# SCHENECTADY CITY COUNCIL
## COMMITTEE AGENDA

for
Monday, March 04, 2019
5:30 p.m.
Room 110

*The Council President reserves the right to add or delete any agenda item prior to Committee Meeting.*

### Public Safety

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<td>Discussion – Vacant &amp; Blighted Properties</td>
<td>Chris Lunn</td>
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### Administrative Efficiency

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<td>NYS Paid Family Leave Act</td>
<td>Ed Kosiur</td>
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### Government Operations

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<td>Discussion – Taxicab Rates</td>
<td>Leesa Perazzo</td>
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<td>Reconsideration of Resolution 2019-021</td>
<td>Ed Kosiur</td>
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### City Development & Planning

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<td>Adoption of the “Amendments of 2015-2019 Consolidated Plan”</td>
<td>Kristin Diotte</td>
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<td>Adoption of the “Amendments to the 2018-2019 Annual Action Plan”</td>
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<td>CR – New Choices Dual Celebration – 50th Anniversary &amp; New Headquarters</td>
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<td>Sale of 42 Cheltingham Avenue</td>
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<td>Sale of 1330 Tenth Avenue</td>
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<td>Sale of 1524 Broadway</td>
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<td>11</td>
<td>Sale of 1536 State Street</td>
<td>Andrew Koldin</td>
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SCHENECTADY CITY COUNCIL
Legislative Request Form

Committee: Public Safety

From: Chris Lunn

Subject: Discussion - Vacant and Blighted Properties

Background Info:

Evaluation/Analysis

Recommendation
SCHENECTADY CITY COUNCIL
Legislative Request Form

Committee: Administrative Efficiency

From: Ed Kosiur

Subject: NYS Paid Family Leave Act

Background Info:

Evaluation/Analysis

Recommendation
SCENECTADY CITY COUNCIL
Legislative Request Form

Committee: Government Operations
From: Leesa Perazzo
Subject Discussion - Taxi Cab Rates

Background Info:

Evaluation/Analysis

Recommendation
One more piece. Thanks

Ed Kosiur
President, Schenectady City Council

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From: Philip Gibbs Jr <pgibbsjr23@gmail.com>
Sent: Tuesday, January 15, 2019 12:09 PM
To: Vincent Riggi; Ed Kosiur
Subject: Rates

Gentleman

Please find attached the current rate sheet that we have on our vehicles. There actually is a typo it should say each additional passenger over 2yrs (after 2 passengers) originally where it says these rates effective 8/8/2016 it used to say something like these rates apply for 1-2 passengers.

The ordinance does indeed say that the surcharge is $1.50, but we found people complained over this so we lowered it on our cars to 1$ which in retrospect probably was a mistake that is an extra 50 we could have nights weekends and holidays

While CDTA is suggesting .20 every 1/10th of a mile we find that it works better at the .25 every 1/8th of a mile. (it is the same amount $2.00, per mile, but quarter intervals are much easier to work with and tends to have less arguments)

As I was saying we should be the standard bearer as we are the only ones that have been, and are currently using meters.

We would be open for any sit down meeting anytime, other than Weds

Phil
RATE SCHEDULE
FOR 1 OR 2 PASSENGERS

Effective 8/18/2016

These Rates Apply Only Within The City Of Schenectady

FIRST 1/2 MILE OR TWO MINUTES WAITING TIME OR COMBINATION THEREOF. 4.00
EACH ADDITIONAL 1/8 MILE OR 30 SECONDS WAITING TIME OR COMBINATION THEREOF. .25
EACH ADDITIONAL PASSENGER OVER 2 YEARS. .50
EACH ADDITIONAL STOP REQUESTED BY PASSENGER. .50
EACH CALL WHERE DRIVER MUST HANDLE GROCERIES (MIN.) 1.00
EACH (15) FIFTEEN MINUTES OF WAITING TIME REQUESTED BY PASSENGER 7.50
ADDITIONAL SURCHARGE EVENING HOURS BETWEEN 6PM AND 6AM, ALL DAY SAT., SUN., AND LEGAL HOLIDAYS 1.00
SCHENECTADY CITY COUNCIL
Legislative Request Form

Committee: Government Operations

Committee Date: Monday, March 04, 2019

From: Ed Kosiur

Subject Reconsideration of Resolution 2019-021

Background Info:

Evaluation/Analysis

Recommendation

Friday, March 01, 2019
A Resolution Affirming the City of Schenectady’s Need for Four City Court Judges and Opposing any Legislative Efforts to Eliminate a Judge Position.

WHEREAS, in 2013 the New York State Legislature and Governor Cuomo agreed that the City of Schenectady needed four full-time City Court Judges to adequately provide for the administration of justice in our courts; and

WHEREAS, it is minorities, youth, and low-income persons who disproportionally find themselves in court, and reducing the number of judges hearing these cases would only further the systemic disadvantages these individuals must overcome; and

WHEREAS, abolishing a City Court Judge position would only diminish the rights of our most vulnerable population and their access to swift justice:

NOW THEREFORE BE IT,

RESOLVED, we the City Council, do hereby unequivocally proclaim that each of our City Court Judges are essential, and we oppose any legislative effort to eliminate a Judge position.

Approved as to form this
11th day of February, 2019

__________________________
Carl Falotico, Esq.
Corporation Counsel
CITY OF SCHENECTADY
LEGISLATIVE REQUEST FORM

COMMITTEE ASSIGNMENT: DATE: February 28, 2019

TO: City Council

FROM: Kristin Diotte, Director of Development

SUBJECT: Adoption of the “Amendments of 2015- 2019 Consolidated Plan”

Background Information:
The adoption of the “Proposed Amendments to the 2015-2019 Consolidated Plans” as the “Final Amendments to the 2015-2019 Consolidated Plan” will result in the adding of a Neighborhood Revitalization Strategy Area (NRSA) and a Mont Pleasant Renewal Area to the 2015-2019 Consolidated Plan. This targeted effort will allow for additional flexibility in how CDBG funding from the U.S. Department of Housing and Urban Development can be used for housing, job creation, economic development and community development activities. The Mont Pleasant Renewal Area will allow for additional flexibility in funding allocated for the removal of blighted properties, code enforcement and property management.

