

Economic Development Committee Minutes  
January 15, 2020 – 3:00 p.m.

Present: Chairman Jack Lawler; Committee Members Ed Kinowski, Dan Pemrick, Jean Raymond, Tom Richardson, Jon Schopf, Kevin Tollisen; Supervisors Phil Barrett, Tara Gaston, Todd Kusnierz, Tom Wood, Mo Wright; Chad Cooke, County Administrator; Steve Dorsey, County Attorney; Jason Kemper, Planning; Jenniffer McCloskey, Employment and Training; Craig Hayner, County Clerk; Andrew Jarosh, County Treasurer; Shelby Schneider, Michele Battle, Jenny Kelley, Saratoga County Prosperity Partnership; Dennis Brobston, Tori Riley, Saratoga Economic Development Corporation; Press.

Chairman Lawler called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Kinowski, seconded by Mr. Tollisen, the minutes of the December 5, 2019 meeting were approved unanimously.**

Mr. Lawler announced the appointment of Mr. Kinowski as committee vice chair.

**A motion was made by Mr. Richardson, seconded by Mr. Schopf, to set a date and time for a public hearing for amendments to Saratoga County Agricultural District #2 to be held February 1, 2020 at 4:25 pm. Unanimous.**

Mr. Dorsey said that there is a 31 day window every October for property owners that wish to be included or deleted from an agricultural district. Four petitions were filed. One in Clifton Park, one in Galway, one in Malta, and one in Providence, that have asked to be included in Saratoga County Agricultural District #2. Saratoga County Agricultural District #2 includes the towns of Ballston, Charlton, Clifton Park, Galway, Malta, Milton and the City of Saratoga Springs. There is Saratoga County Agricultural District #1 also and the Town of Providence is in neither. Beyond approving the petitions at the conclusion of the public hearing next month, it would also be adding the Town of Providence to Saratoga County Agricultural District #2.

The applications have already been reviewed and approved by the Saratoga County Agricultural and Farmland Protection Board.

A discussion took place regarding Agricultural Districts and Mr. Lawler requested that Mr. Kemper give a presentation next month on the entire Ag. District process and at what point Supervisors are notified and involved for properties being included.

Mr. Lawler said that the 2020 budget included an appropriation of \$150K for economic development grants at the municipal level. The grants will be administrated by the Saratoga County Prosperity Partnership. Mr. Lawler suggested a process to begin the discussion. Mr. Lawler proposed that all 21 municipalities (19 towns and 2 cities) be encouraged to apply for an economic development grant. He suggested that \$7K be set aside for each application. 21 x \$7K is \$147K. Mr. Lawler suggested that a simple 1-page application form be created for each community and requested that the administration work on drafting this application with him. Items on the form would include the name of the municipality, amount requested, purpose, how it ties back to economic development in the community, and a description of the plan. Mr. Lawler

said that he envisions two rounds of applications. First round to apply by April 1<sup>st</sup> with the Committee approving the applications at the May meeting and passing along to Law and Finance and the full Board, and a second round to apply by July 1<sup>st</sup>. The process would be limited to one grant per municipality and any that missed the first deadline would have the opportunity to apply by the second deadline. Mrs. Raymond asked what Mr. Lawler envisions as projects that would be eligible as an application. Mr. Lawler said that he would ask each town to look towards their own needs that can be tied back to an overall economic development effort. Mr. Lawler said that towns could also get together with a multi-town regional approach and combining their individual \$7K allocations. Mr. Schopf asked what would happen to left over funds after both grant rounds, in the case that some municipalities did not apply for funding. Mr. Lawler said that those funds would then be open for other towns to apply for. Mr. Lawler said that he is open to and encourages any comments, discussions or suggestions contrary to this plan. Mr. Lawler said that he will sit down with the County Administrator to create a draft application and forward this out to committee members for their suggestions and approval. Mr. Tollisen said that it is a great plan, and allowing the individual towns to figure out what is best for them is the way to go. The second part is that SCPP's mission now is to help the towns with this, so not only will Towns get the funding but assistance from the Partnership.

