



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

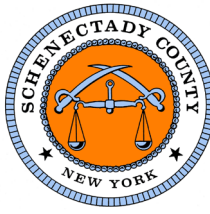
Resolution 219-20 presented a slate of appointments in accordance with the By-laws. Mr. Christou moved to approve the appointments; seconded by Mrs. Perez Jaquith and approved.

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,

Jayne 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



SCHENECTADY COUNTY CRC

BOARD MEETING MINUTES

March 5, 2021 (via conference call) — 10:00 a.m.

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

Absent: Grant Socha and Joe Hlat

Others: Connie Cahill (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. Fiscal Audit Committee:** The committee of the whole was convened to review the FY-2020 audit. Jayme Lahut reviewed the audit statement and management letter that were prepared by Cusack & Company, CPAs and distributed in advance of the meeting. He described the audit as clean with no adverse or material findings. Following discussion, Mr. Christou made a motion to recommend adoption of the audit to the Board of Directors; seconded by Mrs. Pratt and approved. Mr. Christou moved that the Committee adjourn; seconded by Mrs. Pratt and approved.
- 2. Approval of Minutes:** Mr. Gardner made a motion to approve the minutes of the December 4, 2020 meeting; seconded by Mrs. Pratt and approved.
- 3. Treasurer's Report:** Jayme Lahut provided the update for the period ending February 28, 2021. There was no activity to report and cash on hand was \$21,939. Mr. Christou moved acceptance of the Treasurer's Report as presented; seconded by Mrs. Pratt and approved.
- 4. Consent Agenda:** Resolutions 221-21 through 227-21
The consent agenda consisted of the approval of the 2020 audit, annual readoption of policies and 2020 performance reports that get posted on the Agency website, and election of officers for 2021. Mr. Christou moved to approve the consent agent; seconded by Mrs. Perez Jaquith and approved unanimously.
- 5. Other Business:** None
- 6. Adjournment:** Mr. Gardner moved to adjourn; seconded by Mrs. Perez Jaquith. The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director



Schenectady County Capital Resource Corporation

433 State Street, 4th Floor
Schenectady, New York 12305
(518) 377-1109

BOARD MEETING MINUTES October 27, 2021 — 9:45 a.m.

Present: Gary Hughes, Evan Christou, Chris Gardner, Nicholas McDonald, Michael Martell, and Sara Mae Pratt

Absent: None

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

Mr. Hughes called the regular meeting of the CRC to order at 9:45 a.m.

- 1. Approval of Minutes:** Mr. Christou made a motion to approve the minutes of the March 5, 2021 meeting; seconded by Mrs. Pratt and approved.
- 2. Treasurer's Report:** Jayme Lahut provided the update for the period ending September 30, 2021. There was no activity to report and cash on hand was \$17,492. Mr. Christou moved acceptance of the Treasurer's Report as presented; seconded by Mrs. Pratt and approved.
- 3. FY-2022 Budget:** Resolution 228-21
Resolution 228-21 adopted the FY-2022 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. Mr. Christou made a motion to approve the FY-2022 budget; seconded by Mrs. Pratt. Resolution 228-21 was approved unanimously.
- 4. Other Business:** None
- 5. Adjournment:** Mr. Christou moved to adjourn; seconded by Mrs. Pratt. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director



Schenectady County Capital Resource Corporation

433 State Street, 4th Floor
Schenectady, New York 12305
(518) 377-1109

BOARD MEETING MINUTES

March 30, 2022 — 9:45 a.m.

Present: Gary Hughes, Evan Christou, Chris Gardner, Michael Martell (via telephone), and Stephanie Martini

Absent: Nicholas McDonald and Sara Mae Pratt

Others: Amanda Fitzgerald (CRC Counsel), Ray Gillen, Jayme Lahut, David Hogenkamp, Jennifer Medler and Tonia Lehoisky

Mr. Hughes called the regular meeting of the CRC to order at 10:00 a.m.

- 1. Audit Committee:** The committee of the whole was convened to review the FY-2021 audit. Jayme Lahut reviewed the audit statement and management letter that were prepared by Cusack & Company, CPAs and distributed in advance of the meeting. He described the audit as clean with no adverse or material findings. Following discussion, Mr. Christou made a motion to recommend adoption of the audit to the Board of Directors; seconded by Mr. Gardner and approved. Mr. Gardner then moved that the Committee adjourn; seconded by Mr. Christou and approved.
- 2. Approval of Minutes:** Mr. Christou made a motion to approve the minutes of the October 27, 2021 meeting; seconded by Mr. Gardner and approved.
- 3. Treasurer's Report:** Jayme Lahut provided the update for the period ending February 28, 2022. There was no activity to report and cash on hand was \$17,493. Mr. Christou moved acceptance of the Treasurer's Report as presented; seconded by Mrs. Martini and approved.
- 4. Contract for Audit Services:** Resolution 229-22 — Contract with Cusack and Company, CPAs
Resolution 229-22 retained Cusack & Company CPAs, LLP to prepare the CRC's state-mandated annual audit for the next five (5) years. The total cost would be \$22,000. Resolution 229-22 was moved by Mr. Christou; seconded by Mr. Gardner and approved unanimously.

5. **FY-2021 Audit:** Resolution 230-22 — Adopt the Audit for Fiscal Year Ending December 31, 2021
6. The Audit Committee recommended to the Board for adoption of the 2021 audit that was prepared by Cusack & Co. CPAs. The approved audit gets submitted to the Authorities Budget Office and posted on our website. Mr. Christou moved Resolution 230-22 adopting the FY-2021 Audit; seconded by Mr. Gardner and approved.
7. **Consent Agenda:** Resolutions 231-22 through 235-22
The consent agenda consisted of the annual readoption of policies and 2021 performance reports that get posted on the CRC website. The policies remain unchanged from the prior year and all required reports were updated and conform with ABO requirements. Mr. Christou moved to approve the consent agent; seconded by Mr. Gardner and approved unanimously.
8. **Annual Meeting:** Resolution 236-22 — Election of Officers
Mr. Christou moved to approve the slate of officers contained in Resolution 236-22; seconded by Mrs. Martini and approved unanimously.
9. **Other Business:** None
10. **Adjournment:** Mr. Christou moved to adjourn; seconded by Mr. Gardner. The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Jayme B. Lahut
Executive Director