

COHOES LOCAL DEVELOPMENT CORPORATION
CITY HALL – OFFICE OF ECONOMIC DEVELOPMENT

March 14, 2018 @ 8:00 am

AGENDA

1. Review and approval of the minutes from the February 9, 2018 meeting.
2. Review and approval of the financial statements and loan report - Mike Durocher
3. Resolution Approving the IRS Form 990 – Audit Committee
4. Resolution Approving final contract for the Sale of 39 Saratoga Street, Cohoes, NY
5. Resolution authorizing the transfer of HUD monies
5. Updates:
 - Discussion of closing – Mosaic Village
 - Discussion of bills and closing for 12 White

MINUTES OF THE MEETING OF THE COHOES LOCAL DEVELOPMENT CORPORATION BOARD HELD
AT
City Hall
Cohoes, NY
February 9, 2018@ 8:00 a.m.

MEMBERS PRESENT:

Ralph Signoracci
Ralph Pascale
Fred Neudoerffer
John Frainier

MEMBERS NOT PRESENT:

Mike Jacobson

ALSO PRESENT:

Mike Durocher, CFO
Debbie Jacques, CEO
Shawn Morse, Mayor
Kenneth Clafin

John Frainier called the meeting to order at 8:02 a.m.

MINUTES

John Frainier presented the minutes from the January 10, 2018 meeting. There were no changes or questions to the minutes. Ralph Signoracci made a motion to accept the minutes. Fred Neudoerffer seconded the motion. Motion passed unanimously.

FINANCIALS

Mike Durocher presented the financials as of February 6, 2018 and the Loan report as of February 28, 2018. He reviewed the balances in the accounts and stated that there has not been much activity since last meeting. He also provided an updated on the status of the small business loan account. Debbie Jacques stated that she spoke with the owners of Cascade and stated that they are still waiting on the SBA and that their bridge loan is due. She stated that they have been paying interest only on the loan and she suggested extending the bridge loan out for another month. Kenneth Clafin, the auditor spoke up and stated that any dealing he has had with clients and the SBA, he has found that the process always takes longer. Mike Durocher suggested that we may want to extend the loan out until May 31, 2018. Ralph Pascale made a motion to extend the bridge loan. There were no further questions or changes to the financials. Ralph Signoracci made a motion to accept the financial statements. Fred Neudoerffer seconded the motion. Motion passed unanimously.

Presentation of Audit

Ken Clafin of Cusack & Company presented the 2017 Audit for the CLDC. Mike Durocher stated that the audit committee will need to meet prior to the next board meeting to review the report and present to the board for approval.

Resolution approving the 2018 Housekeeping Resolution

Debbie Jacques stated that our attorney Catherine Hedgeman has prepared a resolution setting for the meeting times, appointment of counsel, staff and committee members and this resolution should be approved yearly. Fred Neudoerffer stated that his name needs to be corrected on the Audit Committee. Debbie Jacques stated that should would make the correction. Ralph Signoracci made a motion to approve the Housing Keeping Resolution for 2018. Ralph Pascale seconded the motion. Motion passed unanimously.

Consideration of Loan Application

Debbie Jacques presented the board with a recommendation sheet for Philip Phillips. Mr. Phillips owns Babe's Café and he is looking for additional money. She further stated that his current loan is in good standing, the property value is more than adequate and that we can consolidate both loans and still be in the 1st lien position. The board reviewed the recommendation sheet. Ralph Signoracci made a motion to approve request. Ralph Pascale seconded the motion. Motion passed unanimously.

Updates:

Mayor Morse stated that he wanted to attend the meeting in order to give the board an update on 12 White Street. Mr. Morse stated that the site at 12 White Street is due to close soon. The CLDC and the City have an understanding that the CLDC will reimburse the City for any work being done on the site to make it shovel ready for the closing. He further stated that one of the Common Council Members has sent a letter to the Chairman setting forth reforms he would like to see set in place for the CLDC. Mayor Morse and John Frainier stated that the CLDC is in compliance with the rules and regulations. Mr. Frainier stated that our attorney, Cate Hedgeman will be responding to the letter.

Being no further business Fred Neudoerffer made a motion to adjourn the meeting. Ralph Signoracci seconded the motion. Motion passed unanimously. Meeting was adjourned at 8:50 a.m.

Minutes submitted by Debbie Jacques.

10:08 AM

03/12/18

Accrual Basis

The Cohoes Local Development Corp.