Evaluation/Analysis:
It is necessary to adopt the “Amendments to the 2015-2019 Consolidated Plan” in to allow for additional flexibility in how funds are expended. This flexibility will assist the city in meeting the goals and objectives outlined in the “2015-2019 Consolidated Plan.” A public hearing was held on December 17, 2018 at 7 PM in the City Council Chambers, Room 209. A thirty (30) day comment period was held from December 10, 2018- January 10, 2019.

Recommendation:
Adoption of the “Amendments to the 2015-2019 Consolidated Plan” by the City Council on March 11, 2019.

LEGISLATION WILL BE PREPARED BY LAW DEPARTMENT
COMMITTEE ASSIGNMENT: DATE: February 28, 2019

TO: City Council

FROM: Kristin Diotte, Director of Development

SUBJECT: Adoption of the “Amendments to the 2018-2019 Annual Action Plan”

Background Information:

The adoption of the “Proposed Amendments to the 2018-2019 Annual Action Plan” as the Final Amendments to the 2018-2019 Annual Action Plan will result in the City allocating $617,911.82 of additional Community Development Block Grant (CDBG) funding. $347,009.82 of these funds are derived from the program income generated from the loans funded through the now defunct Schenectady Local Development Corporation. The remaining $270,902.00 of funding being added are funds being reallocated from previous Action Plans. In addition, $124,801.40 of CDBG funding in the “2018-2019 Annual Action Plan” will be reallocated to eligible activities.

Evaluation/Analysis:

It is necessary to adopt the “Amendments to the 2018-2019 Annual Actions Plan” in order to allocate CDBG funds to eligible activities. A public hearing was held on December 17, 2018 at 7 PM in the City Council Chambers, Room 209. A thirty (30) day comment period was held from December 10, 2018- January 9, 2019.

Recommendation:


LEGISLATION WILL BE PREPARED BY Law Department
Committee: City Development & Planning

From: Marion Porterfield

Subject: CR - New Choices Dual Celebration - 50th Anniversary & New Headquarters

Background Info:

Evaluation/Analysis

Recommendation
Committee: City Development & Planning

From: Leesa Perazzo

Subject: CR - AOH St. Patrick's Day Resolution

Background Info:

Evaluation/Analysis

Recommendation

WHEREAS, The City of Schenectady is rightly proud of its many Irish residents, whether they are Immigrants or Descendents of Immigrants, as well as their many contributions to the general welfare of Schenectady; and

WHEREAS, The John F. Kennedy Division 1, Ancient Order of Hibernians together with the John F. Kennedy Division 1 Ladies Ancient Order of Hibernians have distinguished themselves by contributing to the general welfare of the City of Schenectady for over 139 years by their many financial donations and various other good works for worthy causes and deserving organizations; and

WHEREAS, representatives of the Irish people, elected in the all 32 county election of 1918, and assembled in Dublin as a National Parliament, did adopt Ireland’s Declaration of Independence 100 years ago, in 1919; and

WHEREAS, like the British Colonies in America in 1776, said Declaration of Independence, duly recites that the people always have a right to national freedom and self-government which Britain denied by military occupation, against the will of the people; and,

WHEREAS, like the signers of America’s Declaration of Independence, these patriots who pledged themselves to Freedom, risked imprisonment or death at the hands of a colonial British government which tried to crush the cause of liberty;

NOW, THEREFORE, BE IT RESOLVED, That the Schenectady City Council pauses in it's deliberations to commemorate the Centennial of the Irish Declaration of Independence; and BE IT

RESOLVED FURTHER, that the Schenectady City Council declares that on Sunday March 17, 2018, St. Patrick’s Day shall be celebrated throughout the City of Schenectady in recognition of the Centennial of the Irish Declaration of Independence.
Committee:  City Development & Planning                      Committee Date:  Monday, March 04, 2019

From:  John Polimeni

Subject  Final Review - Sidewalk Replacement Program

Background Info:

Evaluation/Analysis

Recommendation
City of Schenectady Sidewalk Program Special Assessment Districts

Sidewalks are an integral part of cities, helping to protect the health, welfare and safety of pedestrians in the community. Enhancing the quality of city sidewalks not only attracts more pedestrians, but also helps to create enjoyable public spaces where people want to spend their time. A successful sidewalk is more than just a route for getting from one place to the next; it is also a place to stand, to meet others, and to participate in neighborhood life.

City Code Chapter 228 (228.18) requires property owners to maintain their sidewalk. The code also permits the City to mandate repairs or for the City to perform the work and bill the property owner. However, many people in the City do not repair their sidewalk due to the expense or some property owners do not realize it is their responsibility to maintain their sidewalk.

There is approximately 200 miles of sidewalk in Schenectady, which would require roughly 5.3 million square feet of cement assuming a 5’ width, 6” thick sidewalk. The total expense of replacing these sidewalks at the prevailing cost of $80 per square yard would be approximately $47 million.

**Timeframe:**

Start work spring of 2019

**Qualification:**

75% of the property owners in the special assessment district sign petition in favor of the sidewalk program. Petition list will be confirmed by the Corporation Counsel office.

The special assessment district must be at least one city block.

Special assessment districts priority will be matched with the paving program so a neighborhood can have both newly paved streets and new sidewalks

**Payment:**

Residents can pay the cost of the sidewalk all at once, early, or in payments that will be added as a special assessment fee on their tax bill.

