

**TOWN OF UNION
LOCAL DEVELOPMENT CORPORATION
MEETING MINUTES
THURSDAY, DECEMBER 19, 2019**

SYNOPSIS OF MEETING

The Town of Union Local Development Corporation met for a regular meeting on Thursday, December 19, 2019 at Visions Federal Credit Union, located at 3301 Country Club Road in Endwell, New York.

I. THE MEETING WAS CALLED TO ORDER AT 8:04 A.M.

MEMBERS PRESENT: Diane Julian, Gary Leighton, James Peduto, Mary O'Malley-Trumble, Jeffrey L'Amoreaux, Timothy Strong, Robert Corwin

MEMBERS ABSENT: Stephen Trichka

OTHERS PRESENT: Rosemarie Pope (LDC Board Attorney)
Thomas Augustini (Town Councilman)
Sara Zubalsky-Peer (Town Community Development Director)

STAFF PRESENT: Joseph Moody (LDC Director), Robin Shimer (Admin. Asst.)

II. APPROVAL OF THE MINUTES

The Minutes of the regular LDC Board Meeting of November 21, 2019 were reviewed and approved, as written.

Motion:	Jeff L'Amoreaux
Motion 2 nd :	Tim Strong
Motion:	To approve the regular LDC Board Meeting Minutes of November 21, 2019, as written.
Vote:	Motion approved [6 - Yes, 0 - No, 1 - Absent]

III. VICE PRESIDENT'S REMARKS

Vice President Julian shared warm welcoming comments with the meeting attendees. She thanked the Board members for their yearlong service in performing the Board's important work. She then recognized Mr. Corwin – who previously announced his retirement from the LDC Board, effective following the December 19, 2019 regular and annual meetings – for his ten years of exceptional service, and for playing a major contributing role in the Board's effectiveness. All Board members, Mr. Moody and Counselor Pope stated their gratitude to Mr. Corwin for his commitment, insight, performance and friendship. Mr. Corwin expressed his thanks and appreciation for the difference the Board members have made in his life, and to local businesses and the Town of Union community at large.

IV. DIRECTOR'S REMARKS

Along with his thankfulness for Mr. Corwin's service as a voting Board member, Director Moody extended his appreciation for Mr. Corwin's service as an Emeritus Board member.

V. OLD BUSINESS

- A. Mr. Moody provided an update on a pending Commercial Façade loan program financing request by Mr. Rakesh Shroff. Mr. Shroff currently owns property previously owned by Ms. Preetiben (Priti) Patel of Oam Krish, Inc. Ms. Patel recently sought financing in an amount not to exceed \$100,000.00 to assist in the exterior renovation of the former Red Carpet Inn at 749 West Main Street in Endicott. Mr. Peduto asked if Mr. Shroff's intent is to develop the property in a way similar to Ms. Patel. Mr. Moody affirmed the similarity of intent.
- B. Mr. Moody provided an update on a Business Assistance loan program financing request by Mr. Samuel Lupo, Jr. of SSE3, LLC. The request is for an amount not to exceed \$300,000.00. The loan, for which UDAG funds would be utilized, is to be possibly used for purchasing equipment and renovation of the building located at 625 Dickson Street in Endicott. He is awaiting word from VFCU, and believes there is agreement as to collateral. The loan application from Mr. Lupo is pending but is not imminent. Mr. Moody will have further information by the time of the next LDC Board meeting.
- C. Mr. Moody provided an update about the job creation status of Mr. John Seliga of Renaissance Realty and Management, LLC. Mr. Seliga previously received an LDC Site Preparation loan in the amount of \$38,000.00. The jobs are to be created by the neighboring business at 101 Odell Avenue in Endicott, Antonio's Bar and Trattoria. Mr. Seliga will request from the establishment's owner the provision of current job creation data, which is needed to satisfy the loan's job creation requirement.
- D. Mr. Moody provided an update on Dr. Khalid Sethi of Senecka Spine. That company was approved as one of four \$10,000.00 Grant Access Program (GAP) recipients. Dr. Sethi has now signed the letter of grant acceptance applicable to Senecka Spine. Consequently, all four GAP recipients have signed their letters of grant acceptance.

