



Meeting of the Board of Directors

February 15th, 2021 at 4:00 pm

Zoom Meeting

Meeting available for public viewing via

[YOUTUBE – Saratoga County Prosperity Partnership Channel](#)

Board Members Present: Acting-Chair, Penny Hill, Treasurer, Rocco Ferraro, Secretary, Todd Kusnierz, Brendan Chudy, Eric Connolly, Phil Barrett, Jeff Jones, Maria Moran, Josh Spain, David Wood, Benny Zlotnick, Timothy Dunn, Steve Bulger.

Board Members Absent: Scott Solomon, Justin Baker.

Saratoga Partnership Staff Present: President Shelby Schneider, Economic Development Assistant Aimee Johnson.

Guests: Justin Miller, Legal Counsel, Harris Beach; Matt Grattan, Director of Community & Economic Development, University at Albany

T. Kusnierz: Requested that since this was the first meeting of the year, officers be elected and committee assignments be made to the board. Acting Chair Penny Hill requested that she call the meeting to order and that a discussion of committee assignments and the organizational meeting was planned for later on the agenda.

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

ADOPTION OF MINUTES

December 21st SCPP Board Minutes

B. Zlotnick made a motion to accept the December 21st, 2020 minutes, seconded by D. Wood. No further discussion was made.

Vote on the motion AYES: 13 NOES: 0. The motion carried.

January 29th, 2021 SCPP Board Minutes

R. Ferraro made a motion to accept the January 29th, 2021 minutes, seconded by M. Moran. No further discussion was made.

Vote on the motion AYES: 13 NOES: 0. The motion carried.

AUTHORIZING RESOLUTION

StartUP NY program affiliation – SUNY Albany

P. Hill introduced Matt Grattan, Director of Community & Economic Development, University at Albany, SUNY Albany who administers the StartUp NY program, he presented a second company, SparkShoppe, which plans to move into Halfmoon as a result of the StartUp NY partnership. SparkShoppe is a digital marketing firm comprised of four women, previously employed by the Golub Corporation, who left to create their own firm – the Golub Corporation became their first client. They have recently expanded with other national market chains and industry sectors. Digital marketing is eligible for StartUp NY as it is analytic-based and uses social media to create marketing strategies. SparkShoppe has grown to now 12 employees with projections for a total of 20 in the near future. The business is currently located in Colonie, collocated with Precision Valve Automation (PVA). They will be moving to the former Halfmoon Sportsplex, utilizing the existing mezzanine space. SparkShoppe CEO and owner is Heidi Reale, she is also an adjunct faculty at UAlbany – has employed several of her former students. As an Albany County college, regulations require that UAlbany work with a nonprofit local development corporation in an arrangement to support Start-up NY business located outside of Albany County. As part of the Start-Up NY arrangement, the Saratoga Partnership will be lease space from PVA, then subletting it back to SparkShoppe. P. Hill stated that HVCC's affiliation with StartUp NY has created over 100 sponsorships. S. Schneider: The SCPP board last year adopted policy on how SCPP handles StartUp partnerships (this resolution was sent in this meeting packet).

After brief discussion, **E. Connolly** made a motion to authorize the StartUp NY resolution of affiliation, **J. Jones** seconded. **Vote on the motion: AYES: 14 NOES: 0.** The motion carried.

TREASURERS REPORT

R. Ferraro provided the Treasures report. SCPP is over one-month into this fiscal year. On the revenue side, we are in final the stages of receiving the first quarter payment from Saratoga County. SCPP did receive approval for a second SBA PPP loan of \$55,503.92 on January 29th of this year – the funds have hit the checking account and we are now able to draw down for operating expenses and salary. Cash flow was tentative until we receive our 1st quarter funding from Saratoga County, but the new PPP loan balance will carry us through. The SBA PPP will show up as an asset, offset by liability, until it is forgiven. Expenses have been significantly reduced due to relocation and staff reduction in January, and we have maintained a solid financial footing. The 2020 audit is currently underway; SCPP

books are in order. Michele Battle has been retained for 10 hours/month during the transition period. P. Hill asked if the audit by West and Co. would be completed by our March 31st deadline? S. Schneider: Yes, due to the ABO filing deadline of March 31st. Amy Pederick will attend the March board meeting to provide an audit presentation.

