



**Meeting of the Board of Directors  
September 21<sup>st</sup>, 2020 at 4:00 pm  
Saratoga City Center – 1<sup>st</sup> Floor Conference Room  
522 Broadway, Saratoga Springs, NY 12866**

**Board Members Present:**

Chairman Kevin Hedley, Vice-Chair Penny Hill, Treasurer Rocco Ferraro, Secretary Todd Kusnierz, Steve Bulger, Brendan Chudy, Eric Connolly, Darren O'Connor, Josh Spain, and Benny Zlotnick

**Board Members Absent:** Scott Solomon and David Wood

**Saratoga Partnership Staff Present:** Shelby Schneider, President; Jennifer Kelley, Economic Development Assistant; and Michele Battle, Executive Assistant

**Guests:** Justin Miller and Karl Sleight, Legal Counsel, Harris Beach

Chairman Kevin Hedley called the meeting to order at 4:08 pm.

**ADOPTION OF MINUTES**

**July 20<sup>th</sup>, 2020 Board Meeting**

Rocco Ferraro made a motion to accept the July 20<sup>th</sup>, 2020 minutes, seconded by Eric Connolly. Todd Kusnierz noticed a change in the vote count. The explanation was Brendan Chudy arrived after the previous votes. We will add a note stating this this is why the number increased.

**Vote on the motion: AYES: 10 NOES: 0.** The motion carried.

**September 9<sup>th</sup>, 2020 Special Meeting**

Todd Kusnierz made a motion to accept the September 9<sup>th</sup>, 2020 minutes, seconded by Darren O'Connor. No further discussion was made.

**Vote on the motion: AYES: 10 NOES: 0.** The motion carried.

**TREASURER'S REPORT – ROCCO FERRARO**

Ferraro reviewed the Statement of Financial Position and the cash flow is where it should be. The SBA loan is still viewed as a liability until the Adirondack Trust forgives the loan. The Saratoga Partnership has received three of the four payments from the County and everything is in order thus far. Ferraro congratulated the staff on making adjustments to spending and expenses due to a reduced revenue stream. The Saratoga Partnership's spending is at a percentage that is to be expected. To date (September 13<sup>th</sup>), the year is about 70 percent over and as shown on the last page of the financials, the organization has spent about 70 percent of the budget for each line item.

There are some exceptions. In terms of automobile allowance, that was an expense given to Marty Vanags which the Saratoga Partnership has done away with. The postage is much higher than budgeted, which was due to an unexpected fee for returning Vanags' furniture to him. As the Saratoga Partnership moves forward with the current questions about Zoom, the organization will have more legal fees at a cost that is unknown as of now. Kusnierz asked if the Saratoga Partnership's final quarter payment will come in mid-October. Shelby Schneider stated the Saratoga Partnership will submit the 4<sup>th</sup> quarter voucher by October 1<sup>st</sup>. Ms. Schneider also stated that the organization can draw down funds from the USDA grant for Next Wave Communities activities.

Josh Spain made a motion to approve the Treasurer's Report, seconded by Penny Hill. There was no discussion.

**Vote on the motion: AYES: 10 NOES: 0.** The motion carried.

## **OLD BUSINESS**

There was no old business to discuss.

## **NEW BUSINESS**

### **SCPP Stewart's Month-to-Month Rent Increase (5%)**

Shelby Schneider stated the Saratoga Partnership has been on a month-to-month rental agreement with the Stewarts' Corporation since March 2020. The Saratoga Partnership has not received a rent increase in the last three years. Usually, the increase is 10 percent, but Stewart's has been generous with only a 5 percent increase. This increase equates to about \$150 a month.

Additionally, the photocopier lease expires at the end of October. This presents a good opportunity to save money each month. The Saratoga Partnership has gotten three different proposals from vendors in Saratoga County, which will bring down the photocopier cost resulting in an approximate savings of \$164 per month for the copier.

Thus, the rent increase will be offset by the savings of the new photocopier machine. Chairman Hedley added that the Stewart's lease will still be a month-to-month lease.

Zlotnick made a motion to approve the 5 percent cost increase for the new lease, seconded by Kusnierz. There was no discussion.

