

**Downtown Schenectady Improvement Corporation  
Downtown Special Assessment District  
Board Meeting Minutes  
May 28, 2019**

**Attending:** Heather Peterson, Richard Antokol, Jeff Morlang, Austin Fisher  
Ray Legere, Carmel Patrick  
**Absent:** Chris Spraragen, Rudy Grant  
**Staff:** Jim Salengo, Amy Sonder, Dave Stevenson

**Downtown Schenectady Improvement Corporation**

Heather Peterson opened the meeting at 12:32pm.

- 1) **Consent Agenda** – Heather asked for approval on the Consent Agenda.

*Austin Fisher made a motion to accept the Consent Agenda as presented. Ray Legere seconded the motion. All in favor.*

- 2) **DSAD Project Review/Discussion** – General discussion on the timeline and progress of the DSAD expansion project, including funding and overall support. Major steps would be to present at City Council, do outreach and then hold a public hearing. Final decision of the expansion should be done by the end of August as holiday decorations for the new areas would need to be ordered by mid-August to ensure a mid-November installation.

*Carmel Patrick made a motion to move forward to seek approval from the City Council to expand the district as discussed. Ray Legere seconded the motion. All in favor.*

- 3) **Other** –
  - a) **Establishment of Committees** – Heather spoke on the creation of committees for the DSIC. Discussion on how many committees were needed, who would be on them and the possibility of including people not serving on the board, as well as what the most important projects that needed extra attention were. Decision to look over proposed committees and continue discussion at next board meeting.
  - b) **Handbook, Bylaws, NYS Compliance** – Jim spoke on the Paychex HR program and their role in helping to update our employee handbook. Discussion on adoption of a new formal conflict-of-interest policy to ensure state compliance.

*Ray Legere made a motion to adjourn the DSIC meeting. Austin Fisher seconded the motion. Meeting adjourned at 1:12pm.*

**Downtown Special Assessment District**

Heather Peterson opened the DSAD at 1:12pm.

No new business.

*Carmel Patrick made a motion to close the DSAD. Jeff Morlang seconded the motion. All in favor. Meeting closed at 1:13pm.*