R. Ferraro made a motion to accept the treasurers report, **T. Dunn** seconded. **Vote on the motion: AYES: 13 NOES: 0.** The motion carried.

D. Wood made a motion to begin the audit process, **B. Chudy** seconded. **Vote on the motion: AYES: 13 NOES: 0.** The motion carried.

STATUS OF 2021 SARATOGA COUNTY CONTRACT

S. Schneider: The 6th agreement for Economic Development services has been received. Per a resolution last year, we must report to the Economic Development Committee with goals, objectives, budget, financials and compensation schedule. I attended the Economic Development Committee meeting Chaired by Supervisor Phil Barrett and provided a 2021 overview and annual report including goals and objectives. Our service agreement includes Next Wave Communities to plan and identify opportunities for investments and grants; municipal marketing; an ombudsman program; international trade opportunities; BRE; data & information clearing, Workforce Development, maintaining Washington & Saratoga Workforce Development Board; marketing Saratoga County for the semiconductor industry. We received half of the bed tax this year which, in 2019, totaled over \$1.1 million. We should expect significantly less this year, considering we were overpaid. I will be meeting with the Economic Development Committee every quarter to discuss activity and submit vouchers to collect funds. Our contract lays out a schedule of \$112,500 quarterly payments. We are trying to leverage county money with outside dollars and mitigate expenses while also fulfilling our mission. The contract is already approved by the Law, Finance, and Economic Development Committees. Waiting for full Board of Supervisors' approval before submitting the next voucher. T. Dunn: More frequent meetings with Saratoga County Economic Development Committee and leveraging outside money is a good idea. Can SCPP access data programs and platforms - how granular is the available data? This would be a valuable tool to municipal leaders working with site selectors. S. Schneider briefly explained existing access to GIS based info.

COMMITTEE ASSIGNMENTS

S. Schneider: A document was included in this meeting packet (p.46 in packet) for board members to select a committee for service and we will assign these positions at the next meeting, based upon preferences and availability. P. Hill:

SCPP by-laws discuss appointments. S. Schneider: The Governance Committee recommended a committee development process which includes the rotation of officer positions, starting at the treasurers' position. The committee did not change the by-laws, but did pass a resolution at the Governance Committee prior to Charles Waite's resignation in June. R. Ferraro: was the process change approved by the full board? S. Schneider: That would be a very involved process. J. Miller: Can we wait to accept the audit, appointments, etc. all at the Annual Meeting? The board can stick with the current process or select a new one – advanced discussion helps us best use the assets of board members based upon their time commitments and abilities. Election at-will can be buttoned up at the next meeting. R. Ferraro: Will the Governance Committee make a recommendation back to the full board on potential selections? J. Miller: Committee interests can be done organically with internal discussion. The Governance Committee cannot trump or make recommendations – it is not necessary to involve them as the process is not initiated by the Governance Committee.

ABO COMPLIANCE

S. Schneider reported that new board members must take the ABO training available online. If you have already completed this for board service with another organization, just send proof of completion to us. New board members must complete the fiduciary responsibility document; and board evaluation forms are due from existing board members. The Oath of Office and COI forms from Saratoga County must be notarized and sent to the County Attorney. Appointment dates are from the previous year – so the date of the most recent appointments would be January 4th of 2020 for existing board members. The auditors will be at the March board meeting to give their audit presentation and sign off on the report in order to be in compliance for our annual ABO report due by March 31st.

PRESIDENTS REPORT

S. Schneider: The Annual Report outlines SCPP accomplishments from 2020. BRE was a top priority. Some small businesses have opened during pandemic. But small businesses needed help paying bills and reopening to get through the economic impacts of COVID. We have been reaching out to the small business community with a survey – 59% of those surveyed have responded, citing revenue lower than last year and being at risk of closing. We partnered with local chambers and other groups in an outreach for funding sources. Elise Stefanick and Steve Bulger helped SCPP understand the Federal Stimulus Package and provided technical assistance to businesses regarding "essential business" requirements. We are also providing technical guidance for restaurants wanting use of streetscapes. We have sent out weekly emails regarding COVID resources available at all levels: over 63,000 emails were opened. The goal was to get information out to businesses to help them with

PPP/IDA loans or state funding. We have also worked on the G&G expansion, the new Death Wish Coffee headquarters, and aided Artisanal Brew Works in expanding their national distribution channels.

