



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES

January 8, 2019

8:45 a.m.

Present: Gary Hughes, Chris Gardner, Sara Mae Pratt and Grant Socha

Absent: Evan Christou and Dan Hladik

Others: Connie Cahill (Agency Counsel), Ray Gillen, Jayme Lahut, Maureen Behrens, David Hogenkamp and Jennifer Medler

Mr. Hughes called the regular meeting of the CRC to order at 8:45 a.m.

- 1. Approval of Minutes:** Mr. Socha made a motion to approve the minutes of the October 19, 2018 meeting; seconded by Mrs. Pratt and approved.
- 2. Treasurer's Report:** Maureen Behrens summarized the financial report for the year ending December 31, 2018. Revenue exceeded expenses for the year and cash on hand was \$155,893. Mr. Socha moved approval of the Treasurer's Report; seconded by Mrs. Pratt and approved.
- 3. Contract for Audit Services:** Resolution 200-19 retained Cusack & Company CPAs, LLP for the next three (3) years to perform the state-mandated annual comprehensive audit of its balance sheet. Staff solicited audit proposals from six firms and three responses were received. The Cusack proposal averaged \$150 more per year than the next closest in pricing. As the incumbent firm, staff recommended retaining Cusack since it is already familiar with the CRC's books and records and the pricing differential was minimal. The Procurement Policy also provided flexibility in the selection of professional services as long as it is "consistent with the quality of goods or services required at fair and reasonable prices." Mr. Gardner moved Resolution 200-19; seconded by Mrs. Pratt and approved after discussion.
- 4. Adjournment:** Mrs. Pratt moved to adjourn, seconded by Mr. Gardner. The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES

March 29, 2019

8:45 a.m.

Present: Gary Hughes, Evan Christou, Chris Gardner, Grant Socha, and Sara Mae Pratt

Absent: Dan Hladik

Others: Connie Cahill and Amanda Mirabito (Agency Counsel), Ray Gillen, Jayme Lahut, Maureen Behrens and David Hogenkamp

Mr. Hughes called the regular meeting of the CRC to order at 9:05 a.m.

Fiscal Audit Committee: The committee was convened to review the FY-2018 audit. Jayme Lahut reviewed the statement and management letter that was prepared by Cusack & Company, CPAs. He described the audit as clean with no adverse or material findings. Mr. Gardner recommended adoption of the audit by the Board; seconded by Mr. Christou and approved.

1. Approval of Minutes: Mr. Gardner made a motion to approve the minutes of the January 8, 2019 meeting; seconded by Mr. Socha and approved.

2. 2018 Audit: Resolution 201-19 — Adopt FY-2018 Audit

Cusack & Company, CPAs submitted a clean, unqualified audit with no material findings. Resolution 201-19 adopted the audit, authorized distribution and meeting requirements of the Public Authorities Accountability Act. Mrs. Pratt moved Resolution 201-19; seconded by Mr. Christou and approved.

3. Policy Compliance: Resolution 202-19 — Adopt Mission Statement

Resolution 202-19 adopted the Corporation's mission statement and performance objectives which will be submitted to the Authority Budget Office. Mr. Christou moved Resolution 202-19; seconded by Mr. Gardner and approved.

4. Policy Compliance: Resolution 203-19 — Investment Policy and 2018 Report

Resolution 203-19 reauthorized the Investment Policy, which remained unchanged, and accepted the 2018 Investment Report which will be submitted to the Authority Budget Office. Mr. Christou moved Resolution 203-19; seconded by Mr. Gardner and approved.

5. Policy Compliance: Resolution 204-19 — Real Property Policy and 2018 Property Report

Resolution 204-19 accepted the 2018 Property Report, reauthorized the Real Property Policy and reappointed the Executive Director as Contracting Officer for all property dispositions. Mr. Christou moved Resolution 204-19; seconded by Mr. Gardner and approved.

6. Policy Compliance: Resolution 205-19 — Procurement Policy

Resolution 205-19 reauthorized the 2019 Procurement Policy. Mr. Christou moved Resolution 205-19; seconded by Mr. Gardner and approved

7. Policy Compliance: Resolution 206-19 — Whistleblower Policy

Resolution 206-19 adopted the Whistleblower Policy, which is a requirement of the Authority Budget Office, but had not been previously adopted. Jayme Lahut explained the purpose of the policy. Mr. Christou moved Resolution 206-19; seconded by Mr. Gardner and approved.

8. Annual Meeting: Resolution 207-19 — Election of Officers

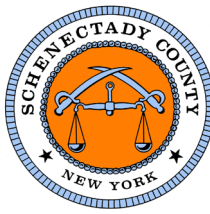
Resolution 207-19 presented a slate of appointments in accordance with the By-laws. Mr. Christou moved Resolution 207-19; seconded by Mr. Socha and approved.

9. Other Business: None

10. Adjournment: Mr. Gardner moved to adjourn, seconded by Mr. Socha. The meeting adjourned at 9:15 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES

November 1, 2019

8:45 a.m.

