

**Watertown Local Development Corporation
Board Meeting Minutes
Thursday, April 18, 2013**

The Watertown Local Development Corporation (WLDC) held its board meeting on Thursday, April 18, 2013 at 82 Public Square, Watertown, New York.

MEMBERS PRESENT – Jeffrey Graham, President; Kenneth Mix, Erika Flint, RoAnn Dermady, Jeffrey Fallon, Donald Alexander

MEMBERS EXCUSED – Roseanne Murphy, Dave Zembiec (Designee for Donald Alexander), James Mills (Designee for Jeffrey Graham), Mike Lumbis (Designee for Ken Mix), John Vanderloo (Designee for Roseanne Murphy)

OTHERS PRESENT – Donald Rutherford, CEO; Kim Taylor, Executive Assistant; James Heary, Legal Counsel; Craig Fox, Reporter, [Watertown Daily Times](#)

CALL TO ORDER – President Graham called the meeting to order at 8:30 a.m.

I. MINUTES – Mr. Alexander made a motion to approve the minutes of March 21, 2013 seconded by Mr. Fallon. All in favor, approved.

II. FINANCIAL REPORT – Mr. Fallon reviewed the financial statements for the month of March and Mr. Rutherford reviewed the delinquent loan accounts.

Mr. Rutherford stated the commitment to Rent A Zone has expired and the loans have not been brought current. Mr. Rutherford has been in contact with the bank and the bank has advanced their funds. Rent A Zone is current with the bank. Mr. Rutherford stated the loan proceeds were to renovate a downtown commercial property which is complete. The board advised a letter from legal counsel be sent Rent A Zone.

Mr. Rutherford stated he will be working with the Punkin Patch to restructure the loan after receipt of personal financial statements and tax returns.

Mr. Rutherford stated the loan with the Whimsical Pig is current and the company is seeking to purchase a building; the LDC has been the standalone lender to the Whimsical Pig.

A motion to approve the financial statements for the month of March was made by Mrs. Dermady, seconded by Mrs. Flint. All in favor, approved.

III. CORRESPONDENCE – Correspondence received from Watertown Urban Mission (attached).

IV. COMMITTEES

LOAN REVIEW COMMITTEE

Family Counseling Services of Northern New York, Inc. – The Loan Review Committee recommend approval of a loan to Family Counseling Services of Northern New York, Inc. A motion was made by Mr. Fallon to approve a loan to Family Counseling Services of Northern New York, Inc. in the amount of \$30,000 (\$17,000 new funds to be consolidated with \$13,000 existing loan) to be used for working capital for five years at 5% interest, first position on all accounts receivable, furniture, fixtures and inventory, seconded by Mrs. Flint. All in favor, approved.

PERSONAL COMMITTEE

Employee Handbook – Mrs. Flint presented the board with the 401K Profit Sharing Plan (attached) for the employees of the WLDC. A motion to approve the 401K Profit Sharing Plan was made by Mr. Fallon, seconded by Mrs. Flint. The plan information will be kept on file in the WLDC office. All in favor, approved.

V. NEW BUSINESS – None

VI. OLD BUSINESS

Franklin Building – Mr. Rutherford stated Mr. Heary has reviewed the contract with Pyramid Brokerage Company. Mr. Heary will contact Pyramid Brokerage Company in regard to the changes recommended to the contract.

Mr. Rutherford requested Neighbors of Watertown to remove the exterior signage from the storefronts of the Franklin Building who have vacated.

Mercy Hospital Building Update – President Graham stated COR Development Co. has paid the delinquent taxes on the Mercy Hospital property and has agreed to acquire the note and mortgage from GE Capital. President Graham stated COR Development has indicated they plan to demolish the complex and redevelop the site.

CSX – Mr. Rutherford stated he met with a representative of CSX along with Mr. Mattison, Mr. Zembiec and Mr. Alexander in regard to the rail spur. The representative has agreed to provide Mr. Rutherford a template to include the CCIP rail siding on their website. Mr. Rutherford stated he will contact Bob Nelson to inquire if he is interested in listing the Cleaves and Vanduzee sites on the website also. Mr. Mix stated he has a map which he will provide which highlights the nine acres of land at the Vanduzee Street warehouse site.

VII. NEXT MEETING – The next meeting will be held on May 16, 2013 at 8:30 a.m.

VIII. ADJOURNMENT – A motion was made by Mr. Fallon, seconded by Mrs. Flint to adjourn the meeting. All in favor, approved. The meeting adjourned at 9:15 a.m.