

**Watertown Empire Zone
Administrative Board Meeting
September, 2004**

The Watertown Empire Zone Administrative Board meeting was held on Wednesday, September 22, 2004 in the 3rd floor conference room, City Municipal Building, 245 Washington Street, Watertown, New York.

Members Present: Chairman Peter Clough, Peter Sovie, James Fitzpatrick, Thomas Cesta, Joseph Butler, Jr (arrived at 4:30)

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 July 21, 2004 meeting.

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

Status of EZ Program

Mr. N'dolo explained that the program has been extended to March 31, 2005 and will have some significant changes made to it prior to that date. There will be two rounds of funding. Each zone will receive \$15,000 in the first round. The second round will be based on performance indicators, which are based on our development policy. Mr. N'dolo explained that the board has until November 20th to incorporate suggestions into the policy that were made during the review process. Allocation amounts for the second round will be known by December 31st.

Treasurer's Report

The financial statement was reviewed.

Mr. N'dolo will email the invoice summaries to the board members.

The year-end audit was referred to. Mr. Sovie stated that it should be called a review, not an audit. In addition, he questioned why the board had to go out of town to get a firm to do the review. He explained that Morrow & Poulsen had done the work before and he didn't see any reason to switch now. Mr. Cesta commented that it should be a local firm. Mr. Mills will follow up with this. He explained that he had only obtained a quote from the other firm.

New Business Certifications

The list of businesses was reviewed. Both Guilfoyle and Livingston were for re-certification as they didn't file in time and were decertified. All the businesses listed are now being reviewed by the State.

Budget for New Fiscal Year

The budget was reviewed. Chairman Clough explained that the County has put \$5,000 for the zone in their budget. He also remarked that the board should not expect any funding from the towns that were put in the zone.

Mr. Mills distributed a copy of a letter from Mr. Hagemann concerning a committee meeting being held on September 28th whereby a representative from the board could make a presentation requesting additional funding.

After much discussion, there was a consensus of the members present not to attend the committee meeting.

Motion was made by Mr. Sovie, seconded by Mr. Cesta and carried with all voting in favor thereof to change the 2005 budget to include the \$5,000 from Jefferson County.

Zone Annual Report

Motion was made by Mr. Sovie, seconded by Mr. Fitzpatrick and carried with all voting in favor thereof to approve submission of the annual report for State review.

Boundary Changes and Acreage

Chairman Clough advised the board that he had been approached about two possible developments. He commented on what would be needed to take unused acreage back to be used within the zone.

Mr. N'dolo explained that the board's policy states that we can recapture the land if it is not being used. However, he also explained that he is skeptical that the boundaries could be amended by March 31st.

Chairman Clough suggested the possibility of holding a special meeting in October to discuss this issue further.

Resolutions

Motion was made by Mr. Cesta, seconded by Mr. Sovie and carried with all voting in favor thereof authorizing the City of Watertown to officially be the administrator of the zone.

Motion was made by Mr. Sovie, seconded by Mr. Cesta and carried with all voting in favor thereof authorizing Camoin Associates to perform services as the Zone Coordinator.

Motion was made by Mr. Butler, seconded by Mr. Fitzpatrick and carried with all voting in favor thereof to extend the agreement with Camoin Associates at the revised rates until March 31,2005.

Adjournment

Motion to adjourn at 5:25 p.m. was made by Mr. Sovie, seconded by Mr. Cesta and carried with all voting in favor thereof.