

**Downtown Schenectady Improvement Corporation/  
Downtown Special Assessment District  
Board Meeting Minutes  
June 25, 2013**

**Attending:** Richard Antokol, Janet Hutchison, Joe O'Connor, Jack McDonald,  
Austin Fisher  
**Absent:** Rudy Grant, Chris Spraragen, Sid Ramotar  
**Staff:** Jim Salengo, Colleen Merays, Gail White, Becky Jarczyński  
**Guest:** Jason Marra of Cusack & Company

**Downtown Schenectady Improvement Corporation**

Richard Antokol opened the meeting at 8:34am.

**1) Guests: Jason Marra, Cusack & Company**

- a) **Presentation of 2012 Audited Financial Statements** – Jason Marra explained the 2012 audit and answered questions from board members. He stated that DSIC had no area of concerns and was given a clean opinion, which is the highest rating a company can be given. Jim Salengo will request an accounting of the City's DSAD reserve account with the City of Schenectady's Finance Director.

**2) Approvals**

- a) **2012 Audited Financial Statements**

*Janet Hutchison made a motion to accept the 2012 audited financial statements as presented by Jason Marra. Austin Fisher seconded the motion. Motion passed unanimously.*

- b) **Meeting Minutes – May 28, 2013** – Richard Antokol asked for a motion to approve the May 28, 2013 meeting minutes. Jack McDonald suggested an amendment noting the number of flowers baskets had been reduced this year because no flowers were hung on Erie Blvd. due to the construction.

*Janet Hutchison made a motion to approve the May 28, 2013 meeting minutes as amended. Jack McDonald seconded the motion. Motion passed unanimously.*

- 3) April 2013 Financials** – Jim Salengo & Colleen Merays reviewed the financials and answered questions.

**4) Executive Director's Report**

- a) **Programming Updates**

- i. **EEM** – Jim Salengo noted that Metroplex has assisted with purchasing new lids and liners for the green garbage cans on the east side of Erie Blvd.; we will arrange to clean and repaint them. We may work with the City's Foster Avenue garage on the project. EEM workers have been busy controlling weeds. Austin Fisher inquired about some type of automation to assist EEM workers with outdoor cleaning efforts.

*Austin Fisher made a motion to form a committee to review the cleaning program and how best to enhance its effectiveness. Joe O'Connor seconded the motion. Motion passed unanimously.*

- ii. **Communications & Marketing** – The Summer Explore Downtown magazine is now out and the fall issue is already in the works. Work is underway on an updated version of the Visitor Guide and Map.
  - iii. **Business Development** – We will be finishing up the monthly workshop series with Amy Amoroso from the Small Business Development Center. Colleen Merays will create a summary of the series results. A new workshop on Crime Prevention through Environmental Design will be scheduled for late July, which is based on a seminar held by the City. Two new businesses have just opened on Jay Street: Hermie’s Music Store moved from the 700 block of State Street and Upstate Corals is a new saltwater aquarium shop.
- b) **Save the Date**
- i. **Annual Meeting** – The Annual Meeting will be held on July 18, 7:30 – 9am at Bow-Tie Cinemas.
  - ii. **Building Block Party** – The Building Block Party will be held October 10, 5:30-8:30pm at Proctors.

*Jack McDonald made a motion to close the DSIC meeting. Joe O’Connor seconded the motion. All in favor. Meeting closed at 9:47am.*

*Richard Antokol opened the DSAD at 9:47am*

No new business

*Jack McDonald made a motion to close the DSAD meeting, Richard Anotkol seconded the motion. All in favor. Meeting closed at 9:48am.*