**Cost:**

Cost of the sidewalk will be based upon the frontage of the property, so each property owner will pay their actual cost with interest.

**Payback Period:**

The special assessment will be paid-off in either 5, 7, or 10 years; depending on what the City Council determines.
**City-owned property:**

These properties will also have sidewalks replaced. The cost will transfer to the new owner once the property is sold.

**Selling property:**

Cost of the sidewalk is transferred to the new owner.

**Exemptions:**

If the 75% property owner threshold is met, no one in the special assessment district will be exempt from getting and paying for sidewalks except for property owners that have existing sidewalk that is found to be up-to-code by the City Engineering Department.

**Sidewalk Replacement Cost (Dollar amounts will change based on Bid prices)**

An example:

1. **Assuming 50 feet of sidewalk** that needs replacement at a rate of $80 per square yard of 6 inch thick and 5 feet wide sidewalk.

   50 feet long by 5 feet wide = 250 square feet
   
   250 square feet/9 square feet per yard = 27.78 square yards
   
   27.78 square yards times $80 per square yard = **$2,222.40** for sidewalk replacement

**Cost of replacing sidewalk privately (on average):**

Assuming 50 feet of sidewalk that needs replacement at a rate of $110 per square yard of 6 inch thick and 5 feet wide sidewalk.

50 feet long by 5 feet wide = 250 square feet

250 square feet/9 square feet per yard = 27.78 square yards

27.78 square yards times $110 per square yard = **$3,055.80** for sidewalk replacement

**Cost to Property Owner: (Assumes a 50-foot frontage and a 4% Interest Rate)**

Using a 10-year payback period and a 4% interest rate, the cost for Sidewalk replacement would be approximately $22.50 per month or $2,700.09 for a 50-foot sidewalk.

Using a 12-year payback period and a 4% interest rate, the cost for Sidewalk replacement would be approximately $19.46 per month or $2801.91 for a 50-foot sidewalk.
Using a 15-year payback period and a 4% interest rate, the cost for Sidewalk replacement would be approximately $16.44 per month or $2959 for a 50-foot sidewalk.

**What’s the advantage?**

Sidewalks (concrete) are expensive. Under the Sidewalk Program, residents would be able to have new sidewalks paid-off over time (akin to a layaway program) versus paying for the cost of the sidewalk all at once. Also, the City can get a price that is less expensive due to purchasing in bulk.
Councilmember offered the following:

A Resolution Encouraging Residents to Utilize the Sidewalk Replacement Program.

WHEREAS, sidewalks are an integral part of our city, helping to protect the health, welfare and safety of pedestrians in the community; and

WHEREAS, in the 2019 capital budget, this City Council has allocated $1,000,000 to go towards sidewalk improvements; and

WHEREAS, the City Charter in Section C3-6, allows residents to petition the City for sidewalk improvements as long as 25% of the property owners in a district support the improvements; and

WHEREAS, this City Council, believing that 25% of property owners is too low of a threshold, shall not approve an application for sidewalk improvements if it is not supported by 75% of property owners in a district; and

WHEREAS, forms to be used by residents petitioning for sidewalk improvements shall be available in the City Clerk’s Office, and anyone who needs information on property ownership may request assistance from the City Assessor:

NOW THEREFORE BE IT,

RESOLVED, that this Council encourages residents to speak with their neighbors and neighborhood associations, and if sidewalk improvements would benefit their neighborhood, to submit petitions to the City Clerk’s Office which the City Council will promptly review.

Approved as to form this
25th day of February, 2019

Carl Falotico, Esq.
Corporation Counsel
John, the following are my questions/concerns:

Cost – We talked about going to 4” along sidewalk portion for walking only and 6” for those that have a driveway as part of their sidewalk. Can you give us an estimate for the cost of a sidewalk replacement, assuming 50’ of sidewalk of which perhaps 8’ is the driveway portion? Also, cost of entire sidewalk with 4” of concrete, assuming there is no driveway? Legislation should be changed to reflect these changes as well.

Including these figures into cost to property owner part of the legislation. You break it down into a 10, 12 and 15 year payback, yet on page 1 we only talk about 5, 7 or 10 years.

Has the payback period been established yet? Costs? Property owners behind on taxes?

A draft of what neighborhood folks will be able to hand out to potential homeowners that includes the information in the legislation. Perhaps a three-fold brochure?

Have the streets been pre-selected already as per the Gazette article and the comments from the Mayor in the last paragraph of the same article.

How do we plan to publicize the program and availability of petitions for folks to gather signatures?

What is the deadline for submitting petitions, does the Council have any say on the streets selected?

Thank you!
Procedure with regard to trees:
The confines of this need to be included in the legislation. How will the City determine whether a tree has to be removed and who will bear the cost of the removal.

Transparency:
How will projects be chosen if there are too many?

Debt Cap:
To date, there is no time period associated with how the funds are going to be paid back. We need to know how bonding over an extended period of time is going to affect our debt cap and make sure we aren’t tying up funds that are needed elsewhere.

Escrow:
A number of years ago when my taxes increased, my mortgage company raised my monthly payment by nearly $200 a month even though the increase in taxes didn’t even come close to that. I think the impact on people who pay through escrow may be more severe than just the cost of the sidewalk and it’s something that should be looked into.

Cost Relief:
The Gazette had a good suggestion with regard to building in some cost relief for people that can prove it is a financial burden on them. I would like to include some provision for that.

Participation percentage:
Increasing the required percentage to 85 or even 90% would be more accurately show that the neighborhood as a whole is supportive. I feel 75% is too low a representation.
Committee: City Development & Planning

From: Ed Kosuir

Subject: Metroplex Appointment

Background Info:

Evaluation/Analysis

Recommendation
March 1, 2019

Dear Councilmember Zalewski-Wildzunas,

You have requested a legal opinion on your ability to serve as a member of the Board of Directors for the Schenectady Metroplex Development Authority while also serving as an elected member of the Schenectady City Council. My analysis of your request and my determination are below.