Balance Sheet

As of March 12, 2018

| | <u>Mar 12, 18</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Pioneer- Comprehensive/Facade | 14,474.67 |
| Pioneer- small business loan | 133,501.44 |
| Pioneer operating | 19,024.26 |
| Total Checking/Savings | <u>167,000.37</u> |
| Accounts Receivable | |
| Accounts Receivable | 7,177.53 |
| Total Accounts Receivable | <u>7,177.53</u> |
| Total Current Assets | <u>174,177.90</u> |
| Fixed Assets | |
| Property Held For Investment | 211,484.12 |
| Total Fixed Assets | <u>211,484.12</u> |
| Other Assets | |
| Allowance for Uncollectibles | -71,154.28 |
| Small Business Loan Program | |
| Babes Diner | 50,000.00 |
| Casey Heslin | 26,365.91 |
| Caskade | 100,000.00 |
| Cohoes Carpet | 3,306.93 |
| David/Daniel Jarosz | 34,654.80 |
| Dennis Holtzman | 12,926.47 |
| Donald Russell | 10,128.88 |
| Focusmaster | 259.91 |
| Foundry for Art Design | 16,012.70 |
| Frazier-2 | 18,164.26 |
| Gaylord | 6,872.50 |
| Gebele | 23,147.41 |
| Girly Girl | 1,833.15 |
| Mendoza | 12,358.48 |
| Sarah Stevens | 17,660.61 |
| Three Brothers Tavern, Inc | 8,541.81 |
| Trudeau | 16,086.92 |
| William LeBlanc Studios | 6,696.76 |
| Total Small Business Loan Program | <u>365,017.50</u> |
| Total Other Assets | <u>293,863.22</u> |
| TOTAL ASSETS | <u><u>679,525.24</u></u> |
| LIABILITIES & EQUITY | |

10:08 AM
03/12/18
Accrual Basis

The Cohoes Local Development Corp.
Balance Sheet
As of March 12, 2018

| | <u>Mar 12, 18</u> |
|---------------------------------------|--------------------------|
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | <u>32,737.86</u> |
| Total Accounts Payable | 32,737.86 |
| Other Current Liabilities | |
| Accrued Expenses | <u>5,195.40</u> |
| Total Other Current Liabilities | <u>5,195.40</u> |
| Total Current Liabilities | <u>37,933.26</u> |
| Total Liabilities | 37,933.26 |
| Equity | |
| Retained Earnings | 649,665.13 |
| Net Income | <u>-8,073.15</u> |
| Total Equity | <u>641,591.98</u> |
| TOTAL LIABILITIES & EQUITY | <u>679,525.24</u> |

10:08 AM

03/12/18

Accrual Basis

The Cohoes Local Development Corp.
Profit & Loss Budget vs. Actual
 January 1 through March 12, 2018

| | Jan 1 - Mar 12, 18 | Budget | \$ Over Budget |
|--------------------------------|--------------------|------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Admin Fees | 0.00 | 25,000.00 | -25,000.00 |
| Community Contributions | 0.00 | 20,000.00 | -20,000.00 |
| Concerts/Beautification | 1,450.00 | 17,000.00 | -15,550.00 |
| Gain from sale of property | 0.00 | 25,000.00 | -25,000.00 |
| Grants | | | |
| Commercial Grants | 0.00 | 37,500.00 | -37,500.00 |
| Total Grants | 0.00 | 37,500.00 | -37,500.00 |
| Interest on Loans | | | |
| Late Charges on loans | 0.00 | 1,000.00 | -1,000.00 |
| Interest on Loans - Other | 2,252.82 | 12,000.00 | -9,747.18 |
| Total Interest on Loans | 2,252.82 | 13,000.00 | -10,747.18 |
| Music Hall Income | 1,250.00 | 0.00 | 1,250.00 |
| Total Income | 4,952.82 | 137,500.00 | -132,547.18 |
| Expense | | | |
| Concerts | 0.00 | 17,000.00 | -17,000.00 |
| Contributions | 0.00 | 1,500.00 | -1,500.00 |
| Dues and Subscriptions | 720.00 | 1,000.00 | -280.00 |
| Filing Fees- Loans | 20.26 | 0.00 | 20.26 |
| Grant Expense | | | |
| Comprehensive/Facade Grants | 3,000.00 | 0.00 | 3,000.00 |
| Total Grant Expense | 3,000.00 | 0.00 | 3,000.00 |
| Insurance | | | |
| Disability Insurance | 0.00 | 150.00 | -150.00 |
| Health Insurance | 0.00 | 17,000.00 | -17,000.00 |
| Liability Insurance | 0.00 | 2,000.00 | -2,000.00 |
| Unemployment Insurance | 0.00 | 250.00 | -250.00 |
| Worker's Compensation | 0.00 | 400.00 | -400.00 |
| Total Insurance | 0.00 | 19,800.00 | -19,800.00 |
| Marketing Expenses | | | |
| Miscellaneous | 30.00 | 300.00 | -270.00 |
| Network Support | 547.02 | 3,000.00 | -2,452.98 |
| Office Supplies | 137.69 | 500.00 | -362.31 |
| Payroll Expenses | 0.00 | 45,000.00 | -45,000.00 |
| Postage and Delivery | 96.00 | 200.00 | -104.00 |
| Professional Fees | | | |
| Accounting | 975.00 | 4,000.00 | -3,025.00 |
| Accounting-HUD | 1,680.00 | 7,000.00 | -5,320.00 |
| Executive Director | 1,000.00 | 4,000.00 | -3,000.00 |