**Vote on the motion: AYES: 10 NOES: 0.** The motion carried.

### **Luther Forest Study**

The Saratoga Partnership has been working with SEDC and CEG to discuss how Saratoga County can take advantage of the federal opportunities with reshoring semiconductor manufacturing in the United States. The Saratoga County IDA is in the process of buying property adjacent to DA Collins property in Luther Forest. There are opportunities out there that haven't been examined since the early 2000s. Since then, the semiconductor industry has changed and consolidated. The Saratoga Partnership has talked to NYSERDA and National Grid about grant funds available. The Saratoga Partnership will need to leverage funds to receive these grants. These grants work by spending the money first and then submitting costs to receive payments. The Saratoga Partnership is currently working with the Town of Malta Councilman Tim Dunn, who heads the #MaltaWorks economic development committee, on funding opportunities.

The Saratoga Partnership did a Request For Proposal (RFP) in August and submitted it to three international companies in the semiconductor industry. Ms. Schneider let the board know that the Jacobs Study is attached to the Board Information they received. This study will take 3-4 months to implement. It will include what opportunities make the most sense and how the site's infrastructure should be extended. Ms. Schneider stated it is important to convene the partners in this project.

Ferraro asked, in terms of the scope of services, if Quality of Life opportunities are in this proposal. He stated, the region needs to promote these assets and should focus on the quality of life that can attract a thriving workforce. Ms. Schneider said industry follows talent and it works hand-in-hand. Ferraro stated that the colleges in this region should be emphasized more. Ms. Schneider said the consultants do have a depth of knowledge in this area, especially from where it has grown in the last 20 years ago.

### **Behan Communications Study – Northern Towns**

We helped the towns of Hadley, Day, Edinburgh, and Corinth use their Saratoga County Economic Development Funds for a multi-town project. The Saratoga Partnership will work with Behan Communications and will need to sign an MOU to proceed. Ferraro spoke about the importance of web access and the ability to be remote in this day in age. Ms. Schneider elaborated on this in the President's Report. The Saratoga Partnership is looking for resources for broadband and inter-municipal cooperation which is particularly important. Ferraro reiterated that the need for broadband is crucial to attracting residents to the area.

## **PRESIDENT'S REPORT**

Chairman Hedley reminded the Board that information from their last executive session had been released to the public and the Board was given a memo reiterating their duties as Board Members and the rules of Executive Session. Moving forward people need to be cognizant of what is in the memo and the fiduciary duty they signed to be on the Saratoga Partnership board.

Ms. Schneider highlighted that the Saratoga Partnership has the Village of Ballston Spa's Next Wave Communities plan in final draft form for the Board to see. Ms. Schneider recognized Jenny Kelley on the hard work and effort she put into the plan. Ms. Schneider said the Saratoga Partnership has a great team of consultants that the organization can lean on in the implementation phase of the economic development plan.

Ms. Schneider stated, the plan was not for public consumption yet as there will be a press event revealing the results of the plan. Chairman Hedley and Ms. Schneider shared this plan with the Board for them to see the work the Saratoga Partnership is able to produce when given the opportunity.

## **EXECUTIVE SESSION**

Chairman Hedley suggested that the Board move into Executive Session to discuss the Unity Committee's updates which contain matters about personnel.

Brendan Chudy made a motion to approve going into Executive Session at 4:30 pm, seconded by Penny Hill. There was no discussion.

**Vote on the motion: AYES: 10 NOES: 0.** The Motion carried.

Rocky Ferraro made the motion to end Executive Session, seconded by Brendan Chudy. There was no discussion.

**Vote on the motion: AYES: 9 NOES: 0.** The Motion carried.

**Please note: Penny Hill had to leave during Executive Session. This is why the vote totals are less.**

The Saratoga Partnership Board came out of Executive Session at 6:05 pm.

## **ADJOURNMENT**

Chairman Hedley reported that the Board will tentatively schedule a special board meeting for Wednesday, October, 7 at the Saratoga Springs City Center, first floor at 4:00 pm. Chairman Hedley also commended Ms. Schneider on her leadership qualities during this challenging year and acknowledged Partnership Staff including Jenny Kelley for the outstanding work she has contributed to the Ballston Spa Next Wave Communities plan. Chairman Hedley said he looks forward to having the focus of the Saratoga Partnership be on the strong work product and economic development activities and the good work the Saratoga Partnership is doing to help communities and businesses in Saratoga County.

Chudy made a motion to adjourn the meeting, seconded by Zlotnick. No further discussion was made.

**Vote on the motion: AYES: 9 NOES: 0.** The Motion was carried.

The meeting adjourned at 6:10 pm.

Recording Secretary \_\_\_\_\_