

**Watertown Local Development Corporation  
Board Meeting Minutes  
Thursday, May 16, 2013**

The Watertown Local Development Corporation (WLDC) held its board meeting on Thursday, May 16, 2013 at 82 Public Square, Watertown, New York.

**MEMBERS PRESENT** – Jeffrey Graham, President; Kenneth Mix, Erika Flint, Donald Alexander, John Vanderloo (Designee for Roseanne Murphy)

**MEMBERS EXCUSED** – Roseanne Murphy, Dave Zembiec (Designee for Donald Alexander), James Mills (Designee for Jeffrey Graham), Mike Lumbis (Designee for Ken Mix), RoAnn Dermady, Jeffrey Fallon

**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 April 18, 2013, seconded by Mrs. Flint. All in favor, approved.

**II. FINANCIAL REPORT** – Mr. Rutherford reviewed the financial statements for the month of April and the delinquent loan accounts. Mr. Rutherford requested Ms. Taylor to remove Rent A Zone from the commitment list.

Mr. Alexander made a motion to approve the April financial statements, seconded by Mrs. Flint. All in favor, approved.

**III. CORRESPONDENCE** – None

**IV. COMMITTEES  
LOAN REVIEW COMMITTEE**

**The Punkin Patch** – Mr. Rutherford reviewed the workout summary for Patricia Shatraw d/b/a The Punkin Patch. A motion was made by Mr. Alexander to restructure the existing loan of \$37,983.00 with Patricia Shatraw d/b/a The Punkin Patch for a 5 year term, 15 year amortization at 5%, seconded by Mrs. Flint. All in favor, approved.

**PERSONNEL COMMITTEE**

**WLDC Leave Policy Supplement** – Mr. Mix recommended the Board of Directors approve the attached leave policy supplement for vacation and sick leave for the existing employees of the WLDC. Mr. Mix stated that when the employees left the JCIDA they had substantial time accrued and by instating the leave policy supplement this puts the WLDC employees in compliance. Mr. Mix stated that all employees will have an opportunity to use their vacation time accrued under their employment with JCIDA until the end of 2014 and a one time option at the end of 2013 to receive a cash payment based

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on their salary for any and all of their remaining vacation accrued under JCIDA. Any vacation time remaining at the end of 2014 that is above 5 days will be forfeited. Any sick leave above 10 days (80 hours) at that time will be forfeited. A motion was made by Mr. Mix to approve the Leave Policy Supplement to the WLDC Employee Handbook and have Mr. Rutherford and Mrs. Taylor acknowledge the policy, seconded by Mrs. Flint. Mr. Alexander abstained. All others in favor, approved.

**Activity Report of CEO** – Mr. Rutherford’s activity report is attached.

**V. NEW BUSINESS** – None

**VI. OLD BUSINESS**

**Mercy Hospital Building** – President Graham stated Cor Development is in the process of taking over the deed in lieu of foreclosure from MGNH. President Graham stated SMC moved out of the Mercy Bldg. on April 31, 2013 and there is a need for the electricity to remain on. President Graham stated the City has been in the process of working with National Grid; however the City of Watertown is prohibited constitutionally to provide gifts to anyone. President Graham stated he does not know how the cost of the electricity or how long it would be before Core Development goes through the foreclosure process. Counsel Heary stated it takes about five months to go through a foreclosure. President Graham stated there is a need for the electricity for the alarm and power sprinkler system at the building.

Mr. Alexander stated he feels this project is the WLDC’s mission and made a motion authorize the CEO to work out the details to stabilize the Mercy Hospital Building and if there are extraordinary issues to seek further guidance from the Board of Directors, seconded by Mr. Vanderloo. All in favor, approved.

**VII. EXECUTIVE SESSION**

A motion was made by Mrs. Flint to enter into executive session to discuss pending litigation, seconded by Mr. Mix. The Board entered executive at 8:56 a.m.

A motion was made by Mrs. Flint to adjourn the executive session and reconvene the meeting at 9:10 a.m., seconded by Mr. Mix.

**VII. NEXT BOARD MEETING** – The next meeting will be held on June 20, 2013 at 8:30 a.m.

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**VIII. ADJOURNMENT** – A motion was made by Mr. Alexander to adjourn the meeting, seconded by Mrs. Flint. All in favor, approved. The meeting adjourned at 9:12. a.m.