



**Meeting of the Board of Directors
December 21st, 2020 at 4:00 pm
Via Zoom Conference Call and YouTube Livestream**

Board Members Present:

Acting Chair Penny Hill, Treasurer Rocco Ferraro, Secretary Todd Kusnierz, Steve Bulger, Brendan Chudy, Eric Connolly, Josh Spain, David Wood, and Benny Zlotnick

Board Members Absent: Scott Solomon

Saratoga Partnership Staff Present: Shelby Schneider, President and Jennifer Kelley, Economic Development Assistant

Guests: Justin Miller, Legal Counsel, Harris Beach

Acting Chair Penny Hill called the meeting to order at 4:02 pm

ADOPTION OF MINUTES

November 23rd, 2020 Board Meeting

B. Zlotnick made a motion to accept the November 23rd, 2020 minutes, seconded by T. Kusnierz. No further discussion was made.

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

TREASURER'S REPORT – ROCCO FERRARO

Treasurer Rocco Ferraro reported statement of activity and budget report. The 2019 and 2020 budget were discussed through December 8 which is 95 percent of budget. Total revenue to date represents 75 percent of budget, expenses are 77 percent of budget. Last year we budgeted \$500,000 from Saratoga County, but because of the economic impact of COVID-19 and reduction in bed tax, we will only receive \$375,000. He stated that expenses have been reduced accordingly and the only expenses exceeding the budget are health and dental insurance at 112%; advertising, which was discussed last month; cleaning expenses, legal and accounting, and postage due to moving Marty's furniture after his departure. This has been a successful effort to significantly reduce expenses as anticipated revenue being lower.

D. Wood made a motion to approve the Treasurer's Report, seconded by J. Spain. There was no discussion. **Vote on the motion: AYES: 9 NOES: 0. The motion carried.**

OLD BUSINESS

Saratoga County 2020 and 2021 Budget Update

Schneider provided update from last SCPP board meeting; challenge of being primarily funded by bed tax from Saratoga county and economic impact caused by COVID. In July, County paid third quarterly installment of the \$500,000, in anticipation of summer months picking up. We submitted a voucher in September for October payment and did not receive fourth quarter payment. Per the County: we were asked to go to the Saratoga County Economic Development committee to inquire about fourth quarter payment because SCPP received more than 50% of room occupancy tax. Per budget hearing, our 2021 budget is over-projecting 2021 occupancy tax. The ED Committee created a resolution forgiving \$225,000 of overpayment. Ferraro: from treasurers' perspective, cashflow statement is based on expenses - we will have less than \$3,000 in January

with no reserve funds. A \$450,000 line-item budget has been assigned to SCPP. If revenue from bed tax remains low, there will be funding from other sources. Schneider states \$95,000 still to be drawn down, includes staff time from Ballston Spa and Malta. Per Bulger, look for Paycheck Protection funding by early January. There is a chance SCPP will be eligible for a second loan.

NEW BUSINESS

Personnel Committee Report

Josh Spain offered a report from the personnel committee. He reported that Michele Battle resigned, effective December 11. Instead of filling her position, Mr. Spain stated that Ms. Schneider wanted to create a new position for Ms. Kelley since she had taken on more responsibility and backfill Jenny's economic development assistant position with Aimee Johnson. Mr. Spain said that he and other committee members interviewed Ms. Johnson and she was a good fit for the position. Johnson worked for local ED corporation in the Finger Lakes & has advanced degree - very interested in ED. She has conducted research and completed courses with IEDC. Salary would be \$45,000 with vision/dental - not health which saves \$1400/year. He also stated that Michele Battle agreed to stay on as a contractor for \$400 per month for the next 90 days to assist with the transition. Ms. Schneider reported that during this time, Jenny Kelley announced her resignation. She had been approached by a headhunter regarding a position at a statewide organization. She has done a lot of important work including writing new planning process. She is leaving on December 31. Per Ms. Schneider: payroll is significantly less because it was based on 3 staff, 2 having benefits. \$450,000 has been budgeted for 2021 with mechanism to receive other funds such as PPP. Wants to hire Johnson effective January 1. Per Ferraro, we need to fulfill requirements associated with grants. It is important there is little transitional time.

