

Watertown Local Development Corporation
October 18, 2018 Meeting Minutes

The Watertown Local Development Corporation Board of Directors meeting was held on Thursday, October 18, 2018 in the office of the WLDC, 82 Public Square, Watertown, New York 13601.

Present – President Joseph Butler, Michael Lumbis, RoAnn Dermady, Steve Hunt, Donald Alexander, Jeffrey Fallon, Dave Zembiec (Designee)

Others Present – Reginald Schweitzer, Executive Director, Neighbors of Watertown; Craig Fox, Watertown Daily Times, Joseph Russell, Legal Counsel

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

Excused – Erika Flint, John Vanderloo, (Designee), James Mills (Designee), Jennifer Voss (Designee)

Call to Order – President Butler called the meeting to order at 8:30 a.m.

Minutes – Mr. Alexander moved to accept the minutes of August 16, 2018 as presented, seconded by Mr. Lumbis. All voted in favor. Motion carried.

Financial Report – Mr. Hunt moved to approve the August financial statements and the customer report, seconded by Mrs. Dermady. Mr. Butler noted the September investment journals are not included in the report this month. With no further discussion, all voted in favor. Motion carried.

Correspondence – There was no correspondence.

Loan Review Committee

Downtown Local Lounge Loan – Mr. Fallon made a motion based on the Loan Review Committees recommendation to approve a 6-month principal moratorium to the Downtown Local Lounge (a partnership) as follows: The outstanding principal balance on the Note is the sum of \$18,317.07. The Note shall be amended to provide a principal moratorium with interest only payments from November 1, 2018 to April 1, 2019.

Commencing on the first day of November 2018, Borrower will make two monthly payments which represents May and June in the amount of \$152.64 and;

Commencing on the first day of December 2018, Borrower will make two monthly payments which represents July and August in the amount of \$152.64 and;

Commencing on the first day of January 2019, Borrower will make two monthly payments which represents September and October in the amount of \$152.64 and;

Commencing on the first day of February 2019, Borrower will make two monthly payments which represents November and December in the amount of \$152.64 and;

Commencing on the first day of March 2019, Borrower will make two monthly payments which represents January and February in the amount of \$152.64 and;

Commencing on the first day of April 2019, Borrower will make two monthly payments which represents March and April in the amount of \$152.64 and;

Commencing on May 1, 2019 and every month thereafter, Borrower shall make monthly payments of principal and interest payable in equal monthly installments in the amount of \$466.16 to be applied first against interest then in reduction of principal.

On May 1, 2022 (the Maturity Date) all outstanding principal and accrued interest owed shall be due and payable in full, if not sooner paid.

Mr. Rutherford stated the Downtown Local Lounge has been communicative and has provided numerous ways they are creating and drawing business to the Lounge.

With no further questions, the motion was seconded by Mr. Alexander. All voted in favor. Motion carried.

\$250,000 Neighbors of Watertown, Inc. Façade Program Update - Mr. Schweitzer, Executive Director of Neighbors of Watertown, Inc. (NOW) updated the board on the \$250,000 façade allocation to Neighbors of Watertown for the following six properties: 112,114,118 Court Street, 25 Public Square, 75 Public Square and 223 J.B. Wise Place. Mr. Schweitzer stated 114 Court Street owned by Lori Gevera and 118 Court Street owned by NOW will be completed by December 31, 2018. The \$250,000 was to be expended by 12/31/2018 but given various reasons does not feel the projects will be completed by year end. Mr. Rutherford recommends transferring the remaining funds to Neighbors of Watertown, Inc. by 12/31/2018 which would expense the balance of the \$250,000 allocation in 2018 and avoid an amendment to the 2019 budget. This project was originally approved in 2015 and extended until 12/31/2018. Mr. Butler stated he agrees with the recommendation to transfer the funds to NOW and requested staff to contact the accountant regarding the procedure. Mr. Rutherford requested an agreement be drafted by Mr. Russell between the WLDC and NOW regarding the transfer and use of funds. With no further questions or comments, Mr. Butler recommended action to be taken at the next meeting.

Marcy LP Subordination Request – Mr. Schweitzer will submit a letter to request a subordination of the LDC's mortgage on the Marcy LP property to be considered at the board meeting next month.

DRI Committee

\$600,000 DRI Award – The draft DRI Administrative Plan was presented to the board. Mr. Rutherford stated preparation and submittal of the administrative plan is the first step to the DRI Contract, second is to send request for proposals to engage the services of a consultant to administer the construction of the façade program. Revisions of the administrative plan were documented which will be emailed to the board for final review.

Mr. Schweitzer was excused from the meeting at 9:50 a.m.

The DRI boundary map was requested from the City Planning Department. Mr. Lumbis stated the definition of a façade unit needs to be defined and included in the administrative plan. Mr. Lumbis stated he has comments and suggestions which he will email to Mr. Rutherford and the board members which need to be addressed prior to submission to DHCR. Mr. Rutherford stated he would like to submit the administrative plan next week once revisions are made to the administrative plan.

Franklin Building Update – Mr. Rutherford stated he would like to install cameras in the atrium of the Franklin Building.

Next Meeting – The next meeting will be held on November 15, 2018 at 8:30 a.m.

Adjournment – Mr. Alexander made a motion to adjourn the meeting at 9:54 a.m., seconded by Mr. Lumbis. All in favor. Motion carried.

