



**SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
**BOARD MEETING AGENDA**  
**JANUARY 20, 2023**  
**9:00 AM**

**CALL TO ORDER**

1. **Approval of Minutes** — October 26, 2022 meeting
2. **Treasurer's Report**
3. **Swaggertown I LLC Solar Project** (Town of Glenville): Resolution 524-23 — SEQRA / No Significant Effect on the Environment
4. **Swaggertown I LLC Solar Project** (Town of Glenville): Resolution 525-23 — Final Approving Resolution and Take Related Actions
5. **Swaggertown II LLC Solar Project** (Town of Glenville): Resolution 526-23 — SEQRA / No Significant Effect on the Environment
6. **Swaggertown II LLC Solar Project** (Town of Glenville): Resolution 527-23 — Final Approving Resolution and Take Related Actions
7. **742-754 State Street Project** (City of Schenectady): Resolution 528-23 — Designation as SEQRA Lead Agency and Take Related Actions
8. **Other Business**
9. **Adjournment**



**SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**BOARD MEETING AGENDA**

**FEBRUARY 17, 2023**

**9:00 AM**

**CALL TO ORDER**

- 1. Approval of Minutes** — January 20, 2023 meeting
  
- 2. Treasurer's Report** — no report for this meeting
  
- 3. 742-754 State Street Project** (City of Schenectady): Resolution 529-23 — SEQRA / No Significant Effect on the Environment
  
- 4. New Notification Requirements for IDAs** (Melissa Bennett)
  
- 5. Other Business**
  
- 6. Adjournment**



## **SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

### **BOARD MEETING AGENDA**

**MARCH 29, 2023**

**9:00 AM**

#### **Call to Order**

- 1. Approval of Minutes** — February 17, 2023 meeting
- 2. Treasurer's Report**
- 3. 2022 Audit**  
Resolution 530-23 — Adopt the Comprehensive Audit for the Fiscal Year Ending December 31, 2022
- 4. 2022 ABO Report Submissions**  
Resolution 531-23 — Reauthorize the Agency Mission Statement and Adopt the 2022 Performance Measures Report, the 2022 Investment Report, and the 2022 Property Report
- 5. Consent Agenda – Policy Compliance**  
Resolution 532-23 — Reauthorize the Investment Policy  
Resolution 533-23 — Reauthorize the Real Property Disposition Policy  
Resolution 534-23 — Reauthorize the Procurement Policy  
Resolution 535-23 — Reauthorize the Whistleblower Protection Policy  
Resolution 536-23 — Reauthorize the Uniform Tax Exemption Policy
- 6. Annual Meeting:** Resolution 537-23 — Election of Officers
- 7. Other Business**
- 8. Adjournment**



**SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
Board Meeting Minutes — February 17, 2023**

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

**Absent:** Stephanie Martini

**Others:** Melissa Bennett (Agency Counsel), Ray Gillen, Jayme Lahut, and David Hogenkamp

**Call to Order:** Mr. Hughes called the meeting to order at 9:00 a.m.

1. **Approval of Minutes:** Mr. Christou moved acceptance of the January 20, 2023 meeting minutes as presented; seconded by Mrs. Pratt and approved.
2. **Treasurer's Report:** Jayme Lahut reported there were no activities to date but that cash on hand was \$1,009,684. Mr. Gardner moved acceptance of the Treasurer's Report; seconded by Mr. Christou and approved.
3. **742-754 State Street Project (City of Schenectady):** Resolution 529-23 — SEQRA / No Significant Effect on the Environment  

Resolution 529-23 completed the state-mandated environmental review of the project by characterizing it as an Unlisted Action and issuing a negative declaration. The Agency acted as lead agency and performed a coordinated review after obtaining the consent to act as lead agency from seven State and local involved agencies.

Resolution 529-23 was moved by Mr. Gardner; seconded by Mss. Pratt and approved following discussion.
4. **New Notification Requirements for IDAs:** Melissa Bennet, Agency Counsel, updated the board on new notification requirements for industrial development agencies statewide. The initial resolutions, which typically authorize holding public hearings, now must be distributed to the affected taxing entities by certified mail. Another requirement is notifying the affected taxing entities about expiring PILOT agreements 2-years in advance. Finally PILOT deviation letters must now be sent by certified mail, return receipt requested. The delivery method had not previously been specified.
5. **Other Business:** Mr. Gillen updated the board on ongoing projects, including recent projects returning vacant local schools onto tax rolls to benefit school districts, as well as recent projects in the Glenville Business and Technology Park and the Rotterdam Corporate Park.