Present: Gary Hughes, Evan Christou, Chris Gardner, Sara Mae Pratt, Rosemarie Perez Jaquith and Joseph Hlat

Absent: Grant Socha

Others: Connie Cahill and Amanda Mirabito (Agency Counsel), Ray Gillen, Jayme Lahut, Maureen Behrens, David Hogenkamp and Jennifer Medler

Mr. Hughes called the regular meeting of the CRC to order at 8:50 a.m.

- 1. Approval of Minutes:** Mr. Christo made a motion to approve the minutes of the March 29, 2019 meeting; seconded by Mr. Gardner and approved.
- 2. Treasurer's Report:** Jayme Lahut provided the update for the period ending September 30, 2019. There was little activity to report and cash on hand was \$149,215. Mr. Christou moved the Treasurer's Report; seconded by Mr. Gardner and approved.
- 3. Indian Kill Nature Preserve Expansion:** Resolution 208-19 — SEQR / No Effect on the Environment

Schenectady County recently decided to expand the Indian Kill Nature Preserve in the Town of Glenville by purchasing 11.82 acres adjoining the existing 128-acre preserve. Resolution 208-18 completed the state-mandated environmental review of the project by issuing a negative declaration that the purchase of the land will not have a negative effect on the environment. The resolution characterized the project as an Unlisted Action and issued a negative declaration. Mr. Christo moved to approve Resolution 208-19; seconded by Mr. Gardner and approved.

- 4. Indian Kill Nature Preserve Expansion:** Resolution 209-19 — Make a Grant

Resolution 209-19 allocated \$80,000 towards the expansion project. The 11.82-acre parcel was formerly the home of the Woodlin Club, which was sold to a private developer for a proposed apartment project. When plans fell through, the County stepped in to expand and make the nature preserve more accessible. Mr. Christou moved to approve resolution 209-19; seconded by Mrs. Pratt and approved following discussion.

5. Capital District Regional Planning Commission: Resolution 210-19 — Annual Dues

Resolution 210-19 called for paying the annual CDRPC membership dues of \$37,938 on behalf of Schenectady County. Resolution 210-19 was moved by Mr. Christou, seconded by Mr. Gardner and approved.

6. FY-2020 Budget: Resolution 211-19 — Adopt FY-2020 Budget

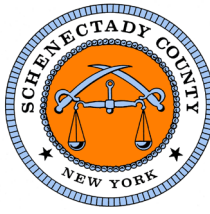
Resolution 211-19 adopted the FY-2020 budget which presented minimal anticipated expenses and revenue. The budget will be submitted to the Authority Budget Office as part of the annual compliance activities. Mr. Christou made a motion to approve the FY-2020 budget; seconded by Mr. Gardner. Resolution 211-19 was approved unanimously.

7. Other Business: None

8. Adjournment: Mr. Christou moved to adjourn, seconded by Mr. Hughes. The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Jayne B. Lahut
Executive Director



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES

February 7, 2020

8:50 a.m.

Present: Gary Hughes, Evan Christou, Chris Gardner, Joseph Hlat, Rosemarie Perez Jaquith, Sara Mae Pratt, and Grant Socha

Absent: None

Others: Connie Cahill and Amanda Mirabito (Agency Counsel), Jayme Lahut, David Hogenkamp, Mark Meigher and Jennifer Medler

Mr. Hughes called the regular meeting of the CRC to order at 8:50 a.m.

1. Approval of Minutes: Mr. Christou made the motion to approve the minutes for the November 1, 2019 meeting; seconded by Mr. Gardner and approved.

2. Schenectady County Intermunicipal Watershed Board: Resolution 212-20

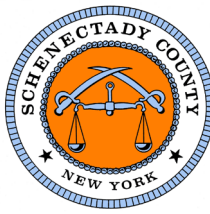
Resolution 212-20 allocated \$5,000 to the Schenectady County Intermunicipal Watershed Board, an intermunicipal agency consisting of five communities, for providing services including a portion of the Groundwater Management Planner position. The mission is protecting the aquifer system as a drinking water supply. The Board is an invaluable economic development asset and was very helpful in two recent job-creating projects now under construction — BelGioioso Cheese and Adirondack Beverages — because of the quality and quantity of water in Schenectady County. Mr. Christou moved to approve Resolution 212-20; seconded by Mr. Gardner and approved following discussion.

3. Other Business: None

4. Adjournment: Mr. Christou moved to adjourn, seconded by Mr. Socha. The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES

May 15, 2020

9:30 a.m.

Present: Gary Hughes, Evan Christou, Chris Gardner, Sara Mae Pratt, Joe Hlat and Rosemarie Perez Jaquith

Absent: Grant Socha

Others: Connie Cahill and Amanda Mirabito (Agency Counsel), Ray Gillen, Jayme Lahut, David Hogenkamp, Mark Meigher and Jennifer Medler

Mr. Hughes called the regular meeting of the CRC to order at 9:50 a.m.