It is well established in the Public Officers Law and in case law that “in the absence of a constitutional or statutory prohibition, one person may hold two offices simultaneously unless they are incompatible. Two offices are incompatible if one is subordinate to the other or if there is an inherent inconsistency between the two offices.” See O'Malley v. Macejak, 44 N.Y.2d 530, 535 (1978). Having reviewed the mission of the Metroplex Development Authority, and being familiar with the duties of a Schenectady City Councilmember, I do not find either position to be subordinate to the other, or any inherent inconsistency between the two.

The next step of my analysis is a review of the city’s Ethics Policy, which is codified in Chapter 48 of the City Code. The specific section which addresses this issue is 48-9, which is titled “Private employment in conflict with official duties.” That section specifies that a municipal officer may not take part in employment which can be reasonably expected to require more than sporadic recusal, or which can reasonably be expected to require disclosure or use of confidential information gained by serving as a municipal officer.

While volunteer employment would qualify under this chapter, there is no reason to believe that serving on the Board of Directors for the Metroplex Development Authority would require more than sporadic recusal, or the disclosure of confidential information. While it is hypothetically possible for the Metroplex Development Authority and the City of Schenectady to become
involved with contracts or litigation which would create a conflict of interest for you if you continue to be involved with both organizations, in those instances you could recuse yourself from voting on a particular issue in order to resolve the conflict.

For the reasons articulated above, I have determined that there would not be a conflict of interest for you to serve as a member of the Board of Directors for the Schenectady Metroplex Development Authority while serving as an elected member of the Schenectady City Council.

Sincerely,

[Signature]

Carl Falotico
Corporation Counsel
TO: Ray Gillen  
FROM: Jayme B. Lahut  
DATE: February 28, 2019  
RE: Metroplex Board Appointments  

You have asked whether there are any restrictions in the Metroplex statute regarding the appointment of a sitting member of the Schenectady City Council to the Metroplex Board of Directors. The answer is no.

The only appointment restrictions, which do not appear to apply in this instance, are contained in Section 2653(2) of the Statute as follows:

“No person holding an elected or management/confidential-exempt position in any county government may be appointed to the authority except for the Schenectady county commissioner of economic development and planning. No member of the state legislature may be appointed to the authority. No person holding, or who has held within the previous four years, the position of chairperson of a village, town, city or county political party as defined by article two of the election law shall be appointed to the authority.”

Further, Section 2825(2) of Public Authorities Law regarding the independence of Board members states that “… an appointed director may be an employee of a county or local government and have some professional involvement with the public authority and still be independent.” The Authority Budget Office provides further guidance on this issue as well.

Finally, whenever the Metroplex Board considers projects that directly involve the City of Schenectady or other local town or village, Board members concerned about a conflict of interest customarily abstain from voting on these matters.

If you have any questions about this matter, please let me know.
Employment History:

11-2016-present
City Council Member
Elected position serving the people of Schenectady.

1-2017-present
Commercial Real Estate Sales
Berkshire Hathaway Blake
Assist buyers and sellers in the purchasing and selling of commercial Real Estate through the Capital Region. Listing properties for sale and lease, representing tenants, landlords, buyers and seller. Maintain excellent relationship with bankers in market, assist financing of projects to get deals closed.

7/2014-10/2016
Business Banking Team Leader, Berkshire Bank.
Developed a team of high performing Relationship Managers to grow Berkshire Banks commercial loan outstandings, focusing on building business relationships and SBA lending. First year outstanding grew by 51% and the NY Market became the #1 SBA Lender with 187 units. Second year growth was over 10% pacing to end the year at 15% and continuing to be #1 SBA lender, with over 250 units for $17 million in loans. Responsible for training Branch Managers in developing and maintaining a pipeline of small business opportunities. The Business Banking Team partners with the Branches, Private Bank, Mortgage Department, Insurance and Investments to refer business across all lines of business.

5/2012-7/2014
Regional Small Business Team Leader, First Niagara Bank
Led a team of seven Small Business Bankers in Eastern New York. This territory included Capital District, Adirondacks and Hudson Valley. I was part of the HSCB merger and joined First Niagara after the merger accepting the Team Leader Role. As Team Leader, I was responsible to drive small business leading and deposits. This included developing and delivering training across by entire bank to Small Business Bankers and Branch Managers. We had exceptional success in developing the partnership between the Small Business Banker and Branch Manager, by building a partnership with the Small Business Banking and the Branch Manager. By the end of 2012, we had exceeded loan production by over 200%. In 2013 we were leading the bank with new loan production and deposits, booking over $35 million loan as of 10-2013.

10/2010 – 5/2012 HCSB
Senior Relationship Manager, Commercial Lending Officer. I was responsible for developing and servicing businesses with revenue up to $40 million. I managed a book of business of 120 relationships, with outstanding over $40 million.

5/2009 5/2010
Regalo, a Gift Experience. This is corporate gift giving and crystal awards company which I am 50% owner. I resigned from Key to pursue the dream of becoming an entrepreneur in May of 2009 and purchased Regalo.

Key Bank/First American Bank
During my 25 year banking career with Key Bank and First American I held several positions. Most recently I was Business Banking Team Leader, 2002 -2009. Achieving or exceeding goals every year and developing a team of high performing relationship mangers that were continuously ranked a top performing team within the Key Bank and the marketplace. The team and I, as leader, earned the # 1 position in 2005 and in 2006, recognized at Annual management meetings, also being awarded several team trips.

