

**Watertown Local Development Corporation
Meeting Minutes
Thursday, June 15, 2017**

The Watertown Local Development Corporation Board of Directors meeting was held on Thursday, June 15, 2017 in the WLDC Office, 82 Public Square, Watertown, New York.

Present: Mayor Joseph Butler, Jeffrey Fallon, RoAnn Dermady, Michael Lumbis, Dave Zembiec, Erika Flint, Steve Hunt

Excused: Jennifer Voss, James Mills, Donald Alexander

Others Present: Joseph Russell, Legal Counsel; Craig Fox, Watertown Daily Times; P.J. DiFabion, Benefit Services Group

Staff: Donald Rutherford, CEO; Kim Taylor, Executive Assistant

Call to Order: Mr. Butler called the meeting to order at 8:35 a.m.

Employee Health Insurance: Mr. DiFabion of Benefit Services Health Group presented the Board of Directors with the medical overview for the employees. The existing health insurance renews 8/1/2017. Two options were presented, the 2017 Option SB Platinum 2 (existing plan) and 2017 Option SB Plus Gold 6. Mr. DiFabion stated last year the Board reviewed the health insurance policy and felt there wasn't enough change in the rate to move to a new plan, however this year the rates have increased and one employee is moving from a family plan to an employee/spouse plan. Mr. DiFabion explained the differences of the plans and the benefits of a health savings account. The discussion continued the benefits of a high deductible plan, cost savings to the agency and employees, how the health savings account could be funded and setup, the cost of the reduced premium, etc. Mayor Butler inquired about a high deductible plan. Mr. DiFabion introduced the Bronze 4 plan which has a \$12,000 deductible and stated he recommends revisiting this next year.

Mrs. Dermady requested the discussion be tabled and presented to the personnel committee. The LDC Board will not be meeting in the month of July and a decision must be in place by 7/31/2017. Mrs. Dermady stated the committee could meet and the Board ratify the recommendation at the August meeting. Mayor Butler stated he believes a decision can be made with the information presented. Mrs. Flint stated she recommends the high deductible plan which would allow the employees to get their feet wet with deductibles.

Mrs. Flint made a motion to approve SB Plus Gold 6 Excellus Blue Cross Blue Shield health insurance plan effective 8/1/2017 entitled 2017 Option B SB Plus Gold 6, 85% premium contribution from the LDC and fund 85% to the Health Savings Account at an exposure of \$8,840, seconded by Mr. Fallon. All in favor, motion carried.

Motion was made by Mrs. Flint and second by Mr. Fallon to approve funding the employees Health Savings Account upfront at 85% in the amount of \$8,840/\$4,420 each at Watertown Savings Bank. Employees will be responsible for their own account. All in favor, motion carried.

Minutes: Motion was made by Mrs. Flint and second by Mr. Fallon to accept the minutes of May 18, 2017 as presented. All in favor, motion carried.

Financial Report: Mr. Fallon presented the May 2017 financial statements. Mr. Rutherford reviewed the delinquent loan customers.

Motion was made by Mr. Zembiec to enter executive session at 9:20 a.m. to discuss the personal financial history of a customer, seconded by Mrs. Dermady.

Motion was made by Mrs. Flint to adjourn the executive session and reconvene the meeting at 9:30 a.m. All in favor, motion carried.

Motion was made by Mrs. Flint and second by Mr. Lumbis to approve the May 2017 financial statements. All in favor, motion carried.

Correspondence: There was no correspondence.

COMMITTEES

Audit and Finance Committee: Mayor Butler stated the Audit and Finance met and reviewed the two requests for proposals submitted by Crowley & Halloran, CPAs, PC and Bowers & Company, CPA's PC and is recommending Bowers & Company, PC based on the lower cost, excellent past performance, familiarity and number of references. Mrs. Flint seconded the motion. All in favor, motion carried.

OLD BUSINESS

Downtown Block Party Update: Mr. Rutherford stated insurance will be required for the events and Haylor Freyer and Coon has been contacted to provide special event insurance which was not included in the budget. Mr. Rutherford stated by providing blanket coverage insurance it broadens the number of vendors. Security has been increased and an additional \$900 has been allocated to the budget. The Northern New York Community Foundation will manage the \$12,000 donation for the block parties and provide oversight of the revenues and expenses. Expenses will be signed off by Mr. Rutherford prior to payment. Mr. Rutherford stated there are currently 10 vendors interested at \$50 per event. Bands, Fire Magick, Rhonda's Footworks, Fifi the Clown and kid's activities will be offered. Mr. Rutherford stated the Downtown Block Party Committee has not been able to locate a tent for the June 30 event and is in conversation with Councilman Walzak. Mr. Zembiec suggested contacting Garrison Commander Brian Laske to gather volunteers from Fort Drum to set up the tent from Fort Drum.

The block parties are family friendly yellow ribbon events and will go on rain or shine.

Downtown Beautification Update: Mr. Rutherford stated the beautification project has been put on hold until next year to develop a plan for purchasing, planting, maintenance of the flower beds and volunteers. Mrs. Flint stated once the plan is developed request for proposals be sent to various landscaping companies in advance of the planting season. Mr. Zembiec suggested partnering with the Department of Public Works and Mr. Lumbis suggested contacting Sue Gwise, Horticulture Educator, Cornell Cooperative Extension regarding the Green Thumb Program which is comprised of retirees to maintain the flower beds. Mr. Butler stated the beautification plan will be revisited in the months ahead.

The Retail Coach Update: Mr. Rutherford distributed the update from Kelly Cofer to the board members.

1. Project Manager, Will Kline will be in Watertown and Syracuse the week of June 19 to identify and speak with independent retailers in Syracuse about locating an additional store Watertown. The Retail Workshop will take place in late August, early September.
2. Retail surveys for Watertown and Fort Drum need to be sent this summer. Mr. Zembiec suggested contacting Joe Lalone at North County Community Studies to conduct the survey.
3. Mr. Cofer does not feel there is a parking issue and will be creating a Downtown Watertown Parking poster.
4. Web hosted database is being worked on which will assist in marketing downtown available properties
5. A Retail Gap Analysis and Retailer Target list will be completed this month.

Next Meeting: The next meeting will be Thursday, August 17, 2017.

Adjournment: Mrs. Flint made a motion to adjourn the meeting at 10:10 a.m. second by Mr. Fallon. All in favor, motion carried.