Fiscal Audit Committee: The committee was convened to review the FY-2019 audit. Jayme Lahut reviewed the statement and management letter that was prepared by Cusack & Company, CPAs. He described the audit as clean with no adverse or material findings. Mr. Christou made a motion that the committee recommended adoption of the audit by the Board. The motion was seconded by Mr. Hlat. After discussion, the motion was unanimously approved. Mr. Christou then moved that the Fiscal Audit Committee adjourn; seconded by Mrs. Perez Jaquith and approved.

- 1. Approval of Minutes:** Mr. Hlat made a motion to approve the minutes of the February 7, 2020 meeting; seconded by Mrs. Perez Jaquith and approved.
- 2. Approval of Treasurer's Report:** Jayme Lahut provided the update for the period ending April 30, 2020. There was little activity to report and cash on hand was \$21,936. Mr. Christou moved acceptance of the Treasurer's Report as presented; seconded by Mr. Hlat and approved.
- 3. 2019 Audit:** Resolution 213-20 — Adopt FY-2019 Audit
Cusack & Company, CPAs prepared and submitted a clean, unqualified audit with no material findings. Resolution 213-20 adopted the audit, authorized distribution of the audit to the County and ABO as well as posting on the Agency's website. Mr. Christou moved Resolution 213-20; seconded by Mrs. Perez Jaquith and approved.
- 4. Policy Compliance:** Resolution 214-20 — Adopt Mission Statement
Resolution 214-20 adopted the Corporation's mission statement and performance objectives which will be submitted to the Authority Budget Office and posted on the CRC website. Mr. Gardner moved Resolution 214-20; seconded by Mr. Hlat and approved.

5. Policy Compliance: Resolution 215-20 — Investment Policy and 2019 Report

Resolution 215-20 reauthorized the Investment Policy, which remained unchanged, and accepted the 2019 Investment Report that Cusack & Company, CPAs prepared. Both documents will be submitted to the Authority Budget Office and posted on the CRC website. Mr. Gardner moved Resolution 215-20; seconded by Mr. Hlat and approved.

6. Policy Compliance: Resolution 216-20 — Real Property Policy and 2019 Property Report

Resolution 216-20 accepted the 2019 Property Report, reauthorized the Real Property Policy and reappointed the Executive Director as Contracting Officer for all property dispositions. Mr. Gardner moved Resolution 216-20; seconded by Mr. Hlat and approved.

7. Policy Compliance: Resolution 217-20 — Procurement Policy

Resolution 217-20 reauthorized the Procurement Policy. Mr. Gardner moved Resolution 217-20; seconded by Mr. Hlat and approved.

8. Policy Compliance: Resolution 218-20 — Whistleblower Policy

Resolution 218-20 readopted the Whistle-Blower Policy. Mr. Gardner moved Resolution 218-20; seconded by Mr. Hlat and approved.

9. Annual Meeting: Resolution 219-20 — Election of Officers

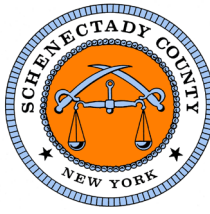
Resolution 219-20 presented a slate of appointments in accordance with the By-laws. Mr. Christou moved to approve the appointments; seconded by Mrs. Perez Jaquith and approved.

10. Other Business: None

11. Adjournment: Mr. Hlat moved to adjourn, seconded by Mr. Christou. The meeting adjourned at 10:05 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES December 4, 2020 (via conference call) 10:00 a.m.

Present: Gary Hughes, Chris Gardner, Sara Mae Pratt, and Rosemarie Perez Jaquith

Absent: Evan Christou, Grant Socha and Joe Hlat

Others: Connie Cahill and Amanda Mirabito (Agency Counsel), Ray Gillen, Jayme Lahut, Maureen Behrens, David Hogenkamp, Mark Meigher and Jennifer Medler

Mr. Hughes called the regular meeting of the CRC to order at 10:05 a.m.

- 1. Approval of Minutes:** Mrs. Perez Jaquith made a motion to approve the minutes of the May 15, 2020 meeting; seconded by Mrs. Pratt and approved.
- 2. Treasurer's Report:** Jayme Lahut provided the update for the period ending October 31, 2020. There was little activity to report and cash on hand was \$21,938. Mrs. Perez Jaquith moved acceptance of the Treasurer's Report as presented; seconded by Mrs. Pratt and approved.
- 3. 2021 Budget:** Resolution 220-21 — Adopt FY-2021 Budget
Resolution 220-20 adopted the FY-2021 budget which presented minimal anticipated expenses and revenues. The budget will be submitted to the Authority Budget Office as part of the annual compliance activities and it will be posted on the CRC website. Mrs. Perez Jaquith made a motion to approve the FY-2021 budget; seconded by Mrs. Pratt. Resolution 220-20 was approved unanimously.
- 4. Other Business:** None
- 5. Adjournment:** Mrs. Pratt moved to adjourn; seconded by Mrs. Perez Jaquith. The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director