10:08 AM

03/12/18

Accrual Basis

The Cohoes Local Development Corp.
Profit & Loss Budget vs. Actual
January 1 through March 12, 2018

| | <u>Jan 1 - Mar 12, 18</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|--------------------------------|---------------------------|-------------------|-----------------------|
| Legal Fees | 420.00 | 4,000.00 | -3,580.00 |
| Legal Fees- HUD | 0.00 | 5,000.00 | -5,000.00 |
| Professional Fees-Audit | 4,400.00 | 4,500.00 | -100.00 |
| Service fees | 0.00 | 15,000.00 | -15,000.00 |
| Total Professional Fees | 8,475.00 | 43,500.00 | -35,025.00 |
| Social Security Expense | 0.00 | 3,500.00 | -3,500.00 |
| Telephone | 0.00 | 200.00 | -200.00 |
| Total Expense | 13,025.97 | 137,500.00 | -124,474.03 |
| Net Ordinary Income | -8,073.15 | 0.00 | -8,073.15 |
| Net Income | -8,073.15 | 0.00 | -8,073.15 |

CLDC LOAN REPORT
BUSINESS LOANS

AS OF

2/28/2018

| 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 | \$ 23,651.87 | Feb | 2/28/2018 | | 47 | | \$ 548.83 |
| JAMES TRUDEAU-APPLIED LABEL | 4/15/2013 | \$ 30,000.00 | \$ 17,572.60 | September | 1/8/2018 | 5 | 66 | \$ 160.14 | \$ 279.41 |
| FOCUSMASTER-MARTIN KEARNEY-32 ONTARIO ST | 3/13/2008 | \$ 25,000.00 | \$ 522.88 | Feb | 2/6/2018 | | 2 | | \$ 265.16 |
| LORI/DAVE FRAIZER-PIG PIT | 11/1/2008 | \$ 57,625.06 | \$ 18,665.96 | Feb | 2/22/2018 | | 34 | | \$ 536.70 |
| GIRLY GIRL- JULIE DEFRUSCIO | 1/16/2009 | \$ 20,000.00 | \$ 2,395.41 | Dec | 12/30/2017 | 2 | 12 | \$ 11.87 | \$ 193.12 |
| COHOES CARPET- MARK COLLAZA | 3/1/2009 | \$ 30,000.00 | \$ 3,579.62 | Feb | 2/6/2018 | | 10 | | \$ 279.41 |
| LAWRENCE GAYLORD-137 REMSEN ST | 6/30/2009 | \$ 50,000.00 | \$ 7,324.44 | Feb | 2/22/2018 | | 14 | | \$ 371.94 |
| THE FOUNDRY-LYNN ALLARD/ JESSE MATULIS | 1/10/2010 | \$ 25,000.00 | \$ 16,299.49 | Feb | 2/28/2018 | | 52 | | \$ 317.32 |
| POPS PIZZA-DAVID/DANIEL JAROSZ | 4/20/2010 | \$ 43,739.15 | \$ 35,677.69 | Dec | 2/22/2018 | 2 | 55 | \$ 133.45 | \$ 325.98 |
| WILLIAM LEBLANC PHOTOGRAPHY | 1/18/2012 | \$ 16,000.00 | \$ 6,968.92 | Jan | 1/31/2018 | 1 | 50 | \$ 13.07 | \$ 149.02 |
| DENNIS HOLTZMAN ANTIQUES | 8/16/2012 | \$ 25,000.00 | \$ 13,126.31 | Feb | 2/6/2018 | | 61 | | \$ 224.46 |
| ARNOLD MENDOZA- MENDOZA AUTO BODY SHOP | 10/31/2012 | \$ 25,000.00 | \$ 13,400.88 | October | 1/26/2018 | 4 | 65 | \$ 98.22 | \$ 232.84 |
| JOHN TURNER- BLACK CAT ALE HOUSE | 8/1/2013 | \$ 15,000.00 | \$ 8,665.27 | Feb | 2/8/2018 | | 65 | | \$ 139.71 |
| CASEY HESLIN-ELATIONS SALON | 7/3/2014 | \$ 40,000.00 | \$ 26,688.42 | Feb | 2/13/2018 | | 75 | | \$ 372.55 |
| DONALD RUSSELL- SPINDLES | 8/7/2014 | \$ 15,000.00 | \$ 10,369.63 | Jan | 2/22/2018 | 1 | 80 | \$ 19.45 | \$ 139.71 |
| SARAH STEVENS- ZEPHYR PRESERVATION STUDIO | 12/11/2014 | \$ 25,000.00 | \$ 17,855.49 | Feb | 2/6/2018 | | 83 | | \$ 232.84 |
| PHIL PHILLIPS- BABES DINER | 12/2/2015 | \$ 50,000.00 | \$ 40,489.33 | Feb | 2/28/2018 | | 95 | | \$ 465.69 |
| CASCADE KITCHEN & BAR | 9/5/2017 | \$ 100,000.00 | \$ 100,000.00 | PAYING INTEREST ONLY UNTIL May 2018 | | | | | |
| TOTAL | | \$ 651,290.95 | \$ 363,254.21 | | | | | \$ 436.20 | \$ 5,074.69 |