During my leadership tenure, I was also responsible for the Key4Women Team, overseeing and promoting the activities throughout the Capital Region. The signature event was the Annual Key4Women Forum which has become a sold out event since 2006, where we instituted a Table Hosting Program; this is now the model in all of the Key4Women Markets. I also was responsible for the opening of the first Key4Women Center on Wolf Road, in Colonie, then a few months later at 66 South Pearl Street, in downtown Albany. The Key4Women Center has become a model for other Key Bank markets.

In 2006, I was also charged with opening the Saratoga Financial Center on Congress Street in Saratoga. This was Key Bank’s way of entering the Saratoga Market. Due to the home town banking law, there was not the ability to open a traditional branch office. The mission was for Key to have a team of professionals in the market; I was assigned to lead the team. The office was designed, so there would be representation from mortgage, private bank, investments and commercial lending all in one location; this became the Northern Corporate Offices for Key. This was the first loan production office of this kind for Key, and has been replicated in other markets.

Previous to accepting the Business Banking Team lead position, I was an Area Retail Leader, managing 22 Branch Managers in the Capital Region. Coaching, mentoring and motivating the team to achieve and exceed annual goals. I was able to lead the team to finish 3rd in the Northeast Region.

Prior to accepting the Area Retail Position, I was a Business Sales Manager; in this role I was responsible for assisting the Branch Managers in developing their commercial

KZW
lending skills, along with building a commercial loan pipeline. The Commercial Loan Outstanding and new bookings increased substantially. The Retail District Team led the country in commercial lending.

Before moving into management, I was a very successful Business Banking Relationship Manager, developing new banking relationships, and managing and retaining a book of business, exceeding both loan and deposit goals.

First American was purchased by Key Bank in 1993. During my career at First American I held numerous positions; Assistant Branch Manager at First American Bank of Washington DC, Manager of the Merchant Services Department and Retail Branch Manager with First American bank of NY.

**Awards and Achievements:**

- Albany Regional Chamber of Commerce, Women of Excellence
- YWCA of Schenectady, Women of Achievement Award
- Schenectady County Chamber of Commerce, Executive of the Year
- Schenectady Business Professional Women, Woman of the Year Award
- Moody’s Gold Bar Program, Power-up with Credit
- Marketing Degree AAS, HVCC

**Boards and Community Service:**

- Capital Region Chamber/Schenectady County Chamber, Board Member
- MetroPlex Development, Treasurer
- Northeast Parent and Child, Board Member
- Albany Executive Assoc. Past Chairman of Board, Past President
- Schenectady East Rotary, Past President
- Schenectady Museum Gala Committee
- Schenectady County Community College, Gala Committee
- Downtown Schenectady Improvement Corp, past president
- Lark Street BID, former treasurer
- Chair, American Heart Assoc. Go Red Luncheon
PROFESSIONAL OBJECTIVE:

To secure a position that will allow me to utilize cross-functional experience as a leader, educator and administrator to provide minority and women-owned business enterprise program and compliance solutions resulting in sustained economic inclusion and wealth creation for the communities we serve.

EDUCATION

MORGAN STATE UNIVERSITY, Master Compliance Administrator (MCA) Certification, August 2016
STATE UNIVERSITY OF NEW YORK AT ALBANY, Department of Educational Administration and Policy Studies
  • Advanced Graduate Certificate in Educational Administration – School District Leader, May 2012
  • Advanced Graduate Certificate in Educational Administration – School Building Leader, May 2011
CORNELL SCHOOL OF INDUSTRIAL AND LABOR RELATIONS, Public Management Institute • Management Certificate
SYRACUSE UNIVERSITY, Maxwell School of Public Administration and Citizenship
  Master of Public Administration • Major: State and Local Government Finance
MICHIGAN STATE UNIVERSITY, College of Urban Development
  Bachelor of Arts • Major: Public Finance • Minor: Community Development

PROFESSIONAL EXPERIENCE

Director, University-wide MWBE Program, Office of Diversity, Equity and Inclusion, State University of New York, 353 Broadway, State University Plaza, Albany, NY 12246, September 2012 - Present
Duties:
Develop, manage and promote the State University of New York’s (SUNY) University-wide Minority and Women Owned Business Enterprise (MWBE) program.

- Revised SUNY’s MWBE Program to effect system wide improvement as reflected in a 37% MWBE participation rate or spend of $196 million during FY 16-17, which represents an overall growth rate of 154.8% ($77 million) since FY13.
- Present annual report to SUNY Board of Trustees on SUNY’s MWBE goal participation performance, updates on MWBE Improvement Plan and additional recommendations, as needed.
- Publish an annual Goals Bulletin that provides separate goals, broken down by contract type, for participation of certified MWBEs on all SUNY contracts.
- Developed a new goal setting methodology and provided technical training and assistance to campuses in establishing appropriate MWBE contract goals and monitoring contracts to comply with Executive Law 15-A.
- Assist campuses with goal assignment for project specific contracts by providing training and goal preparation tools.
- Assist campuses by reviewing and approving goals and utilization plans falling below established University-wide goals threshold of 30% as published in the annual Goals Bulletin.
- Assist campuses by providing goal requirement waivers established on the contract based upon documentation of good faith efforts by the vendor/contractor to meet the goal requirements of the contract.
- Provide training for designated MWBE Program Coordinator(s) on MWBE requirements and providing updates on regulations.
- Review campus compliance with MWBE Procedure 7557 as necessary, and make recommendation for changes to the Chief Diversity Officer and Senior Associate Vice Chancellor for Diversity, Equity and Inclusion.
- Developed new procedures and guidelines to fully align with 2010 Business Diversification Act in collaboration with thirty state operated campuses to streamline and standardize the processes to facilitate automation.
- Established a support team comprised of staff from SUNY IT, University Controller, MWBE Advisory Group representing the thirty State operated campuses to develop strategies and on-boarding plans to automate SUNY’s MWBE Program.
- Work with SUNY General Counsel to discuss modification of MWBE language enhance economic inclusion on SUNY contracts.
- Work with the Director of University-wide procurement to establish policies and procedures related to improving utilization of State-certified MWBEs.
- Provide technical assistance to the Opportunities Coordinator for Capital Programs and Contract Specialist in Capital Facilities at System Administration.
- Facilitate regional MWBE outreach events.
**Director, M/WBE Program Management Unit**, New York State Office of For People With Developmental Disabilities, Bureau of Fiscal Services, 44 Holland Avenue, Albany, NY 12229, **February 2008 – September 2012**

**Duties:**
Directed the Minority Business Program to ensure OMRDD compliance with statutory and regulatory requirements under NYS Executive Law Article 15-A, and the 2010 Business Diversification Act.

