

**Watertown Local Development Corporation**  
**September 19, 2019**  
**Board Minutes**

**Present** - Michael Lumbis, Jeffrey Fallon, Charles Capone, Dave Zembiec (Designee)

**Others present** - Joseph Russell, Legal Counsel; Kylee McGrath, Craig Fox

**Excused** – President Joseph Butler, Steve Hunt, Erika Flint, Donald Alexander, Jennifer Voss (Designee), James Mills (Designee)

**Staff** - Donald Rutherford, CEO; Kim Taylor, Executive Assistant

**Call to Order** – Vice President Fallon called the meeting to order at 8:31 a.m.

**Minutes** - The minutes of the August 29, 2019 meeting were presented. Motion made by Mr. Capone to approve the minutes, seconded by Mr. Lumbis. All in Favor. Carried.

**Financial Report** - Mr. Fallon presented the financial report for the month of August.

Mr. Rutherford reviewed the customer report.

Sweet Bean Café - Mr. Rutherford stated the business is closed and Christopher Emeanua has brought interest current and the loan will be presented to the Loan Review Committee next month to be restructured. The customer has relocated the collateral to another location which has been made aware of.

Kingdom Stronghold – Customer is to bring interest current and provide additional documentation necessary to complete a request to restructure the debt.

Mr. Capone made a motion to approve the August financial reports, seconded by Mr. Fallon. All in favor. Carried.

**Correspondence** – A thank you note from Katie Schoeneman.

**Committee Reports**

**Loan Review Committee**

Blush Boutique, Inc. (Name subject to change) – Mr. Fallon stated the LRC Committee recommend approval of a \$40,000 Downtown Micro Loan to Blush Boutique, Inc. (subject to change) to purchase equipment and inventory to open a bridal and formal wear shop located at 101-105 Public Square. Mrs. Schoeneman has extensive industry experience. Three position will be created in year one. Total project is \$190,000.

Mr. Rutherford stated the business will be a great fit to downtown which will fill a vacant store front and with the closing of a Touch of Grace the business will fill a void.

A motion was made by Mr. Zembiec to approve a Downtown Micro Loan to Katie Schoeneman or a corporation to be determined in the amount of \$40,000 at 3% fixed interest, guarantor of Katie Schoeneman, 2<sup>nd</sup> position on business assets to be located at 101 Public Square. Loan proceeds will be for renovations, equipment and inventory for the business. Approval of the loan is an exception to collateral coverage guideline, (collateral falls short of 1 to 1 coverage as reflecting in the lending policy). The motion was seconded by Mr. Lumbis contingent upon bank financing. Mr. Capone abstained. All in favor. Carried.

**Personnel Committee** – No report.

**Old Business**

**CCIP** - Mr. Rutherford provided an update on the status of Memorandum of Understanding between Renzi Brothers, Inc., JCIDA and WLDC was executed on September 4, 2019. GYMO has been engaged to perform the survey work needed for rail layout and property conveyance which has begun. SK Enterprises will map out the new location keeping into consideration radius and topographical requirements for the spur. Once completed, property delineation will be completed which will be presented to the City Planning Board for approval. Once approved, legal work for property conveyance will take place which will include the WLDC exercising its exclusive option. The project will unlikely not be completed this building season. Mr. Rutherford will contact all parties regarding the status of the work today.

**CEO Report** – Mr. Rutherford stated the September block party was a success.

Mr. Rutherford stated a DRI Committee meeting will be scheduled for the week of September 23, 2019.

**Next Meeting** - The next meeting will be held October 17, 2019.

**Adjournment** - Mr. Zembiec made a motion to adjourn; seconded by Mr. Lumbis. All in favor. Carried. The meeting adjourned at 9:12 a.m.