



**CITY OF SCHENECTADY INDUSTRIAL DEVELOPMENT AGENCY**  
**Board Meeting Minutes**  
**March 31, 2023**

**Members Present:** Joseph Fava, Peggy King, Lucy Halstead, and Douglas Blacklock

**Members Absent:** Tracey Chance

**Others:** Amanda Mirabito (Agency Counsel), Ray Gillen, Jayme Lahut, Tonia Lehoisky, David Hogenkamp, Jennifer Medler, and Danielle Walsh

**Call to Order:** Mr. Fava called the meeting to order at 9:03 a.m.

1. **Approval of Minutes:** Ms. King moved to accept the December 9, 2022 meeting minutes, seconded by Mrs. Halstead and approved.
2. **Treasurer's Report:** Jayme Lahut presented the Treasurer's Report for the period ending March 2023 that showed cash on hand was \$623,066. There was little activity to report since the last meeting. Mr. Blacklock moved to accept the Treasurer's Report; seconded by Mrs. Halstead and approved.
3. **2022 Audit:** Resolution 644-23 — Adopt the Comprehensive Audit for the Fiscal Year Ending December 31, 2022  

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, Mrs. Halstead made a motion to adopt the audit for the fiscal year ending December 31, 2022; seconded by Mr. Blacklock and approved.
4. **2022 ABO Report Submissions:** Resolution 645-23 — Reauthorize the Agency Mission Statement and Adopt the 2022 Performance Measures Report, the 2022 Investment Report, and the 2022 Real Property Report

Resolution 645-23 summarized the Mission Statement and annual reports that are posted on the City of Schenectady IDA website. All required reports were updated and conform with ABO requirements. Copies of the reports were distributed in advance of the meeting. Mr. Blacklock moved to approve Resolution 645-23, seconded by Ms. King and approved.

5. **Consent Agenda – Policy Compliance:** Resolution 646-23 through 650-23

The consent agenda consisted of the annual readoption of policies that are posted on the City of Schenectady IDA website. The policies remain unchanged from the prior year and conform with ABO requirements. Ms. King moved to approve the consent agenda, seconded by Mrs. Halstead, and approved unanimously.

6. **Annual Meeting:** Resolution 651-23 — Election of Officers

Mrs. Halstead moved to accept the slate of officers summarized in Resolution 651-23, seconded by Mr. Blacklock and approved unanimously.

**7. Property Maintenance:** Resolution 652-23 — Contract with Bargstedt Enterprises

In 2019 the Agency approved a five-year contract for lawn mowing, maintenance services and snow plowing in and around IDA-owned properties. Resolution 652-22 covered the period May through October for \$5,000 per month or \$30,000 for lawn mowing and landscape services. Mrs. Halstead moved Resolution 652-22; seconded by Mr. Blacklock and approved

**8. New Notification Requirements for IDAs:** Amanda Mirabito, agency counsel and Jayme Lahut updated the board on new notification requirements for IDAs regarding PILOTs.

**9. Other Business:** None.

**10. Adjournment:** Mr. Blacklock moved to adjourn, seconded by Ms. King. The meeting was adjourned at 9:19 a.m.

Respectfully submitted,

Jayme B. Lahut  
Executive Director