

**Watertown Local Development Corporation
Meeting Minutes
Thursday, July 21, 2016**

The Watertown Local Development Corporation meeting was held on Thursday, July 21, 2016 at 8:30 a.m. in the office of the WLDC at 82 Public Square, Watertown, New York.

MEMBERS PRESENT: Mike Lumbis, Steve Hunt, RoAnn Dermady, Erika Flint

MEMBERS EXECUSED: Donald Alexander, Dave Zembiec, (Designee), Joseph Butler, Jeffrey Fallon, John Vanderloo, (Designee), James Mills, (Designee)

OTHERS PRESENT: Joseph Russell, Legal Counsel, Donald Rutherford, CEO; Kim Taylor, Executive Assistant; Craig Fox, Watertown Daily Times

I. CALL TO ORDER: Vice President Flint called the meeting to order at 8:35 a.m.

II. MINUTES: A motion to approve the minutes of June 16, 2016 as presented was made by Mrs. Dermady, seconded by Mr. Lumbis. All in favor. Carried.

III. FINANCIAL REPORT: Mr. Rutherford presented the financial statements for the month of June, the delinquent loan accounts and loan commitments.

A motion was made by Mr. Lumbis to approve the June financial and customer reports, seconded by Mr. Hunt. All in favor. Carried.

IV. CORESPONDENCE: There was no correspondence.

V. PRESENTATION: Tracy Jason, Marketing Specialist, Rise Engineering a subcontractor for National Grid presented the board with an overview of the Energy Wise Program which offers incentives for energy efficiency upgrades to property owners/manages of residential buildings contacting 5-50 units.

**VI. COMMITTEE
LOAN REVIEW COMMITTEE**

North Country Arts Council: Mr. Rutherford stated the Loan Review Committee recommendation is to demand payment to be paid in full within 30 days from the Arts Council on both leased spaces in 30 days or to voluntary vacate Suite D.

The Committee also agreed to allow tenants to use Suite D if vacated by the Arts Council to hold classes or events in the amount of \$50.00 per event to be paid up front with the required insurance listing the LDC as additional insured.

Currently Jason Comet is subleasing a portion of Suite D from the North Country Arts Council for his piano lessons. The Committee recommend negotiating a lease between Jason Comet and the WLDC. Square footage and monthly lease amount to be determined by Mr. Rutherford.

Mr. Hunt made a motion to authorize and allow the North Country Arts Council 30 days to bring the past due lease payments in the amount of \$10,524.04 current for Space D and Suite 52 or to voluntarily vacate Suite D and furthermore to charge \$50 per event held at Space D if vacated by the North Country Arts Council, seconded by Mr. Lumbis. All in favor. Carried.

Edirin Igbo-Akiti: Mr. Rutherford stated the Loan Review Committee recommend approval of a three-month principal moratorium on all loans to Edirin Igbo-Akiti.

Mrs. Dermady made a motion to approve a three-month principal moratorium from August to October on the following loans:

U-Mart Foods \$9,705.30
Tropical Foods Express - \$37,034.47
Edirin Igbo-Akiti d/b/a Mr. Biggs - \$25,457.60
Edirin Igbo-Akiti d/b/a Mr. Biggs - \$30,000.00

Mr. Hunt seconded the motion. Allonge agreements executed by the LDC and the borrower extending the term of each loan by three months. All in favor. Carried.

Christopher Hunt d/b/a Hero's Haven: A motion was made by Mr. Lumbis to write off the loan to Christopher Hunt d/b/a Hero's Haven in the amount of \$5,213.81 to bad debt, seconded by Mrs. Dermady. Mrs. Dermady questioned whether any funds recouped from collection will be distributed to the LDC. Mr. Rutherford stated funds will be distributed proportionally. With no father comments, the motion was carried. All in favor.

Fort Drum Arizona Properties: Mr. Rutherford stated the LDC hired an Arizona real estate agent and we have accepted a purchase offer on all five parcels located in Arizona in the amount of \$22,500.

Mr. Russell was excused from the meeting at 9:15 a.m.

VII. NEW BUSINESS

WLDC Lending Area: Mr. Rutherford stated discussion on the lending parameters will be deferred until the September meeting.

Rent Subsidy Program: Mr. Rutherford stated the Downtown Development Committee recommend approval of a fourth rent subsidy to GYMO. GYMO will be relocating to the top floor of the Lincoln Building consisting of 8,000 square feet. GYMO current has 30 employees and anticipates adding 3-8 within the next 3-5 years. The workforce is expanding and require additional space as well as the location for their employees to downtown.

A motion was made by Mr. Hunt, seconded by Mrs. Dermady to approve GYMO to the Rent Subsidy Program contingent upon receipt of an executed lease agreement with the Woodruff Professional Group, LLC and rent subsidy agreement. Mr. Lumbis abstained. All others in favor. Carried.

VIII. OLD BUSINESS

The Retail Coach: Mr. Rutherford stated Retail Coach will be discussed at the September meeting.

IX. NEXT MEETING

The next board meeting will be held September 15, 2016 at 8:30 a.m.

X. ADJOURNMENT

Mr. Lumbis made a motion to adjourn the meeting at 9:30 a.m., seconded by Mrs. Dermady. All in favor. Carried.