**6. Adjournment** Mr. Christou moved to adjourn; seconded by Mr. McDonald. The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Jayne Lahut  
Executive Director

**Schenectady County Industrial Development Agency**  
**Treasurer's Report**  
**through March 2023**

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	<u>Actual YTD</u>
Project Income	0
Insurance	237
Fees to Metroplex	0
Legal Fees	1,800
Audit/Accounting Fees	4,300
Dues & Subscriptions	0
Miscellaneous	20
Operating Expenses	<u>\$ 6,357</u>
Net Operating Revenue	<u>\$ (6,357)</u>
Grant Revenue	0
Project Expenditures	-
Net Projects	<u>\$ -</u>
Interest on Deposits	33
Other Expenses	0
Other Income & Expense	<u>33</u>
Net	<u><u>\$ (6,324)</u></u>
<b>Cash on Hand</b>	<u><u>\$ 1,009,680</u></u>

Schenectady County Industrial Development Agency

Bank Account Activity

As of March 31, 2023

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
				<b>\$ 1,017,814.25</b>
01/18/2023	Barclay Damon LLP		(7,200.00)	1,010,614.25
01/18/2023	Selective Insurance		(947.00)	1,009,667.25
01/31/2023		Interest	17.27	1,009,684.52
02/09/2023	Selective Insurance		(20.00)	1,009,664.52
02/28/2023		Interest	15.49	1,009,680.01
			<u>\$ (8,134.24)</u>	<u>\$ 1,009,680.01</u>
			<u><b>\$ (8,134.24)</b></u>	<u><b>\$ 1,009,680.01</b></u>



**SCHENECTADY COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY**

**MEMO**

**TO:** Agency Members

**FROM:** Jayme B. Lahut

**DATE:** March 29, 2023

**SUBJECT:** Resolution 530-23: Adopt the FY-2022 Audit

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Attached find the 2022 comprehensive audit statement and management letter that was prepared by the Agency's auditor, Cusack & Company, CPAs. Resolution 530-23 adopts the audit which will be filed with Authorities Budget Office and posted on the County IDA website.

As in past years, the audit may be characterized as clean, unqualified opinion with no adverse or material findings. A clean audit report means the Agency followed accounting standards and there are no meaningful discrepancies, misrepresentations, and we have followed generally accepted accounting principles.

The audit report begins with an introductory section outlining the responsibility of management and the responsibility of the audit firm. Find too the auditor's opinion, supplementary information regarding conduit debt, the auditor's reports on internal controls and investments, and management letter.

We are pleased with the results of the 2022 audit. If you have any questions about it, please call me or Tonia Lehoisky.

Please call me at 377-1109 (x2) if you have questions.





**SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**RESOLUTION 530-23**

ADOPTION OF THE COMPREHENSIVE AUDIT FOR THE FISCAL YEAR ENDING  
DECEMBER 31, 2022

WHEREAS, the Schenectady County Industrial Development Agency (the “Agency”) retained Cusack & Company, CPAs LLC as independent auditors for purposes of providing auditing services in accordance with generally accepted auditing standards as defined in subdivision eleven of section two of the state finance law; and

WHEREAS, a comprehensive audit for the period ending December 31, 2022 has been prepared and presented to the Agency by Cusack & Company, CPAs LLC; therefore be it

RESOLVED, that on the basis of the materials presented to this meeting, a copy of which is hereby ordered filed with the records of the Agency, the Agency hereby adopts the comprehensive audit for the period ending December 31, 2022 conducted by Cusack & Company, CPAs LLC.

RESOLVED, pursuant to §2802(2) of Public Authorities Law, the Chairman or his designee shall submit copies of the comprehensive audit to the Chair of the Schenectady County Legislature, the Authority Budget Office and posted on the Agency website.

Motion By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

March 29, 2023



## **SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

### **BOARD MEETING AGENDA**

**MAY 19, 2023**

**9:00 AM**

#### **Call to Order**

- 1. Approval of Minutes** — March 29, 2023 meeting
- 2. Treasurer's Report**
- 3. Swaggertown I, LLC Solar Project** (Town of Glenville): Resolution 538-23 — Authorize Holding a Public Hearing and Take Related Actions
- 4. Swaggertown II, LLC Solar Project** (Town of Glenville): Resolution 539-23 — Authorize Holding a Public Hearing and Take Related Actions
- 5. S. Ferry Street Revitalization**
  - Resolution 540-23 — SEQRA / No Significant Effect on the Environment
  - Resolution 541-23 — Authorization to Enter into an Intermunicipal Cooperation Agreement and Take Related Actions
- 6. Appointment of Agency Executive Director:** Resolution 542-23
- 7. Other Business**
- 8. Adjournment**



## **SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

### **BOARD MEETING AGENDA**

**JULY 26, 2023**

**9:00 AM**

#### **Call to Order**

- 1. Approval of Minutes** — May 19, 2023 meeting
  
- 2. Treasurer's Report**
  
- 3. Swaggertown I, LLC Solar Project** (Town of Glenville): Resolution 543-23 — Authorization to Amend and Restate the Payment-in-Lieu-of-Tax Agreement and Take Related Actions
  
- 4. Swaggertown II, LLC Solar Project** (Town of Glenville): Resolution 544-23 — Authorization to Amend and Restate the Payment-in-Lieu-of-Tax Agreement and Take Related Actions
  
- 5. Rivers Ledge of Niskayuna Project** (Town of Niskayuna): Resolution 545-23 — Extend Sales Tax Agreement
  
- 6. Other Business**
  
- 7. Adjournment**



## **SCHENECTADY COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

### **BOARD MEETING AGENDA OCTOBER 27, 2023 9:00 AM**

Call to Order

1. Approval of Minutes — July 26, 2023 meeting
2. Treasurer's Report
3. 2024 Budget Resolution 546-23 — Adopt FY-2024 Budget
4. Other Business
5. Adjournment