- Manage the development and implementation of the statewide web-based contract management system to improve procurement, program monitoring and compliance efficiencies.
- Conducted a Cost Benefit Analysis to determine the feasibility of implementing an agency wide web based contract compliance system to improve efficiency given reduced staff resources.
- Consult with minority organizations and businesses, community leaders, and agency staff to identify barriers inhibiting minority businesses and organizations from competing for government contracts or funding for goods and services.
- Evaluate contract and consultant requirements, policies, and procedures to determine if requirements are unnecessarily restrictive and inhibit minority businesses from competition, and based on findings, recommends changes to facilitate minority business participation.
- Develop and revise manuals, procedures, policies, standards, guidelines, and reporting formats for the program.
- Review and interpret existing and revised laws, rules, regulations, and policies and assures that the agency and local governments, grantees, and other fund recipients are in compliance.

**Senior Administrative Analyst/Public Management Intern**, New York State Office of For People With Developmental Disabilities, Bureau of Property Supports and Services, 44 Holland Avenue, Albany, NY 12229, **June 2006 – February 2008**

**Duties:**
Serve as the assistant to the Director of Property Supports and Services. Responsible for a variety of administrative tasks as assigned by the Director, including coordination of bureau-wide activities:

Prepare qualitative and quantitative analytical assignments relating to one or more of the units in the Property Supports and Services Bureau. These assignments involved being detailed on a short-term (no more than six months) basis to one of the units to assist with, undertake a major project, or short-term topic analysis:

- Analysis of unit workload to support recommendations for staffing changes
- Appraisal threshold analysis
- NYS Single Family Home Sales Data analysis – Housing Price Trends
- Capital review thresholds
- YMCA Lease Review - Feasibility Study Review Guidelines

Assist Bureau Director in implementing new or modified systems, prepared documentation of new systems. Assigned and managed a specific portfolio of activities in the area of property management.

**Minority Business Specialist I**, New York State Department of Environmental Conservation, 625 Broadway, Albany, NY 12233-5027, **July, 2000- June, 2006**

**Duties:**
- Prepared DEC’s Master Goal Plan for Unit Director
- Maintained MWBE Reports and reporting system for submission to ESDC.
- Monitored contracts for compliance
- Participate in the development and conduct of minority business outreach and assistance programs.
- Publicizes opportunities for minority-owned business to participate in government-funded projects or programs.
- Explain eligibility requirements to businesses and assists them in the certification procedure and in obtaining.

**Senior Certification Analyst**, New York State Department of Economic Development, Division of Minority & Women’s Business Development, One Commerce Place, Albany, NY 12245, **September, 1994- November, 1995**

**Duties:**
- Researched the accuracy and validity of business and financial documents submitted by applicants seeking minority and women business enterprise status from New York State.

**REAL ESTATE EXPERIENCE**

- **AIK Property Group, LLC**, Co-Owner of a real estate investment company with a focus of providing affordable homes to families. May, 2018 – Current.
INSTRUCTIONAL EXPERIENCE

School Building Leader Internship, Albany Community Charter School, 01/11 to 06/30/11
Responsibilities included an Action Research project focusing on school culture, climate, and student discipline in the context of the ACCS Classroom Behavior System.
- Assisted in the interpretation of charter school programs, policies, and procedures to students, parents, staff, and community
- Assisted in ensuring that the students had a safe and conducive environment for learning
- Reviewed the process for filing all required reports regarding violence, vandalism, attendance and discipline matters.
- Assisted in establishing the annual master schedule for instructional programs, ensuring sequential mission statement and instructional goals.
- Observed and practice of teacher observations

School Building Leader Internship, Troy City School District, 03/10 to 12/10
Assumed a full range of administrative responsibilities acting as assistant to the Assistant Superintendent on curriculum initiatives, budgeting process/procedures and resource management, collective bargaining and strategic planning.
- Responsible for, but not limited to, student discipline for the students and any parental concerns.
- Responsible for all of the schools’ bus and grade level discipline and any related concerns.
- Conducted formal evaluations for teachers acting with integrity, fairness, and ethical.
- Support the principal with instructional and academic achievement for ESOL, Gifted and Special Education departments.
- Assisted in the interpretation of school and district programs, policies, and procedures to students, parents, staff, and community.
- Advocate and sustain a school culture and instructional program conducive to increase students and staff learning.
- Provide direct support for building and classroom curriculum efforts as a member of the Leadership Team

Teacher- World History and Geography, City School District of Albany, Academy Park, Albany, NY 12303
September, 1998- 2002
Duties:
- Integrated curricula using teaming and thematic approach for world history and geography to 9th and 10th grade Regents and Special Education students.

Teacher- Global Studies, Berkshire Union Free School District, 13640 Route 22, Canaan, NY 12029-0370
September, 1997-August, 1998
Duties:
- Developed and delivered grade appropriate lesson plans fostering critical thinking, analytical and evaluative skills.
- Taught social skills emphasizing communication, leadership and conflict resolution skills.
- Presented and trained students in a seven-step model of problem resolution and anger control.

