

COHOES LOCAL DEVELOPMENT CORPORATION
CITY HALL – OFFICE OF ECONOMIC DEVELOPMENT

December 12, 2018 @ 8:00 am

AGENDA

1. Review and approval of the minutes from the November 14, 2018 meeting.
2. Review and approval of the financial statements and loan report - Mike Durocher
3. Resolution authorizing subordination of Small Business Loan with Matulis – Debbie Jacques
4. Resolution authorizing the assignment of lease between the City of Cohoes and the CLDC for Property located along NYS Route 787, Cohoes, NY. – Debbie Jacques
5. Resolution approving the First Addendum to the Lease between between CLDC and Tex's Enterprises, LLC a portion of Real Property along NYS Route 787, Cohoes, NY – Debbie Jacques
6. Resolution approving the sale of property located on Whitehall Avenue (SBL: 20.8-4-17) to Banana Stand LLC for \$190,000 – Mike Jacobson
7. Discussion regarding Small Business Loan with Crown Wood – Debbie Jacques
8. New Business:
 - Update on Policies and Procedures for 2019 – Cate Hedgeman
 - Discussion of Board Terms – Debbie Jacques

**MINUTES OF THE MEETING OF THE COHOES LOCAL DEVELOPMENT CORPORATION BOARD HELD
AT
City Hall
Cohoes, NY
November 14, 2018 @ 8:00 a.m.**

MEMBERS PRESENT:

John Frainier
Ralph Pascale
Fred Neudoerffer
Mike Jacobson

MEMBERS NOT PRESENT: Ralph Signoracci

ALSO PRESENT: Mike Durocher, CFO
Debbie Jacques, CEO
Chris Briggs
Steve Napier

John Frainier called the meeting to order at 8:06 a.m.

MINUTES

John Frainier presented the minutes from the October 10, 2018 meeting. There were no changes or comments on the minutes. Mike Jacobson made a motion to accept the minutes. Ralph Pascale seconded the motion. Motion passed unanimously.

FINANCIALS

Mike Durocher presented the financials as of November 9, 2018 and the Loan report as of October 31, 2018. He reviewed the balances in the accounts. He reported that the balance in the operating account is \$73,649.53. Mike Durocher stated that we are still waiting for the receipts from Awards by Walsh so we can issue them the check for the façade grant. Mike Durocher gave an update on the loan account noting that all of the loans except Trudeau are up to date and he would instruct Brian Kremer to commence a lawsuit. There were no further questions or changes to the financials. Ralph Pascale made a motion to accept the financial statements. Fred Neudoerffer seconded the motion. Motion passed unanimously.

Request for Economic Development Fund Grant

Debbie Jacques reported that Phil Phillips from Babe's Café has requested a grant from the CLDC for infrastructure improvements to his business at 40 Bedford Street. Debbie further reported that the water connection to the business is located in the basement of a home down the hill on Lancaster Street. John Frainier questioned the set up of the water connection. Debbie Jacques stated that Mr. Phillips was unaware of the water set up until 2 weeks ago when he went in to open the diner and had no water. After some research it was discovered that the connection for both the home and business on Bedford Street were on the same line even though there are separate water bills. Mr. Phillips was informed that the owner was closing the home up for the winter and shutting the water off and that Mr. Phillips would have to make arrangements for his own water service. Mr. Phillips submitted an application seeking \$8000 for building renovations and infrastructure improvements. Mr. Phillips submitted an estimate from EJM Excavating & Construction for \$5,200 with a contingency of \$2,500. There was discussion among the board members questioning whether the CLDC could fund this type of construction project. John Frainier suggested that the CLDC offer to half in

the form of a grant and half in the form of a small business loan. Debbie Jacques stated that the applicant currently has a small business loan and that the loan is current and there have never been any late payments. Ralph Pascale made a motion to grant a Small Business Loan in the amount of \$5,200 at 2.25% for 5 years. Debbie Jacques stated that we could file a UCC financing statement against furniture fixtures and equipment. Fred Neudoerffer seconded the motion. Motion passes unanimously.