Ferraro **made a** motion to hire Aimee Johnson as Economic Development Specialist at \$45,000 annual, plus dental/eye benefits, starting January 1, Connolly seconded.

Kusnierz: looking at Johnson's resume, no question she would be an equivalent to fill role - budget struggles will not go away in immediate future. Can't support hiring additional staff before January when SCPP will get better clarity from new administration in 2021. Wait on appointment until mid-January when we know how things are worked out with funding. Zlotnick suggests roll call vote for record and clarity.

Chudy- yes

Hill- yes

Ferraro- yes

Zlotnick- yes

Connelly- yes

Spain- yes

Bulger- no

Kusnierz- no

Motion carries.

Board Resignation – Supervisor Darren O'Connor

Chair Hill reported that Supervisor Darren O'Connor resigned effective November 30.

Contract for Services – Bookkeeping with Michele Battle

B. Zlotnick made a motion to retain Michele Battle for bookkeeping services for a 90 day contract at \$40/hour or \$400 a month. J. Spain seconded the motion. Vote on the motion: AYES: 9 NOES: 0. The motion carried.

Office Lease

Ms. Schneider discussed vacating space in January to reduce overhead. She stated that they are currently in nearly 2,000 square feet which is underutilized. She said that she would like to co-locate with the Saratoga County Chamber of Commerce for \$750 per month. Stewarts has offered flexibility and are supportive of us reducing expenses. Per Penny Hill, this significant savings from what we are paying now is a good move. Spain questions January lease payment and grace period for moving. Ferraro states good move for financial and professional reasons. SEDC located in the same building - Schneider expressed support for working collaboratively moving forward. Per Zlotnick, this would show Board of Supervisors we are proactively cutting expenses.

B. Chudy made a motion in support of co-locating with the Saratoga County Chamber of Commerce at 28 Clinton Street, Saratoga Springs; B. Zlotnick seconded. Vote on the motion: AYES: 9 NOES: 0. The motion carried.

PRESIDENT'S REPORT

Partnered with Malta ED committee and Saratoga chamber on program to secure funds to help small businesses. GlobalFoundries awarded us funds for promotional campaigns to support restaurants and hospitality sector. It is a nominal amount - as a 501c3, SCPP qualified for the grant. We have a lease with G+G lighting for a building in Halfmoon through Startup NY program. Another Startup NY coming to Halfmoon - working with them & SUNY Albany to allocate space with SCPP as leasehold. SCPP and partners getting word out to help businesses and nonprofits navigate future funding's through Cares Act. CDL testing 2-3-acre site essential to short and long-haul truck drivers - there is a talent shortage in this sector. This would help Scannell who is looking to purchase property at Iftc. Target, Ace, Logistics One, Sysco are all competing for warehouse workers and drivers. Hoping CDL program will expand labor pool. Don't want to strain existing businesses; need to secure federal funding for training efforts. Working with Albany Can Code and Veterans Council to encourage digital literacy courses. Next Wave Communities are almost done. Spoke at Adirondack Association of Towns funded by Board of Supervisors - worked to have a regional approach with those funds. With a marketing study in place, we could address talent attraction, promote leisure and hospitality sector. NWC Ballston Spa led to Village moving forward with master plan. Working with CDRPC and CDTC to update plan and rezone village. Brought developer and the Department of Homes and Community Renewal to Village to scope out potential projects. She stated that the partnership is working with the Village them to complete streets and finish Zim Smith trail. She said that she is also working with a workforce housing developer in Saratoga Springs and assisting them with establishing a childcare center in their 4,000 sq ft of commercial space.

Schneider also reported that Next Wave Communities Malta, they have done severla interviews with stakeholders such as town board, planning committee, department chairs. Next steps would be directly tied with study of Luther Forest Technology Campus. We are down on funds for that, but we didn't receive 4th quarter payments which was going to go towards study.

ADJOURNMENT

J. Spain made a motion to adjourn the meeting, seconded by B. Chudy. No further discussion was made. Vote on the motion: AYES: 9 NOES: 0. The Motion was carried.

The meeting adjourned at 5:41 pm

Recording Secretary  _____