

**Watertown Local Development Corporation
Meeting Minutes
Thursday, December 19, 2013**

The Watertown Local Development Corporation (WLDC) held its annual board meeting on Thursday, December 19, 2013 at Cavallario's Cucina, 133 N. Massey Street, Watertown, New York.

MEMBERS PRESENT – Jeffrey Graham, President; Donald Alexander, Kenneth Mix, RoAnn Dermady, Jeffrey Fallon, Dave Zembiec (Designee for Donald Alexander), Mike Lumbis (Designee for Ken Mix), Erika Flint, John Vanderloo (Designee for Roseanne Murphy)

MEMBERS EXCUSED – Roseanne Murphy, James Mills

OTHER PRESENT – James Heary, Legal Counsel; Craig Fox, Reporter, Watertown Daily Times; Timothy Scee, Reporter, NEWZJUNKY; Donald Rutherford, CEO; Kim Taylor, Executive Assistant

President Graham called the meeting to order at 12:10 p.m.

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

II. FINANCIAL REPORTS – A motion was made by Mr. Alexander to approve the financial statements for the month of November, seconded by Mrs. Flint. All in favor, approved.

III. CORRESPONDENCE – None

IV. COMMITTEES

LOAN REVIEW COMMITTEE –

Neighbors of Watertown, Inc. – A motion was made by Mrs. Flint to renew the \$300,000 Line of Credit and the \$200,000 working capital note for a period of one year at zero percent (0%), seconded by Mr. Fallon. The proceeds are used for timely payment to contracts associated with the First Time Homebuyer Program administered by Neighbors of Watertown, Inc. and to bridge financing to acquire and rehabilitate single family housing. The WLDC will receive a \$600 fee under the First Time Homebuyer Program. All in favor, approved.

NOMINATING COMMITTEE

2014 Board of Directors & Committee Structure – President Graham stated the Nominating Committee recommend the following 2014 Board of Directors and the committee structure (attached)

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President	Jeffrey Graham, Mayor, City of Watertown
Vice President	Erika Flint, Executive Director, Watertown Urban Mission
Treasurer/Secretary	Jeffrey Fallon, Vice President, Community Bank
Director	Roseanne Murphy, North Country Regional Director, NYS Economic Development
Director	Kenneth Mix, City Planning Coordinator, City of Watertown
Director	Donald Alexander, CEO, JCIDA
Director	RoAnn Dermady, Commercial Loan Officer, Watertown Savings Bank
Designee	James Mills for Jeffrey Graham
Designee	Dave Zembiec for Donald Alexander
Designee	John VanDeLoo for Roseanne Murphy
Designee	Mike Lumbis for Ken Mix

A motion made by Mrs. Flint to approve the 2014 Board of Directors and Committee structure, seconded by Mrs. Dermady. All in favor, approved.

PERSONNEL COMMITTEE –

Employee Evaluations - Mr. Mix stated the Personnel Committee has conducted Mr. Rutherford's evaluation for 2014 and Mr. Rutherford conducted the evaluation of Ms. Taylor. Mr. Mix stated the Personnel Committee recommends the salary increases effective January 1, 2014 to the employees of the WLDC as follows: Donald Rutherford - \$87,500 and Kim Taylor - \$48,000. A motion was made by Mr. Fallon to approve the recommendation, seconded by Mrs. Dermady. All in favor, approved.

Vacation Buyout Update – Mr. Mix stated the employees of the WLDC have taken advantage of the one-time vacation buyout with Mr. Rutherford purchasing 263 hours and Ms. Taylor purchasing 75 hours. Employees will only be allowed to carry over 35 hours per year.

GOVERNANCE COMMITTEE –

Mr. Mix requested the board members conduct the 2013 performance evaluation and return to Mrs. Taylor by the end of the month. Mr. Mix stated a Governance Committee meeting will be scheduled in the month of January to review the policies of the WLDC.

NEW BUSINESS

Activity Report of CEO – Mr. Rutherford's report is attached.

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2014 Meeting Schedule – Mr. Rutherford provided the Board with a tentative meeting schedule for 2014. Mr. Rutherford the North Country Regional Director’s NYS Economic Development’s representative has a conflict attending the monthly board meetings. Mr. Rutherford stated it has been suggested the board change the date to accommodate all seven members. A motion was made by Mr. Fallon to change the monthly meeting date to the third Tuesday of each month to be held at 8:30 a.m., seconded by Mrs. Flint. All in favor, approved.

Strategic Planning Session – Mr. Rutherford stated a strategic planning session will be scheduled in February. Mr. Rutherford stated he would like to focus on downtown, assist the private/public sector with the ongoing projects in the city, discuss the possibility of creating an industrial park, an inventory of downtown properties working in conjunction with the downtown business association and any other suggestions the board may have. Mr. Mix and Mr. Graham recommended Mr. Rutherford and Mrs. Taylor conduct visitation to the existing downtown businesses around the square.

Watertown Downtown Business Association (DBA) Sponsorship – A motion was made by Mrs. Flint to sponsor the Watertown DBA events for 2014 in the amount of \$3,000.00, seconded by Mrs. Dermady. All in favor, approved.

Snowtown USA Sponsorship – President Graham made a motion to recommend sponsoring the Watertown Snowtown USA event in the amount of \$2,000.00, seconded by Mr. Fallon. All in favor, approved.

OLD BUSINESS

START-UP NY – Mr. Rutherford updated the Board on the benefits of a tax free zone.

North Country Arts Council – Mr. Rutherford stated Mr. Miller, President of the NCAC indicated the NCAC is continuing to raise funds for the theater project and they intend to start construction next month on Space D. Mr. Rutherford stated the NCAC Board of Directors did not authorize Mr. Miller to sign the amendment to the lease with the WLDC. Mr. Rutherford stated the WLDC will monitor the progress of the fundraising and continue the lower rent as long as progress is being made. The space will continue to be marketed.

Stream New York, Inc. - Counsel Heary indicated M&T Bank is not prepared to close the bank financing of the loan to Stream New York. Counsel Heary stated the JCLDC and WLDC portion of the loan will close prior to year end.

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Counsel Heary requested the Board clarify who the borrower and guarantee of the Stream loan.

A motion was made by Mrs. Flint to confirm and clarify the lender of the loan in the amount of \$250,000 is Stream New York, Inc. and the guarantor will be Stream International, seconded by Mr. Mix. The lend lender is the JCLDC. All in favor, approved.

NEXT MEETING – The next board meeting will be held on Tuesday, January 14, 2014 at 8:30 a.m.

ADJOURNMENT – A motion to adjourn the meeting was made by Mrs. Flint, seconded by Mr. Mix. All in favor, approved. The meeting adjourned at 12:49 p.m.