Request for Small Business Loan – Crown Wood Floor & Suppliers, Inc.

Mike Jacobson gave an overview of the application. He reported that Mr. Fligman had recently purchased the Blair Lumber Building at 115 Saratoga Street. The property appraised for \$500,000 and Mr. Fligman has a 1st mortgage with KeyBank for \$400,000. Mike Jacobson stated that the owner is looking to make major improvements to the building including a new showroom for the public. Ralph Pascale asked if we could cover a \$50,000 loan. Mike Durocher stated that the CLDC has more than enough funds to cover the loan. Mike Jacobson made a motion to approve the loan for \$50,000 at the rate of 2.25% for ten years and the CLDC would take a 2nd mortgage lien position on the property. Ralph Pascale seconded the motion. Motion passed unanimously.

Request for Christmas Tree Lighting Donation

Debbie Jacques stated that she has received a request from Kathleen LaBombard in the Mayor's Office for support for the annual Christmas tree lighting ceremony. Ralph Pascale asked where the money will be spent. Debbie Jacques stated that the money will go towards the purchase of gifts for the kids as well as purchasing some new decorations for the park. Ralph Pascale made a motion to approve the request for the Tree Lighting donation. Mike Jacobson seconded the motion. Motion passed unanimously.

New Business

Steven Napier, a member of the Common Council, stated that the Council had approved a resolution to transfer the property located on Whitehall Road to the CLDC. Mr. Napier asked Mike Jacobson if the CLDC had put out an RFP to developers for the site. Mike Jacobson stated that the CLCD is not required to do so but that we will have to give 90 day notice to the Comptroller's Office in order to be in compliance with Public Authority Rules.

Mike Jacobson stated that several parties expressed interest in the site but the site will have limited use since it use to be a former dump site. He further stated that he has been approached by a developer interested in building a car wash and climate control storage facility. Mike Jacobson stated that we cannot enter into a formal contract until the property is transferred to the CLDC. Mr. Napier asked if Mike had reviewed any plans from Kellman and that Kellman's would be interested in entering into a long term lease and building office space on the site. Mike Jacobson stated that he would be willing to sit down with the Kellmans and review their proposal.

Being no further business Ralph Pascale made a motion to adjourn the meeting. Fred Neudoerffer seconded the motion. Motion passed unanimously. Meeting was adjourned at 9:04 a.m.

Minutes submitted by Debbie Jacques.

8:21 AM

12/10/18

Accrual Basis

The Cohoes Local Development Corp.

Balance Sheet

As of December 10, 2018

	<u>Dec 10, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Pioneer- Business loan	222,316.03
Pioneer- Comprehensive/Facade	5,714.67
Pioneer operating	68,996.05
Total Checking/Savings	<u>297,026.75</u>
Accounts Receivable	
Accounts Receivable	5,297.60
Total Accounts Receivable	<u>5,297.60</u>
Total Current Assets	302,324.35
Fixed Assets	
Property Held For Investment	40,992.05
Total Fixed Assets	40,992.05
Other Assets	
Allowance for Uncollectibles	-71,154.28
Small Business Loan Program	
Babes Diner	52,204.87
Casey Heslin	23,435.99
Caskade	9,692.00
Cohoes Carpet	829.59
David/Daniel Jarosz	31,566.65
Dennis Holtzman	11,110.96
Donald Russell	9,034.27
Foundry for Art Design	13,407.26
Frazier-2	13,606.36
Gaylord	2,766.76
Gebele	18,564.49
Girly Girl	120.86
Sarah Stevens	15,845.44
Three Brothers Tavern, Inc	7,419.98
Trudeau	13,826.84
William LeBlanc Studios	5,459.11
Total Small Business Loan Program	<u>228,891.43</u>
Total Other Assets	<u>157,737.15</u>
TOTAL ASSETS	<u>501,053.55</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

8:21 AM

12/10/18

Accrual Basis

The Cohoes Local Development Corp.