We are currently working on the Malta and Galway plans for the Next Wave Communities initiative; as well as working on the Ballston Spa Economic Development plan – they are updating their zoning and comprehensive plan from 1994. The Angelica site (125 Bath Street) is 6+ acres, and the owner is currently looking for investors (has received two grants to leverage for investment). We are also meeting with property owners, along with the DOH, to help property owners invest in their own properties. The new USDA Rural Business Development grant can be leveraged with county funds for Economic Development planning initiatives. We have been helping local towns and cities in Saratoga County identify projects for the Economic Development fund – \$150,000 was awarded, so \$7,1000 will be dispersed per applicant for Economic Development purposes in their community.

The Northern Towns study with Behan Communications is a collaborative Economic Development and attraction plan, pooling the resources of four towns. A draft version has been previewed. The final plan should be ready for the public shortly.

The Victory Mills workforce housing project is a \$68M project in the Village of Victory. Regan Development will be redeveloping the site - it is currently on the registry of historical places and will thus qualify for Historic Tax Credits, HFA and IDA credits. They also have a pilot agreement through the IDA. They have experienced a \$59-\$68M cost jump due to COVID-related expenses and brownfield remediation. Regan has a public hearing with the IDA on March 9th. They will apply for state tax credits in June. Construction will follow and Regan plans to be completed in three years.

We are also partnering with local organizations to provide increased childcare in Saratoga County, in hopes of addressing the existing childcare shortage. A local company is interested in opening up their first floor as a daycare space – an initiative we are pursuing with workforce development partners. The project would provide 55 additional childcare spots. They are working on building in tax credits - approval has been received. For this initiative we are working with Brightside Up, WIDA and others to address childcare needs locally and use federal funds to train and support home-based childcare centers.

We recently worked with Albany Can Code to establish three programs in Saratoga

County – all federally funded. The EPA has awarded SCPP \$300,000 to identify potential brownfield sites and produce master plans for their redevelopment. Along with the chamber, SCPP applied for a \$5000 grant from GlobalFoundries to promote retail in Malta during the winter months. We plan to launch in March (similar to the split the bill initiative) with initiatives to drive demand and raise awareness for support of local businesses.

S. Schneider was appointed to serve on the Albany County Airport Master Plan Committee; and is working with CEG on their Economic Development Roundtable which is a Regional Economic Development initiative we can participate in. They are helping to lead regional marketing efforts as well. S. Schneider was appointed to the Business Development Workgroup to support local and regional supply chains and was also appointed to Saratoga Hospital's Communities of Excellence Committee. The hospital will be looking at issues that impact health and wellness locally. This is a 3-year project to devise a master plan.

The SCPP office has moved, downsizing to co-locate with the Saratoga County Chamber of Commerce in early January. Our monthly rent has decreased from \$3300 to \$750/month and welcomed Aimee Johnson to our staff. The second round of the SBA PPP was released for new and existing business clients, and we will be working with local businesses on that, as well as a \$4M Agri-Business expansion.

I have received three local indoor recreation leads in the past month, with another already planned for Halfmoon. Businesses are pivoting and taking advantage of new opportunities. T. Dunn: Per the board packet, one important area is marketing and attraction – is there any value in establishing a committee or collaboration focused on that? S. Schneider supports this, stating National Grid dollars are available for that. S. Schneider provided a brief explanation of the SBA PPP loan for the new board members per B. Zlotnicks request. If we use all of the loan funds on time and per the requirements, the loan is forgiven and becomes a grant. The next board meeting will be held on March 15th with a report of the 2020 audit.

ADJOURNMENT

T. Dunn made a motion to adjourn the meeting, seconded by J. Spain. No further discussion was made. **Vote on the motion: AYES: 13 NOES: 0.** The Motion was carried.

The meeting adjourned at 5:17 pm.

Recording Secretary Aimee Johnson