

**Downtown Schenectady Improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
April 25, 2023**

Attending: Heather Peterson, Ray Legere, Michael Burns, Andrea Cortelyou, Austin Fisher, Phil Wajda, Mitch Ramsey, Paul Ambrose
Absent: Jeff Morlang
Staff: Jim Salengo, Gail White

Downtown Schenectady Improvement Corporation

The meeting took place at Heather Peterson's office. Heather opened the meeting at 12:02 p.m.

1. **Consent Agenda** –All items in the consent agenda were approved unanimously.
 - a) Meeting minutes from 3/7/23
 - b) Executive Director's Report for 4/25/23
 - c) February & March 2023 financials

2. **Board Committee Reports**
 - a) *Governance Committee:* A meeting was set for May 15, 9-11am, to discuss potential candidates for three board seats. One-year term extensions for Heather Peterson and Austin Fisher were also discussed.

Phil Wajda made a motion to extend the term limits of Heather Peterson and Austin Fisher for one year, as per the DSIC's updated bylaws. Mitch Ramsey seconded the motion. Motion passed unanimously.

- b) *Finance Committee:* Jim informed the board that he has procured three associate memberships at \$500 each: Dave's Gourmet Burgers, The Costumer, and Courtyard by Marriott Schenectady. Jason Marra from Cusack & Co. is currently at the office working on the audit for FY2022. Jim is going to review details of our D&O insurance policy.
- c) *Outdoor Program Committee:* We purchased two new CFMOTO 600 Utility Vehicles for the maintenance program and one used golf cart for the landscaping program through our Metroplex equipment grant. Our electric vehicle is also back in service. Service work has been done on both the sweeper and vacuum vehicles; we are awaiting final parts for the vacuum. At their most recent meeting, the Metroplex board approved additional grant funds for equipment, as well as funding for Jay Square. Tim Fournier is training Josh Miller on his duties so we have leadership backup if Tim is out. He is also cross training team members on all equipment. It was suggested that we look at professional safety training for the bucket truck.
- d) *Special Events Committee:* Jim is meeting with the new branch manager of Pioneer about opportunities for getting involved with the DSIC. The Hometown Heroes banner unveiling ceremony is scheduled for May 23, 11 a.m., at the GE Theatre at Proctors.

The board entered executive session at 12:30 p.m.

Mitch Ramsey made a motion to exit executive session. Phil Wajda seconded the motion. All in favor.

Austin Fisher made a motion to adjourn the DSIC meeting. Ray Legere seconded the motion. All in favor. Meeting adjourned at 1:09 p.m.

Downtown Special Assessment District

Heather Peterson opened the DSAD at 1:09 p.m.

No new business.

Austin Fisher made a motion to close the DSAD. Phil Wajda seconded the motion. All in favor. Meeting adjourned at 1:09 p.m.