment of a parking lot lease with Schenectady County and/or entering into a sub-lease with Barney Stockade, Inc. for use of a 60+/- space parking lot formerly used for the DMV offices. The base lease through December 2020 costs about \$2,700 per month (\$86,506 total) plus utilities. Resolution 1218-18 allocated \$50,000 for modest lot improvements. Resolution 1218-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Lewis and approved.

**8. DSIC Support Grant (2018):** Resolution 1219-18 — Adopt the General Project Plan

Resolution 1219-18 authorized a \$250,000 grant to the Downtown Schenectady Improvement Corporation (DSIC) for their continued administration of its environmental enhancement and maintenance program. The plan has increased staffing to keep pace with downtown activities. Resolution 1219-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Webster and approved.

**9. DSIC and Downtown Parking Equipment:** Resolution 1220-18 — Purchase Equipment

The DSIC, Metroplex and Laz Parking jointly need new vehicles and rolling stock equipment. Resolution 1220-18 allocated \$140,000 in support DSIC's environmental enhancement program and Metroplex's parking operations. Resolution 1220-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Mallozzi and approved.

**10. Downtown Ambassadors (2018):** Resolution 1221-18 — Adopt the General Project Plan

Resolution 1221-18 authorized annual support for downtown patrols in Metroplex's parking facilities and the central business district. Mrs. Zalewski-Wildzunas moved a \$96,000 grant; seconded by Mr. Mallozzi and approved.

**11. Mill Artisan District:** Resolution 1222-18 — Amend the General Project Plan

With the recent announcement of another \$2.9 million NYS CFA grant award for the project, Resolution 1222-18 allocated a required matching grant of \$450,000. Resolution 1222-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Webster and approved.

**12. Five-Year Capital Projects Plan (2018-2022):** Resolution 1223-18 — Adopt the Plan

A public hearing was held on March 8 that did not receive any comments. The Capital Plan was previously reviewed and recommended for adoption by the Governance Committee. Upon adoption, the document is presented to the Schenectady County Legislature and placed on the Metroplex website. Resolution 1223-18 was moved by Mr. Lewis; seconded by Mrs. Zalewski-Wildzunas and approved.

**13. 2018 Mission Statement and 2017 Report:** Resolution 1224-18 — Adopt Mission Statement and Report

The 2018 Mission Statement and 2017 Performance Benchmarks Report were distributed in advance of the meeting, which will be filed with the ABO and placed on the Metroplex website. Resolution 1224-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Edwards and approved.

**14. 2018 Investment Policy and 2017 Report:** Resolution 1225-18 — Reauthorize Policy and Adopt Report

The 2018 Investment Policy and 2017 Investment Report were distributed in advance of the meeting, which will be filed with the ABO and placed on the Metroplex website. Resolution 1225-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Edwards and approved.

**15. 2018 Real Property Policy and 2017 Report:** Resolution 1226-18 — Reauthorize Policy and Adopt Report

The 2018 Real Property Disposition Policy and 2017 Real Property Report were distributed in advance of the meeting, which will be filed with the ABO and placed on the Metroplex website. Resolution 1226-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Edwards and approved.

**16. 2018 Procurement Guidelines:** Resolution 1227-18 — Readopt Guidelines

The 2018 Procurement Guidelines were distributed in advance of the meeting, which will be filed with the ABO and placed on the Metroplex website. Resolution 1227-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Edwards and approved.

**17. 2018 Goal Plan for Minority and Women-Owned Businesses:** Resolution 1228-18 — Reauthorize Plan

The 2018-19 Master Goal Plan for Minority and Women-Owned Businesses was distributed in advance of the meeting, which will be submitted to Empire State Development and placed on the Metroplex website. Resolution 1228-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Edwards and approved.

**18. Accounting Contract:** Resolution 1229-18 — Retain Robert Kristal, CPA

At its February 14 meeting, the Fiscal Audit Committee recommended retaining Robert Kristal as the Authority's accountant, extending the term to three years through 2020 and fixing compensation at \$58,000 annually. Resolution 1229-18 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Lewis and approved.

**Public Comment:** Jim Salengo, DSIC Executive Director, thanked the Board for its on-going support.

**Board Comment:** None

**Adjournment:** Mrs. Zalewski-Wildzunas moved to adjourn, seconded by Mr. Edwards. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Jayne B. Lahut  
Executive Director