Balance Sheet

As of December 10, 2018

	<u>Dec 10, 18</u>
Accounts Payable	
Accounts Payable	280.00
Total Accounts Payable	<u>280.00</u>
Total Current Liabilities	<u>280.00</u>
Total Liabilities	280.00
Equity	
Retained Earnings	649,665.13
Net Income	<u>-148,891.58</u>
Total Equity	<u>500,773.55</u>
TOTAL LIABILITIES & EQUITY	<u>501,053.55</u>

The Cohoes Local Development Corp.
Profit & Loss Budget vs. Actual
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	75.00	25,000.00	-24,925.00	0.3%
Art sales/donations	5,883.40			
Community Contributions	0.00	20,000.00	-20,000.00	0.0%
Concerts/Beautification	22,400.00	17,000.00	5,400.00	131.8%
Gain from sale of property	0.00	25,000.00	-25,000.00	0.0%
Grants				
Commercial Grants	60,974.00	37,500.00	23,474.00	162.6%
Other grant income	0.00	0.00	0.00	0.0%
Total Grants	60,974.00	37,500.00	23,474.00	162.6%
Hometown Hero Banners	4,750.00			
Interest on Loans				
Late Charges on loans	353.62	1,000.00	-646.38	35.4%
Interest on Loans - Other	7,386.79	12,000.00	-4,613.21	61.6%
Total Interest on Loans	7,740.41	13,000.00	-5,259.59	59.5%
Membership Dues	0.00	0.00	0.00	0.0%
Music Hall Income	1,250.00			
Total Income	103,072.81	137,500.00	-34,427.19	75.0%
Expense				
Bank Service Charges	10.00			
Beautification	0.00	0.00	0.00	0.0%
Building Maintenance-134 Remsen	0.00	0.00	0.00	0.0%
Concerts	22,400.00	17,000.00	5,400.00	131.8%
Contributions	1,500.00	1,500.00	0.00	100.0%
Dues and Subscriptions	845.00	1,000.00	-155.00	84.5%
Facade Program	8,400.00			
Farmers Market Expenses				
Banners/Bags	0.00			
Total Farmers Market Expenses	0.00			
Filing Fees- Loans	3,040.76			
Grant Expense				
CED grant Expense	83,898.70			
Comprehensive/Facade Grants	3,000.00			
Total Grant Expense	86,898.70			
Heritage Weekend				
Cohoes Artist Showcase	5,883.40			
Total Heritage Weekend	5,883.40			

The Cohoes Local Development Corp.
Profit & Loss Budget vs. Actual
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Hometown Banners Expenses	3,147.46			
Insurance				
Disability Insurance	0.00	150.00	-150.00	0.0%
Health Insurance	0.00	17,000.00	-17,000.00	0.0%
Liability Insurance	1,627.00	2,000.00	-373.00	81.4%
Unemployment Insurance	0.00	250.00	-250.00	0.0%
Worker's Compensation	413.60	400.00	13.60	103.4%
Total Insurance	2,040.60	19,800.00	-17,759.40	10.3%
Marketing Expenses	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	30.00	300.00	-270.00	10.0%
Network Support	2,797.24	3,000.00	-202.76	93.2%
Office Supplies	137.69	500.00	-362.31	27.5%
Oper Cost for Prop Held	67,124.09			
Payroll Expenses	0.00	45,000.00	-45,000.00	0.0%
Postage and Delivery	120.70	200.00	-79.30	60.4%
Professional Fees				
Accounting	3,720.00	4,000.00	-280.00	93.0%
Accounting-HUD	6,375.00	7,000.00	-625.00	91.1%
Executive Director	4,000.00	4,000.00	0.00	100.0%
Legal Fees	6,290.25	4,000.00	2,290.25	157.3%
Legal Fees- HUD	203.50	5,000.00	-4,796.50	4.1%
Professional Fees-Audit	4,400.00	4,500.00	-100.00	97.8%
Service fees	0.00	15,000.00	-15,000.00	0.0%
Total Professional Fees	24,988.75	43,500.00	-18,511.25	57.4%
Program Expense	22,600.00			
Social Security Expense	0.00	3,500.00	-3,500.00	0.0%
Telephone	0.00	200.00	-200.00	0.0%
Total Expense	251,964.39	137,500.00	114,464.39	183.2%
Net Ordinary Income	-148,891.58	0.00	-148,891.58	100.0%
Net Income	-148,891.58	0.00	-148,891.58	100.0%