Executive Director, Educational, Training and Employment Center, Inc., Oakwood Presbyterian Church, 313 10th Street Troy, NY 12180, February, 1988-April, 1992
Duties:
- Developed and implemented a community based non-profit tax-exempt corporation, which was children and family focused. Effectively lobbied and secured start-up funds for non-profit organization.
- Launched a new academic and multicultural after school enrichment program, which focused on reading and math for students attending School 2 in Troy, NY.

Criminal Justice Program Analyst, New York State Division of Criminal Justice Services, Bureau of Statistical Services, Albany, NY 12303, December, 1983-November, 1992
Duties:
- Conducted extensive research projects that resulted in detailed publications on the state of crime in New York State.

Publications

Activities & Interests
Board Member, American Contractor Compliance Association
Tennis Coach for 15-Love, Junior WTT/USTA Division 14B-Team 3

PROFESSIONAL REFERENCES: Provided upon request.
Committee: City Development & Planning

From: Ed Kosiur

Subject: Board of Assessment Review Appointment

Background Info:

Evaluation/Analysis

Recommendation
DHARAM R. HITLALL  
1225 Helderberg Avenue, Schenectady, NY 12306  
Phone: 518-557-5900 • Cell: 917-337-317  
Email: juniorhitlall@aol.com

**Objective:**  
To obtain a position within your establishment that will enable me to utilize my skills and advance within your company.

**Experience:**

2016 – Present  
The Hodorowski Group LLC.  
Property Manager  
- Responsible for the daily oversight of the HPM portfolio, including financials, leasing, tenant relations, and maintenance of buildings.

2016-Present  
Guyanese American Association of Schenectady  
Vice President

2014 – Present  
Board of Education, Schenectady City School District  
Board Member  
- Oversee finances and management of school district along with other members under guidance of school Superintendent.

2013 - Present  
Schenectady Board of Assessment  
Chairperson  
- Review grievances filed with the city as well as appraisals, titles, purchase contracts and other supporting documentation; along with other board members.

11/06 – Present  
Benchmark Home Equities, Inc.  
Schenectady, NY  
Owner  
- Originate Loans and process loans for approval  
- Underwrite conditions for closing  
- Review title searches and clear all violations  
- Conduct field review of property appraisal to make sure it corresponds with city building codes.  
- Prepare closing documents  
- Establish and build relationships with Realtor, Attorney, Title Co. and other relevant affiliates.

10/03 – 10/06  
Prestige Funding Corp.  
Queens, NY
Manager
- Originate Loans and process loans for approval
- Review title searches and clear all violations
- Conduct field review of property appraisal to make sure it corresponds with city building codes.
- Underwrite conditions for closing
- Prepare closing documents
- Conduct mortgage program training session for new loan officers
- Establish and build relationships with Realtor, Attorney, Title Co. and other relevant affiliates.

03/02 – 09/03  **Fairmont Funding Ltd.** Queens, NY
*Branch Manager*
- Originate Loans
- Process loans for approval
- Underwrite conditions for closing
- Prepare closing documentation
- Conduct mortgage program training session for new loan officers
- Establish and build relationships with Realtor, Attorney, Title Co. and other relevant affiliates.

10/01 – 02/02  **Skyline Mortgage ILT / US Mortgage** Queens, NY
*Loan Officer*
- Originate Loans
- Clear conditions for closing

04/01 – 09/01  **Source USA Mortgage** Queens, NY
*Loan Officer / Processor*
- Originate Loans
- Process loans for approval
- Clear conditions for closing

06/98 – 04/01  **Mega Home Equities, Inc.** Queens, NY
*Loan Officer / Processor*
- Originate Loans
- Prepare and submit files for approval
- Clear conditions for closings
- Responsible for all major accounts

**Education:**

07/05  **RE Training Center**
- Professional Development Training

12/00  **Capstone Institute of Mortgage Finance** Long Island, NY
- Fundamentals of Mortgage Finance
<table>
<thead>
<tr>
<th>Date</th>
<th>Institution/Company</th>
<th>Location</th>
<th>Position/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/99</td>
<td><strong>The New York Mortgage Institute, Inc.</strong></td>
<td>Melville, NY</td>
<td>Mortgage Finance</td>
</tr>
<tr>
<td>10/98</td>
<td><strong>Hillcrest High School</strong></td>
<td>Jamaica, New York</td>
<td>High School Curriculum</td>
</tr>
</tbody>
</table>

**Skills:** Office Management Skills, Knowledge of Microsoft Office 2003, Contour Mortgage Software, Byte Mortgage Software, Excellent communication skills, articulate and good rapport with coworkers and clients.

**Reference:** Furnished upon request.
Imran Khan Mohamed
1340 Van Cortland St  
Schenectady, NY 12303
Phone: (518) 361-4709
Imran_K_Mohamed@yahoo.com

Career Aspirations: Become a leader within an organization and help develop other looking to better themselves

PREVALENT SKILLS
• Bachelors and Associate Business Degree
• Computer literate (Microsoft Office, Web based skills)
• 17 combined years management experience
• Excellent organizational and leadership skills
• Field and remote access experience
• Community relations experience
• Current job responsibility includes handling and deposits of company assets
• Mortgage processing experience
• Mechanically inclined
• Auditing Experience
• Involved with community activities when possible

EDUCATION
SUNY Delhi  
Schenectady NY  
Graduate – Fall 2016
• Business Technology, taken at the S.C.C.C campus  
  B.B.A
Schenectady County Community College  
Schenectady, NY
• Completed Business administration Degree 2012.  
  A.A.S  
  Graduate -2013
Hudson Valley Community College  
Troy, NY  
• Pursued the field of respiratory therapy
Thomas A. Edison  
Jamaica Queens, NY  
Regents Diploma  
Graduate 6/2000
• Extra courses included public speaking, leadership training, team building also network building with art and technical drawing background.

