



**Schenectady Metroplex Development Authority**  
**Board Meeting Minutes**  
**March 27, 2024**

**Present:** Ray Gillen, Brad Lewis, Sharon Jordan, Karen Zalewski-Wildzunas, Michael Angelozzi, Robert Dieterich, Todd Edwards, Hayward Horton and Steven Rifenburg

**Absent:** None

**Others:** David Hogenkamp, Tonia Lehoisky, Danielle Krupa, Jennifer Medler, Steve Strichman and Scott Cietek

**Call to Order:** Mr. Gillen called the meeting to order at 5:30 p.m.

**Approval of Minutes:** Mr. Lewis made the motion to approve the minutes of the February 21, 2024 meeting; seconded by Ms. Jordan and approved.

**Treasurer's Report:** Ms. Zalewski-Wildzunas presented the Treasurer's Report as of February 29, 2024. The report noted that cash on hand was approximately \$6.5 million and that expenses for predevelopment continued to be under budget. Ms. Jordan moved to accept the Treasurer's Report; seconded by Mr. Horton and approved.

**1. 421 Union Street (Former Jo-Jo's Auto Service)**

**Resolution 1713-24 — SEQRA / No Significant Effect on the Environment**

This project involves both façade and interior improvements to 421 Union Street, an historic building located at a prominent intersection at the entrance to Little Italy in downtown Schenectady. Resolution 1713-24 characterized the action as an Unlisted Action and issued a negative declaration that the project would not have a significant impact on the environment. Ms. Zalewski-Wildzunas moved Resolution 1713-24, seconded by Ms. Jordan and approved.

**Resolution 1714-24 — Adopt the General Project Plan**

Terry Aldrich, owner of the Backstage Pub on Smith Street, will be making interior and exterior improvements to the former Jo-Jo's property, including conversion of the auto garage into a taproom. Metroplex assistance includes a \$40,000 façade grant and a sales tax exemption. Ms. Zalewski-Wildzunas moved Resolution 1714-24, seconded by Ms. Jordan and approved.

**2. Connie's Creative Collective Project (131-133 Jay Street)**

**Resolution 1715-24 — Adopt the General Project Plan**

Bashir Chedrawee, owner of the hugely successful Simone's Kitchen on Jay Street, will be opening two new businesses: Connie's Creative Market, an artists' makerspace at 131 Jay Street (the former Jay Street Collective space) and Connie's Confectionary, a bakers' marketplace, at 133 Jay Street (the former Dilly Bean space). Metroplex assistance includes a \$35,000 grant and exemption from sales tax. Ms. Zalewski-Wildzunas moved Resolution 1715-24, seconded by Mr. Lewis and approved.

### **3. Museum of Innovation and Science (miSci) Planetarium Upgrade Project**

#### **Resolution 1716-24 — Adopt the General Project Plan**

This project involves upgrades and improvements to the projection and sound systems at the Suite-Bueche Planetarium located within miSci. Metroplex support includes a \$55,000 grant. Ms. Jordan moved Resolution 1716-24, seconded by Ms. Zalewski-Wildzunas and approved. (Mr. Lewis, a member of the miSci board of directors, abstained.)

### **4. Schenectady County Trail Signage Project**

#### **Resolution 1717-24 — SEQRA / No Significant Effect on the Environment**

This project involves the County's installation of 12 interpretive signs along the Empire State Trail. Resolution 1717-24 characterized the action as an Unlisted Action and issued a negative declaration that the project would not have a significant impact on the environment. Ms. Zalewski-Wildzunas moved Resolution 1717-24, seconded by Mr. Lewis and approved.

#### **Resolution 1718-24 — Adopt the General Project Plan**

This resolution authorizes Metroplex to provide \$30,000 in funding to the County for the design, fabrication and installation of interpretive signs along the Empire State Trail. Ms. Zalewski-Wildzunas moved Resolution 1718-24, seconded by Mr. Lewis and approved.

### **5. Broadway South Lot (“Postage Stamp”) Project:**

#### **Resolution 1719-24 — Commence Real Property Disposition Process**

This resolution commenced the real property disposition process regarding the state-mandated process for real estate disposal for fair market value. Metroplex is considering the sale of a 0.2-acre subdivided parcel to Highbridge BW LLC., an affiliated entity of Highbridge Development. Ms. Zalewski-Wildzunas moved to approve Resolution 1719-24, seconded by Ms. Jordan and approved.

### **6. Accounting Services Contract:**

#### **Resolution 1720-24 — Retain Robert L. Kristel, CPA**

This resolution authorizes Metroplex to retain Robert L. Kristel, CPA, for 2024 with options for two additional years at a not-to-exceed amount of \$44,500 per year. Ms. Zalewski-Wildzunas moved Resolution 1720-24, seconded by Mr. Lewis and approved.

### **7. FY-2023 Audit:**

#### **Resolution 1721-24 — Adopt the Comprehensive Audit**

The Audit Committee reviewed the FY-2023 Audit at its March 20, 2024 meeting and recommended it for adoption by the Board. Acceptance of the FY-2023 Audit was moved by Ms. Zalewski-Wildzunas, seconded by Mr. Lewis and approved following discussion.

### **8. Five-Year Capital Projects Plan**

#### **Resolution 1722-24 — Adopt the Plan**

Following review at the March 20, 2024 meeting, the Governance Committee recommended that the statutorily required Five-Year Capital Projects Plan be adopted by the board. Ms. Jordan moved Resolution 1722-24, seconded by Ms. Zalewski-Wildzunas and approved.

## 9. Annual Reports

### **Resolution 1723-24 — Reauthorize the Authority Mission Statement; Adopt the 2023 Performance Measures Report, the 2023 Investment Report, and the 2023 Property Report**

Following review at the March 20, 2024 meeting, the Governance Committee recommended that the above documents be reauthorized by the board. Ms. Zalewski-Wildzunas moved Resolution 1723-24, seconded by Mr. Dieterich and approved.

## 10. Consent Agenda

### **Resolution 1724-24 — Reauthorize the Investment Policy**

### **Resolution 1725-24 — Reauthorize the Property Disposition Policy**

### **Resolution 1726-24 — Reauthorize Procurement Guidelines**

### **Resolution 1727-24 — Authorize Master Goal Plan for Minority / Women-owned Business Enterprises (M/WBE)**

### **Resolution 1728-24 — Authorize the Master Goal Plan for Service-Disabled Veteran-Owned Business (SDVOB)**

### **Resolution 1729-24 — Reauthorize the General Operating and Financial Policy**

### **Resolution 1730-24 — Reauthorize the Financial Assistance Administration Policy**

### **Resolution 1731-24 — Reauthorize the Guidelines for the Sale and Reporting of Bonds and Notes**

The consent agenda consisted of the annual readoption of policies and guidelines that are posted on the Metroplex website. Each document was reviewed by the Governance Committee at its March 20, 2024 meeting and is recommended for reauthorization by the board. Ms. Jordan moved Resolutions 1724-24 through 1731-24, seconded by Mr. Lewis and approved.

**Public Comment:** None.

**Board Comment:** Mr. Gillen updated the board on projects in downtown Schenectady.

**Adjournment:** Ms. Jordan moved to adjourn; seconded by Ms. Zalewski-Wildzunas. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

David J. Hogenkamp  
Executive Director