

**Watertown Empire Zone
Administrative Board Meeting
September 2006**

The Watertown Empire Administrative Board meeting was held on Wednesday, September 27, 2006, in the Conference Room, City Municipal Building, 245 Washington Street, Watertown, New York.

Members Present: Chairman Peter Clough, James Fitzpatrick, Robert Lawlor, William Welbourn, Joseph Butler, Peter Sovie and Deborah Cavallario

Excused: Thomas Cesta, Phil Gaffney

Also Present: Michael N'Dolo of Camoin Associates via conference call and City Comptroller James Mills.

CALL TO ORDER

Chairman Clough opened the meeting at 4:30 p.m.

APPROVAL OF MINUTES

Motion was made by Mr. Sovie to approve the July ZAB meeting minutes. Motion was seconded by Mr. Welbourn and carried with all voting in favor thereof.

TREASURER'S REPORT

Mr. Sovie presented the report, reviewing the financial statements

There were no questions from the board concerning the invoice from Camoin Associates.

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

Discussion was held concerning the draft budget 2006-2007.

Mr. Mills explained that he didn't think the in-kind service would be as high as \$10,000 this year. After discussing this, the board agreed to leave the amount at \$10,000.

Mr. Clough asked about advertising with a brochure as well as radio spots.

Mr. N'Dolo discussed the matching funds and explained that the board does have some latitude on how they spend money in activities related to the Empire Zone. He commented that some of Christine Hoffman's activities could be used in the match as long as the activity is improving the general economic development in the zone. He also explained that there were brochures, but they need to be updated. Mr. N'Dolo will follow

up with this and make the necessary changes. He also commented that there is only one other zone that does radio spots and it may not be an effective use of money. He suggested that referrals occur because of meetings with real estate agents or with the Downtown Development Director.

Mr. Butler asked why the subcontract administration line was \$45,000 and not \$58,000.

Mr. N'Dolo explained that the \$45,000 figure is for his time. The other elements such as travel, etc. are listed separately.

Motion was made by Mr. Lawlor to accept the draft budget. Motion was seconded by Mr. Fitzpatrick and carried with all voting in favor thereof.

APPLICATION FOR CERTIFICATION

➤ Paris and Mitchell Construction, Inc.

The board reviewed the application and posed questions to Mr. N'Dolo concerning this business being the former P&M Construction, which was then located on Hunt Street.

Motion was made by Mr. Sovie to approve the application. Motion was seconded by Mr. Butler and carried with all voting in favor thereof.

OTHER BUSINESS:

Dragon Benware Crowley & Co. P.C. Review of Empire Zone Program

Motion was made by Mr. Sovie to accept the proposal submitted by Dragon Benware Crowley & Co., P.C. to review the financial statements of the Watertown Empire Zone Program for the year ending June 30, 2006 for the amount of \$925.00. Motion was seconded by Mr. Lawlor and carried with all voting in favor thereof.

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Motion was made by Mr. Sovie to authorize Mr. Mills to check for the best interest rates available and to renew the certificate of deposit by obtaining a 6 month certificate in the amount of \$100,000 and a 3 month certificate in the amount of \$50,000. Motion was seconded by Mr. Butler and carried with all voting in favor thereof.

Foil Request

Mr. Mills advised the board that he had received a Foil Request from the Post Standard relative to the Salmon Run Mall. He indicated that he had spoken with the City Attorney and had released only what he was advised to by Attorney Slye.

Chairman Clough indicated that the Post Standard had also tried to contact him.

Mr. Welbourn mentioned that each year the Post Standard does a series of articles on the Empire Zones.

New Rules & Regulations

Mr. Fitzpatrick asked for a copy of the new rules as he feels board members should be aware of the changes.

Mr. N'Dolo indicated that this is a 200 page document. However, he does have an overview available on the website at watertownempirezone.com.

Motion to adjourn was made by Mr. Sovie seconded by Mr. Butler and carried with all voting in favor thereof.

Meeting adjourned at 5:15 p.m.

Donna M. Dutton
City Clerk