

**Watertown Empire Zone
Administrative Board Meeting
July 21, 2004**

The Watertown Empire Zone Administrative Board meeting was held on Wednesday, July 21, 2004 in the 3rd floor conference room, City Municipal Building, 245 Washington Street, Watertown, New York.

Members Present: Chairman Peter Clough, Phillip Gaffney, William Welbourn, Robert Lawlor, Peter Sovie, David Cheney, James Fitzpatrick

Also Present: Michael N'dolo of Camoin Associates, City Comptroller James Mills

Chairman Clough called the meeting to order at 4:00 p.m.

Minutes

Motion was made by Mr. Sovie to approve the minutes of the May 5, 2004 meeting.

Motion was seconded by Mr. Lawlor and carried with all voting in favor thereof.

Status of EZ Program

Mr. N'dolo explained that the program is scheduled to sunset on July 31st. All applications that are in process on that date, would be left in limbo until a decision is made. However, there is current legislation pending that would extend the program out to February 2005. If this occurs, there will be changes made to the program as well.

Treasurer's Report

Mr. Sovie reviewed the reports showing profit & loss from July 2003 through June 2004 as well as a report listing the budget as compared to the actual amounts. It should be noted that the figures for the NYS Dept of Economic Development Grant and the NYS Matching Grant were reversed in the report. Reports in the members' packets also included invoice summaries.

Motion was made by Mr. Welbourn to approve the treasurer's report. Motion was seconded by Mr. Gaffney and carried with all voting in favor thereof.

Mr. N'dolo explained that the year-end audit would have to be completed.

Mr. Mills advised the board that whatever firm is hired by the City as outside auditors will also do this audit.

Chairman Clough advised the members that City Council had voted to extend Camoin's contract through October 31, 2004. The board members concurred to continue with Camoin Associates.

Mr. Fitzpatrick commented that, as a new board member, he would like an informational packet on what Camoin Associates is and what it provides.

Mr. N'dolo will prepare the information.

Discussion centered on in-kind service amounts being included for the matching fund grant.

Mr. Clough asked if the board members could use the time that they attend the meetings as in-kind service credit. He stated that he serves on the CAPC board and that agency does it.

Mr. N'dolo will check on it, but he doesn't believe that the time can be used for in-kind service.

Mr. Mills explained that he would be computing his hours as well as the hours that Mr. Mix and Mrs. Dutton put in on Empire Zone work.

Mr. N'dolo explained that the total expenses have to be double what the grant amount is. He also commented that he would be working on the budget for the new fiscal year.

Mr. Mills stated that the drawdown voucher would be sent out this week.

Business Certifications

Mr. N'dolo advised the board that nine businesses have passed local certification and a couple of them have already received state approval. He also advised that two businesses – Guilfoyle and Livingston – had failed to complete paperwork and were decertified. The state has asked them to reapply.

Motion was made by Mr. Cheney to recertify Guilfoyle and Livingston. Motion was seconded by Mr. Gaffney and carried with all voting in favor thereof.

County and Municipal Funding Requests

Chairman Clough explained that a letter was sent out to the towns and villages where the zone is located asking for each municipality to contribute \$1500. A written response was received from Supervisor Buckley on behalf of the municipalities. There had been a misunderstanding due to the fact that these municipalities believed that the City and Town of Watertown had only contributed \$1500 instead of the \$30,000 that each had paid. Chairman Clough remarked that City Council was concerned that if the municipalities were charged, it would be expected that more acreage would be put in their community. He also mentioned that the municipalities felt that the zone was "double dipping" by contacting both the villages and the towns involved.

Mr. Welbourn commented that the municipalities were supposed to have paid the zone before based on what was acreage was put in previously.

Chairman Clough asked if the zone really needed the money since they are asking for funds from Jefferson County.

Discussion centered on how this situation could be handled correctly and the fact that the contribution would have been for past services.

Motion was made by Mr. Gaffney to schedule a full board meeting with Mr. Buckley to explain the request for funding. Once this is done, a decision will be made as to whether or not the requests will be sent to the towns involved in the zone.

Motion was seconded by Mr. Fitzpatrick and carried with all voting in favor thereof.

Chairman Clough will invite the entire board as well as the City Council to attend the meeting with Mr. Buckley. Mr. Gaffney, Mr. Welbourn and Mr. Fitzpatrick indicated that they would definitely attend.

Mr. Lawlor left at 5:00 p.m.

Year End Reports

Mr. N'doldo stated that the 2003 Annual reports were due on July 9th. However, a number of businesses have not submitted their reports. He also stated that he is working on the zone's annual report which he will present at the next meeting.

Marketing Initiatives for New Year

Suggestions were made that informational programs, which also include the new sales tax rules, should be held for businesses each year.

Mr. N'dolo will have this topic on September's agenda.

Adjournment

Motion was made by Mr. Welbourn to adjourn the meeting. Motion was seconded by Mr. Lawlor. Unanimously approved. Meeting adjourned at 5:15 p.m.