



Schenectady Metroplex Development Authority
Board Meeting Minutes
March 11, 2020

Present: Ray Gillen, Bradley Lewis, Sharon Jordan, Karen Zalewski-Wildzunas, , Robert Dieterich, Nancy Casso, Paul Webster, Neil Golub (via telephone) and Steven Rifenburg

Absent: Michael Angelozzi and Todd Edwards

Others: Jayme Lahut, David Hogenkamp and Jennifer Medler

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

- 1. Approval of Minutes:** Ms. Jordan made a motion to approve the minutes of the February 12, 2020 meeting; seconded by Mr. Lewis and approved. (Mrs. Zalewski-Wildzunas had not arrived.)
- 2. Treasurer's Report:** Jayme Lahut reviewed the year-end financial report that the Authority's accountant, Robert Kristel, presented to the Fiscal Audit Committee at its March 4 meeting, which was distributed to the entire board. Highlights included the highest sales tax revenues ever at \$9,462,961 and net project investments of \$8.5 million. Ms. Jordan moved to accept the report as presented; seconded by Mr. Dieterich and approved. (Mrs. Zalewski-Wildzunas had not arrived.)
- 3. DSIC Support Grant (2020):** Resolution 1386-20 — Adopt the General Project Plan
Resolution 1386-20 authorized a \$275,000 grant to the Downtown Schenectady Improvement Corporation (DSIC) for their continued administration of its environmental enhancement and maintenance program. DSIC has expanded its service area to cover Little Italy and most of Erie Blvd and Broadway to Exit 5 of I-890 to keep pace with downtown activities. Resolution 1386-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved following discussion.
- 4. Jay Street Lighting Project (Phase 3):** Resolution 1387-20 — Adopt the General Project Plan
Resolution 1387-20 completed the funding for the overhead canopy lighting on pedestrian Jay Street from mid-block to the intersection with Franklin Street. The final phase will add an additional 850+ lineal feet of LED lighting from mid-block at Synthesis Architects to Franklin Street at the Open Door Bookstore. The \$165,000 budget included the cost for lights and installation plus final design fees and oversight. Resolution 1387-20 was moved by Mrs. Zalewski-Wildzunas; seconded by Ms. Jordan and approved.
- 5. Columbia Altamont LLC Project:** Resolution 1388-20 — Adopt the General Project Plan
The project involved the renovation of the vacant portion of an existing 9,000 square foot building at 1925 Curry Road, which housed the Recovery Room, which recently closed, and a Berkshire Bank branch. The renovation and fit-up totals almost \$1 million. The space will

be converted for a healthcare tenant. Metroplex's financial assistance included exemptions on sales taxes, mortgage taxes, and real property taxes. With respect to SEQR, the project was characterized as a Type II action. Mrs. Casso moved Resolution 1388-20; seconded by Mr. Lewis and approved.

6. Policy Compliance: Resolution 1389-20 — Amend the Personnel Policy

The Fiscal Audit Committee recommended changes to the Authority's Personnel Policy at its March 4 meeting. The two meaningful changes added disability insurance and Paid Family Leave as employee benefits. Resolution 1389-20 was moved by Mrs. Zalewski-Wildzunas; seconded by Mrs. Casso. After discussion, Resolution 1389-20 was approved.

7. Policy Compliance: Resolution 1390-20 — Amend the Property Disposition Policy and Adopt the 2019 Property Report

The Fiscal Audit Committee also recommended minor changes to the Authority's Property Disposition Policy so that it conformed more closely to ABO requirements. The existing policy is viewed as more restrictive than State requirements. The 2019 Real Property Report was distributed in advance of the meeting and will be filed with the ABO and posted on the Metroplex website. Resolution 1390-20 was moved by Mrs. Zalewski-Wildzunas; seconded by Mr. Lewis and approved.

8. 2020 Mission Statement and 2019 Performance Report: Resolution 1391-20 — Adopt Mission Statement and Report

The 2020 Mission Statement and 2019 Performance Benchmarks Report were distributed in advance of the meeting and will be filed with the ABO and posted on the Metroplex website. Resolution 1391-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

9. 2020 Investment Policy and 2019 Report: Resolution 1392-20 — Reauthorize Policy and Adopt Report

The 2020 Investment Policy and 2019 Investment Report were distributed in advance of the meeting and will be filed with the ABO and placed on the Metroplex website. Resolution 1392-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

10. Procurement Guidelines: Resolution 1393-20 — Readopt Procurement Guidelines

The 2020 Procurement Guidelines were distributed in advance of the meeting and will be filed with the ABO and posted on the Metroplex website. Resolution 1393-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

11. 2019 Goal Plan for Minority and Women-Owned Businesses: Resolution 1394-20 — Reauthorize M/WBE Plan

The 2020-19 Master Goal Plan for Minority and Women-Owned Business Enterprises was distributed in advance of the meeting and will be submitted to Empire State Development and posted on the Metroplex website. Resolution 1394-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

12. General Operating and Financial Policy: Resolution 1395-20 — Reauthorize Policy

The General Operating and Financial Policy was distributed in advance of the meeting. Resolution 1395-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

13. Financial Assistance Administration Policy: Resolution 1396-20 — Reauthorize Policy

The Financial Assistance and Administration Policy was distributed in advance of the meeting. Resolution 1396-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

14. Guidelines for the Sale and Reporting of Bonds and Notes: Resolution 1397-20 — Reauthorize Policy

The Guidelines for the Sale and Reporting of Bonds and Notes was distributed in advance of the meeting. Resolution 1397-20 was moved by Ms. Jordan; seconded by Mrs. Zalewski-Wildzunas and approved.

15. Five-Year Capital Projects Plan (2020-2024): Resolution 1398-20 — Adopt the Capital Projects Plan

Resolution 1398-20 called for adopting the Five-Year Capital Projects Plan. After approval, the document will be presented by the Chairman to the County Legislature. Resolution 1398-20 was moved by Mr. Lewis; seconded by Ms. Jordon and approved.

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

Board Comment: Ray Gillen explained to the members that with concerns about the novel coronavirus, future committee and Board meetings would likely be held by telephone or video. Instructions would be sent out soon.

Adjournment: Mr. Lewis moved to adjourn, seconded by Mr. Webster. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Jayne B. Lahut
Executive Director