

Watertown Empire Zone  
Administrative Board Meeting  
November 28, 2007

The Watertown Empire Administrative Board meeting was held on Wednesday, November 28, 2007, on the 3<sup>rd</sup> floor of the City Municipal Building, 245 Washington Street, Watertown, New York.

Members Present: Chairman Peter Clough, Joseph Butler Jr., James Fitzpatrick, Thomas Cesta, Peter Sovie, Joanne St. Croix, Deborah Cavallario,

Also Present: Juliana Pyron and Robert Camoin, of Camoin Associates (via conference call), and James Mills, City Comptroller

#### CALL TO ORDER

Meeting was called to order at 4:40 p.m.

#### APPROVAL OF MINUTES

Motion was made by Mr. Cesta to approve the October ZAB meeting minutes. Motion was seconded by Chairman Clough, and carried with all voting in favor thereof.

#### TREASURER'S REPORT

Mr. Sovie reviewed the Balance and Profit & Loss sheets. He added that the only gain listed on the Profit & Loss is in interest.

Mr. Mills commented that an overdraft in the checking account is his mistake.

#### CAMOIN INVOICES

Mr. Sovie commented that the latest invoice the Board had received from Camoin totaled \$961.00.

#### CAMOIN CONTRACT

Chairman Clough reminded the Board that the current contract with Camoin is nearing its expiration date and reviewed with the Board the proposed figures for the next three years.

Mr. Camoin told the Board that there is a significant difference between the fees for the Watertown Empire Zone and any new Empire Zone clients. He continued, saying that Camoin Associates is trying to make rates more consistent. Mr. Camoin provided the Board with a three year rate schedule for review.

Mr. Sovie questioned with the increase in rates, if Ms. Pyron or Mr. N'Dolo will not be consulting with the Board as often.

Mr. Cesta inquired about the break down of the \$45,000.

Ms. Pyron told the Board she used the same figures from the 2006-2007 Budget.

Mr. Cesta said he was concerned that there is no budget cap.

Mr. Sovie asked if these services provided by Camoin could be put out to bid by the City.

Chairman Clough replied that they do not plan on doing so and added that there are a limited number of companies in this area that have this kind of expertise.

Mr. Camoin mentioned that there is a law firm in Rochester that does the same type of work but added that their rates are much higher. He told the Board that several other counties are paying rates of up to \$120 per hour for Camoin's services.

Mr. Butler asked if travel rates are in addition to the hourly rate.

Ms. Pyron said they are not.

Mr. Fitzpatrick commented that he does not approve of this and cannot justify paying a double in rates over three years.

Ms. Pyron assured the Board that she would be the one doing the majority of the consulting with the Board.

Mr. Cesta said he wants to be certain that work falls within the budgeted amount, saying for example: \$36,000 at \$70 per hour is approximately 500 hours, or 10 hours worth of work per week.

Chairman Clough reminded the Board that most of the 64 hours used last year were during the first half when Michael was training Juliana.

Mr. Butler said he wondered if the Board could establish a tiered system, where if a person works over a certain number of hours the rate would go down.

Mr. Camoin told the Board that the current rate is already lower than what other Zones are paying.

Mr. Cesta inquired about what further action the Board has to take on the issue.

Chairman Clough told the Board the contract will go before City Council at the second meeting in December. He added that he would like to tell the Council that the Board has accepted the contract.

Mr. Sovie reminded members of the Board that the rates are not out of line as retirement, health insurance and other benefits have to be considered when calculating the rates.

Mrs. St. Croix mentioned several other payments that must be made from these rates including office equipment.

Mr. Cesta wondered if the Board could set up a no-out notice provision.

Mr. Camoin said he would have to review wording for an agreement and consult with Camoin Associate's lawyer.

**Motion was made by Mr. Sovie to Authorize Camoin Associates to Perform the Administrative Services of the Zone Coordinator on Behalf of the Watertown Empire Zone, seconded by Mr. Butler and carried with all voting Yea, except Mr. Fitzpatrick who voted nay.**

Chairman Clough thanked Mr. Butler for his years of service and accepted his letter of resignation as he can no longer serve on the Empire Zone Board since his election to City Council. Chairman Clough asked the Board to contact him if they have anyone in mind to fill the at-large position.

#### BUDGET

Ms. Pyron noted a few minor changes to the Budget.

**Motion was made by Mr. Sovie to Approve the Budget for the Watertown Empire Zone for the Fiscal Year of July 1, 2007, through June 30, 2008, seconded by Mr. Butler and carried with all voting Yea.**

#### MARKETING BROCHURE

Ms. Pyron told the Board the brochure has been printed.

Chairman Clough asked if she could mail a copy of the brochure to each member before the next meeting.

#### DECEMBER MEETING

Ms. Pyron mentioned the possibility for a meeting before the end of the year. She requested December 19 as the meeting to approve new applications.

Ms. Pyron told the Board she received another ten responses from the Audit of Certified Businesses.

#### ADJOURNMENT

Motion to adjourn was made by Mr. Sovie, seconded by Mrs. Cavallario and carried with all voting yea.

Meeting adjourned at 5:40 p.m.

Amanda C. Lewis  
Deputy City Clerk