RELEVANT EXPERIENCE
Trustco Bank  
Altamont Ave Schenectady NY (Full-time)  
09/2016-Present
Assistant Manager  
(Hired as a CSR)
• Creating a unique and professional relationship with customers
• Processing customer maintenance forms
• Pre-qualifying mortgage applicants
• Opening and closing Branch locations
• Cash counts for tellers
• Approvals of high dollar transactions
• Performed supporting end work for other mangers

Pace Analytical Services  
2190 Technology Dr. Schenectady NY (Temp)  
09/2016-12/2016
Project Manager  
(Lab restructure to Service center)
• Processing of incoming environmental samples for testing
• Preparing customer sample receipts for samples received (LIMS system)
• Emailing Customers with preliminary testing request
• Reviewing Data from tests results to insure proper documentation preformed
• Completing company records of prior and current tests
• Organization of completed work
• Performed supporting end work for other project mangers
**Data Scan Field Services** 5925 Cabot Parkway Alpharetta, Georgia 30005 01/2009-09/2009

*Field associate (Risk management)*
- Responsibilities include traveling to various locations in and around NY State to perform Floor Plan Audits (the physical counting and verification though paper work of vehicle sold or on hand by the various dealers at locations.)
- Lease Inspections: Damages reports of lease terminated vehicles which would help evaluate resale value of units.
- Hand held equipment used: Personal data assistant PDA, Digital camera, DAP Pad (Digital Auditing Program). All information obtained was sent the same day as audit unless notified by client.
- Company vehicle: used to access locations of audits
- Company expense account
- Company Cell Phone: used to contact clients and daily communication with supervisor in field and weekly conference calls
- Office operations: home based, mileage, gas and toll reports calculated and submitted at the end of audit visits.
- American Express expenses account used for hotel stays and emergency situation also expense reports submitted at the end of audits.
- Verifying that reports were received and clarifying any information needed or situation that arise during audit to the client directly.
- Following all policy and procedures while insuring the best possible service to dealerships and clients.

**Advanced Auto Parts** 1506 Altamont Ave Rotterdam NY (Part Time) 10/2015-Present

*Sales Associate/Key Holder/Management training*
- Managerial aspects of the retail operation
- Opening and Closing store location (deposits created)
- Approval of returns, refunds, discounts, team member, clients and Special orders
- Shift lead team member (All Management Functions)
- Register Experience
- In-depth break down of customer questions in relations to services, products and warrantee (Phone In Clients)
- Product recommendation based on actual use, customer desired needs and repair requirements
- Repair facility recommendations
- Customer complaint resolution
- Sourcing products for special orders.
- Receiving and Delivery for commercial accounts.


*I.S.S Rep (In Store Services) Merchandiser (This part of company closed)*
- Ability to travel different location through the physical working week.
- Responsibilities include services for five departments in Home Depot stores (Hardware, Lighting, Paint, Décor and Electrical).
- Execution of daily activities, special projects (highly ranked task which required immediate completion), cross merchandise map reports (the physical movement of product to increase sale through impulse buys), and general service guides (the servicing of product in their regular location to promote items use and sales).
- Proficient in hand held devices which were used to relay daily information about service calls and project complications.
- Occasional relocation for product assimilation, training of unqualified personnel, as well as to cover or work on special projects.
- Office Operations: Proficient in Microsoft Office and industry related computer software; Knowledgeable of building features and maintenance; Daily reports to HQ; Inventory Audits; Ordering and Sales; Maintenance of onsite tacking of products.
- Customer Service: Accommodated to the customers wants, needs, concerns and inquiries by turning a negative into a positive excellent customer relations; Upkeep of customer comments and administrative work; Knowledgeable of emergency procedures.
**Firestone Complete Auto**  Albany, Troy, Scotia NY Locations  06/2011-10/2012

*Sale Associate (Experience related Data Scan Field Services)*
- Open and closing operations
- Owning the customer service experience
- Following all policy and procedures while Insuring the best possible service to every client.
- Delivering products to commercial customers location
- Shuttling customers to their work or home if required
- Scheduling appointments for customers (multiple phone lines)
- Responding to customer needs by asking qualifying questions to address repair needs for their vehicles.
- Customer complaint resolution
- Correct filing of operational paper work necessary for auditor acquisition
- Hand held equipment used for insurance inspection

**Home Depot** 4 Half-moon crossing Blvd Half-moon, NY 12065 (Seasonal)  03/2011-06/2011

*Sales Floor Associate Garden & Hardware departments (H.G.A Experience)*
- Greeting Customers
- Providing customers quality answers for their project and solutions to tasks
- Going above customer expectations.
- Store maintenance clean safe work areas making product areas shoppable to consumers


*Mid shift personal (Seasonal)*
- Middle person that completed the day shifts work and prepared the back room for the night time crew.


- In charge of all aspects of the grocery side of the super center including receive responsibility, heavy and light machine certified

**Contec** Schenectady NY  (Business relocated)  5/2001- 9/2002

- Packing and Storage of complete refurbished units (cable boxes)
- **Repair of units Component and chip removal and replacement (soldering)**
- Q.C. Testing.

**REFERENCES:** Upon Request
Committee: City Development & Planning

From: Andrew Koldin

Subject: Sale of 42 Cheltingham Avenue

Background Info:

Evaluation/Analysis

Recommendation
Committee: City Development & Planning

From: Andrew Koldin

Subject: Sale of 1330 Tenth Avenue

Background Info:

Evaluation/Analysis

Recommendation
Committee: City Development & Planning

From: Andrew Koldin

Subject: Sale of 1524 Broadway

Background Info:

Evaluation/Analysis

Recommendation
Committee: City Development & Planning

From: Andrew Koldin

Subject: Sale of 1536 State Street

Background Info:

Evaluation/Analysis

Recommendation