

Watertown Local Development Corporation
April 21, 2020
Board Minutes

Present: President Jeffrey Smith, Charles Capone, Michael Lumbis, Donald Alexander, Stephen Hunt, Michael Pierce, Erika Flint, Jennifer Voss, Dave Zembiec

Others Present: Cyril Mouaikel, RBC; John Nuber, RBC; Craig Fox, Watertown Daily Times

Excused:

Staff: Donald Rutherford, CEO; Kylee McGrath

Call to order-Mayor Smith called meeting to order at 8:31 am

Minutes-Minutes of the April 1, 2020. Motion made by Mr. Pierce, Seconded by Ms. Flint

Financial Report-Mr. Capone presented the March financial statement.

Mr. Rutherford reviewed the customer loan report. Looking at the April 16, 2020 loan snapshot, LKR we were to get a payout for the loan however with the COVID-19 crisis things are at a standstill. Mr. Rutherford anticipates the past due report will be worse for the coming month due to all the businesses being closed. A letter was sent out yesterday to all of our clients letting them know we are thinking about them and we understand the crisis is taking a toll on small businesses. Outlined that we are doing everything that we can to make this time easier on our clients.

We were funded for the Payment Protection Program, so we will be refunded for payroll, rent and utilities which allows us to assist our clients and other businesses in our community even more.

Ms. Flint made a motion to approve the March financial statements, seconded by Mr. Alexander. All in favor. Carried.

RBC 2019 Investment Report: Mr. Mouaikel presented the report to the WLDC board. 2019 was a great year for our investments, 2020 there is a lot of uncertainty due to the COVID-19. RBC will make the necessary adjustment and keep in contact with the WLDC. Mr. Nuber stated that he has been in contact with Mr. Rutherford to keep more of our assets as liquid assets due to the unknowns.

Mr. Alexander made a motion to approve the 2019 RBC Investment Report, seconded by Mr. Pierce. All in favor. Carried.

Committee Report: Loan Committee

➤ Family Counseling Services of NNY

Mr. Capone reviewed the loan request for Family Counseling Services of NNY, the loan will allow them to combine forces with the Resolution Center which will enable them to cut cost and be more of a one stop shop for mental health services.

Mr. Hunt made a motion to approve the loan to Family Counseling Services of NNY in the amount of \$30,000; \$22,000 of new money and \$8,000 will be current debt with the WLDC, seconded by Ms. Flint. All in favor. Carried.

Emergency loan program:

Mr. Rutherford presented an Emergency Loan Relief Program. This program would be up to \$10,000 with a 3% fixed interest rate (No payment for 3 months and then amortized over 5 years). Ms. Flint asked if there was a way, we could be more generous to help the small businesses, Mr. Rutherford stated he is open to suggestions.

- Ms. Flint and Mr. Zembiec suggest 3 months no payments and then 9 months of interest only.

Ms. Flint made a motion to approve the Emergency Loan Relief Program as follows:

- Max loan of \$10,000
- 3% fixed interest rate
- No payment for 3 months, 9 months interest only then amortized over 5 years
- Fee waived
- Unsecured
- Guarantees required
- Statement of need required
- Personal Financial Statement Required
- Signed credit authorization form required
- \$200,000 will be used to fund the program

Seconded by Mr. Alexander. All in favor. Carried.

Mr. Rutherford suggest monetary donations for local food banks. The Urban Missions, Salvation Army, CACPC and group for Vets, there has been an increased traffic in our local food banks due to the COVID-19 crisis. Mr. Alexander makes a motion to do \$2,000 per food pantry and seconded by Mr. Pierce. All in favor, carried.