Mr. Moody also introduced the meeting's guests, Ms. Zubalsky-Peer, Town of Union Community Development Director, and Mr. Augustini, Town of Union Councilman.

VI. NEW BUSINESS

- A. Mr. Moody presented for Board consideration a request by Mr. Daniel T. Williams (DBA Bread in the Wild Bakery) for Microenterprise loan program financing in an amount not to exceed \$20,000.00. The purpose of the loan, which is to be based on CDBG funding, is to assist in the purchase of equipment, working capital, and soft costs for the business to be located at 111 Riverside Drive in Johnson City.

Mr. Williams has made an agreement to purchase equipment. Mr. Moody said Mr. Williams has sought guidance from the Small Business Development Center in crafting his application. Mr. Moody referenced the projected costs and said they appear to be reasonable. The anticipated 3% growth rate may be conservative. The business site factor as to viability of desired retail traffic may be subject to question, but it may be a non-issue pertaining to wholesale sales. The Board members posed questions about lease arrangement, initial projected income and debt service, as well as LDC collateral positioning. The Board primarily offered supportive comments regarding Mr. Williams and projected business success. As a condition for loan approval, the Board requested the securing of a signed Personal Guarantee from Mr. Williams' spouse.

Vice President Julian then requested a motion to approve a Microenterprise loan to Mr. Daniel T. Williams (Bread in the Wild Bakery) in an amount not to exceed \$20,000.00. The loan is to assist in the purchase of equipment, working capital, and soft costs for the business to be located at 111 Riverside Drive in Johnson City. Loan approval is contingent on the signing of a Personal Guarantee by Mrs. Lindsey E. Williams.

Motion:	Jim Peduto
Motion 2 nd :	Jeff L'Amoreaux
Motion:	To approve a Town of Union Microenterprise loan to Mr. Daniel T. Williams (DBA Bread in the Wild Bakery) in an amount not to exceed \$20,000.00. Loan approval is contingent on the signing of a Personal Guarantee by Mrs. Lindsey E. Williams. The purpose of the loan is to assist in the purchase of equipment, working capital, and soft costs for the business to be located at 111 Riverside Drive in Johnson City.
Vote:	Motion approved [6 - Yes, 0 - No, 1 - Absent]

VII. OTHER BUSINESS

- A. Mr. Moody introduced Ms. Sara Zubalsky-Peer, Director of the Town of Union Community Development Department. Director Zubalsky-Peer provided the Board with an overview of the Community Development Block Grant (CDBG) program. Key aspects of Director Zubalsky-Peer's overview included a description of her managerial and financial responsibilities, and the role the LDC plays in the CDBG program. She noted August 2nd represents a date by which HUD stipulates that a certain percentage of CDBG funds need to be spent by. She provided a significant amount of valued insight about the micro and macro aspects of CDBG and HUD interrelationship.
- B. Mr. Moody initiated discussion about the LDC Board Attorney fees and loan closings. It was decided that Executive Session discussion would be appropriate. Therefore, Vice President Julian requested a motion to enter into Executive Session at 8:39 a.m.

Motion:	Mary O'Malley-Trumble
Motion 2 nd :	Jeff L'Amoreaux
Motion:	To enter into Executive Session at 8:39 a.m.
Vote:	Motion approved [6 - Yes, 0 - No, 1 - Absent]

Vice President Julian requested a motion to exit from Executive Session at 8:49 a.m.

Motion: Jim Peduto
Motion 2nd: Jeff L'Amoreaux
Motion: To exit from Executive Session at 8:49 a.m.
Vote: Motion approved [6 - Yes, 0 - No, 1 - Absent]

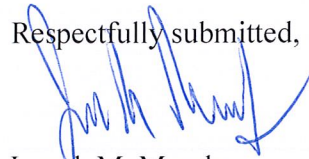
VIII. ADJOURNMENT

Vice President Julian asked if there were additional topics for Board discussion. Due to there being no other matters to come before the LDC Board, she requested a motion to adjourn the meeting at 8:50 a.m.

Motion: Tim Strong
Motion 2nd: Gary Leighton
Motion: To adjourn the regular LDC Board meeting of December 19, 2019 at 8:50 a.m.
Vote: Motion approved [6 - Yes, 0 - No, 1 - Absent].

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,



Joseph M. Moody
Director