Mr. Barrett read an excerpt from a multi-page document he had handed out at an Economic Development meeting in June as the proposed structure at that time. The excerpt is as follows:

“New Economic Development Planning Fund –

- These monies will be re-directed and set aside in a separate fund earmarked for municipalities to request assistance with (1) seed monies for grant opportunities such as grant writing or match funds needed for certain projects (2) GEIS studies of certain areas of town, planning and zoning needs such as master plan or master plan update, and (3) general economic growth (street lights, sidewalk).
- All funding applications for the Economic Development Planning Fund shall be submitted to SCPP and then determinations shall be made by the Economic Development Committee after a presentation from SCPP President to the BOS. A set maximum amount of award should be set annually to ensure assistance to as many municipalities as possible during a given year. (EX. \$10,000 or \$25,000). SCPP will then work with the municipalities to ensure success of their initiative.”

Mr. Lawler said that what has been laid out today is that the applications will come to the Administration and the Economic Development committee and the SCPP will also be involved. Mrs. Raymond suggested that the funds be disbursed as the projects were completed rather than in advance. Mr. Lawler said that he envisioned this as a reimbursement grant and will include this in the application.

Mr. Kinowski said that the plans and agenda of the Partnership were set forth for 2020 but with the change in leadership, he would like to know if the final plans/agenda have changed for this upcoming year. Additionally, a briefing from SCPP and/or SEDC on the unity committee plans for 2020. Mr. Lawler said that he would like to set up a schedule for SCPP and SEDC to make presentations to the board on a quarterly basis. In the interest of time, these presentations would not be at the same meeting. Mr. Lawler suggested that SCPP do their presentation at the March meeting and SEDC present at the April meeting. For May he would like an update and joint

presentation on the Unity agreement and then back in June and September for SCPP, and July and October for SEDC. Mr. Lawler said that if there is something critical that SCPP or SEDC needs to talk about, they can let him know and be added to the agenda. Mrs. Raymond suggested a 20 minute time limit for these presentations, and a bulleted outline be provided a day or two in advance, due to Law and Finance meeting immediately following Economic Development meeting. Mr. Lawler agreed and requested that to the extent possible, all people with agenda items on the Economic Development Committee provide backup to their items a few days prior to the meeting. Back up should be emailed to the committee and cc'd to the Clerk of the Board and County Administrator. This will make the meetings more efficient and productive.

Mr. Tollisen said that he believed that a public announcement regarding the Unity agreement was being discussed and requested that SCPP and SEDC take 5 minutes at the February meeting to update the committee on this. Mr. Schopf also suggested another Unity committee update be scheduled for November. Mr. Lawler agreed and said that if anyone wants an item on an upcoming agenda, to let him know.

Mr. Richardson said that SCPP helped him put together a booklet last year for the City of Mechanicville. He has had several successful items come from that booklet. A 17 acre parcel has been purchased and the owner has several ideas for businesses on this parcel. Another gentleman and his company has purchased several different 2 and 4 family homes that he will be renovating. There is interest in a parcel near City Hall for development. Mr. Richardson had a meeting with two gentleman regarding the purchase of another piece of property that was listed in the book. Mr. Richardson said that all of this started from an idea with Ms. Schneider where they invited 25 people with ties to Mechanicville to a breakfast meeting. Nine months later they are getting direct results from that meeting. Mr. Richardson thanked Ms. Schneider and would like to plan another meeting in the Spring. If anyone is interested in the booklet, he has additional copies.

Mr. Richardson also said that they have been holding an Economic Summit for the Town of Stillwater/City of Mechanicville for several years. This year they invited Jenniffer McCloskey from Employment and Training as a speaker. Ms. McCloskey has several ideas which she has been discussing with local businesses to help them out.

Ms. Schneider distributed a copy of their monthly Supervisors newsletter and invited the committee to their organizational board meeting in January. Ms. Schneider said that their meetings are open to the public.

**A motion was made by Mr. Richardson, seconded by Mrs. Raymond, the meeting was adjourned unanimously.**

Respectfully submitted,

Therese Connolly  
Deputy Clerk of the Board