CLDC LOAN REPORT
BUSINESS LOANS

AS OF

11/30/2018

BORROWER	LOAN DATE	Original Loan	PRINCIPAL BALANCE	PAID THRU	LAST PYMT	MONTHS DEL.	PYMTS REMAINING	ACCUM INTEREST	MONTHLY PAYMENT
JOYCE GEBELE- RESTORE OCCUPATIONAL THERAPY	11/1/2011	\$ 58,926.74	\$ 19,077.53	November	11/1/2018		38		\$ 548.83
JAMES TRUDEAU-APPLIED LABEL	4/15/2013	\$ 30,000.00	\$ 16,335.69	February	9/18/2018	9	61	\$ 231.03	\$ 279.41
LORI/DAVE FRAIZER-PIG PIT	11/1/2008	\$ 57,625.06	\$ 14,116.59	November	11/16/2018		25		\$ 536.70
GIRLY GIRL- JULIE DEFRUSCIO	1/16/2009	\$ 20,000.00	\$ 886.63	August	9/6/2018	3	5	\$ 5.75	\$ 193.12
COHOES CARPET- MARK COLLAZA	3/1/2009	\$ 30,000.00	\$ 1,106.92	November	11/16/2018		4		\$ 279.41
LAWRENCE GAYLORD-137 REMSEN ST	6/30/2009	\$ 50,000.00	\$ 3,226.38	November	11/30/2018		7		\$ 371.94
THE FOUNDRY-LYNN ALLARD/ JESSE MATULIS	1/10/2010	\$ 25,000.00	\$ 13,407.26	December	11/30/2018		43		\$ 317.32
POPS PIZZA-DAVID/DANIEL JAROSZ	4/20/2010	\$ 43,739.15	\$ 32,245.58	October	10/31/2018	1	46	\$ 75.85	\$ 325.98
WILLIAM LEBLANC PHOTOGRAPHY	1/18/2012	\$ 16,000.00	\$ 5,736.15	October	11/8/2018	1	41	\$ 11.02	\$ 149.02
DENNIS HOLTZMAN ANTIQUES	8/16/2012	\$ 25,000.00	\$ 11,314.20	November	11/8/2018		52		\$ 224.46
JOHN TURNER- BLACK CAT ALE HOUSE	8/1/2013	\$ 15,000.00	\$ 7,545.54	November	11/1/2018		54		\$ 139.71
CASEY HESLIN-ELATIONS SALON	7/3/2014	\$ 40,000.00	\$ 23,763.98	November	11/8/2018		66		\$ 372.55
DONALD RUSSELL- SPINDLES	8/7/2014	\$ 15,000.00	\$ 9,401.20	September	9/28/2018	2	72	\$ 35.03	\$ 139.71
SARAH STEVENS- ZEPHYR PRESERVATION STUDIO	12/11/2014	\$ 25,000.00	\$ 16,048.14	November	11/8/2018		74		\$ 232.84
PHIL PHILLIPS- BABES DINER	12/2/2015	\$ 50,000.00	\$ 47,381.72	November	11/30/2018		113		\$ 465.69
CASCADE KITCHEN & BAR	8/1/2018	\$ 10,000.00	\$ 9,767.00	November	11/8/2018		117		\$ 93.00
TOTAL		\$ 511,290.95	\$ 231,360.51					\$ 358.68	\$ 4,669.69