

**TOWN OF UNION
LOCAL DEVELOPMENT CORPORATION
MEETING MINUTES
THURSDAY, NOVEMBER 19, 2020**

SYNOPSIS OF MEETING

The Town of Union Local Development Corporation remotely met for a regular meeting on Thursday, November 19, 2020 at the Town of Union Office Building, located at 3111 East Main Street in Endwell, New York.

I. THE MEETING WAS CALLED TO ORDER AT 8:01 A.M.

MEMBERS PRESENT (Remotely):	Stephen Trichka, Diane Julian, Gary Leighton, Mary O'Malley-Trumble, Jeffrey L'Amoreaux, Timothy Strong
MEMBERS ABSENT:	Jim Peduto
OTHERS PRESENT (Remotely):	Rosemarie Pope (LDC Board Attorney), Sara Zubalsky-Peer (Director, Community Dev.)
STAFF PRESENT (In-Person):	Joseph Moody (LDC Director), Robin Shimer (Admin. Asst.)

II. APPROVAL OF THE MINUTES

The Minutes of the regular LDC Board Meeting of September 17, 2020 were reviewed and approved, as written.

Motion:	Tim Strong
Motion 2 nd :	Jeff L'Amoreaux
Motion:	To approve the regular LDC Board Meeting Minutes of September 17, 2020, as written.
Vote:	Motion approved [6 - Yes, 0 - No, 1 - Absent]

III. PRESIDENT'S REMARKS

President Trichka congenially extended a warm welcome. He noted the breadth of agenda topics, including reference to the first listed item.

IV. DIRECTOR'S REMARKS

Director Moody advanced the pending discussion and the LDC Board members' potential consideration of the listed meeting agenda topics.

V. OLD BUSINESS

- A. Mr. Moody requested amending the previously approved 2020 CDBG-CV Small Business Resiliency 50/50 Grant Program loan of \$125,000.00. The reason for such modification is to expedite distribution of funds to coronavirus-affected businesses. There are four notable aspects of the proposed amendment. One aspect would change the loan program title to 2020 (CDBG-CV) Small Business Urgent Need Grant Program. Another aspect would offer grant funds to businesses having 50 or fewer employees, and thereby expanding the scope

of potential applicants. A third aspect is a possible non-requirement of a job creation or retention component. Fourthly, to qualify for grant funds, applicants shall submit comparable 2019 and 2020 3-month time period expense statements showing at least a 25% reduction in comparable revenues.

A means of streamlining distribution of funds, and thereby payment of business obligations, is LDC teaming with Community Development Director Zubalsky-Peer. Potential uses of grant funding include payment of utility bills and property taxes, and purchase of COVID-19-related business personal protective equipment. Director Zubalsky-Peer has the ability to directly pay parties to whom businesses have financial obligations. She noted future Round 3 funding may be an opportune time to use the CDBG-CV Small Business Resiliency 50/50 Grant Program.

President Trichka inquired about stated grant uses of payment for rent and utilities, and the non-inclusion of employee wages reimbursement. Director Zubalsky-Peer replied that, due to provision of wage reimbursement by other programs and a desire to avoid duplication of services, payroll is not part of the proposed grant program. Mr. Strong inquired about requirement of applicants to be in good financial standing. Mr. Moody said such standing in 2019 would be important. Ms. Zubalsky-Peer said the grant program requires businesses to provide documented linkage to COVID-19 since the March 22, 2020 closing of non-essential businesses.

After the completion of grant program discussion, President Trichka requested a motion to approve amendment of the previously adopted August 20, 2020 resolution. That adopted resolution, entitled 2020 CDBG-CV Small Business Resiliency 50/50 Grant Program using \$125,000.00 in CDBG-CV funds, shall be amended as a retitled 2020 CDBG-CV Small Business Urgent Need Grant Program. The purpose of the amendment is to expedite the provision of financial relief funding for COVID-19-affected small businesses. The amended grant program would, as before, use \$125,000.00 in CDBG-CV funds for grant financing. The individual grant amounts shall not exceed \$10,000.00. The amendment will apply to existing businesses only. Businesses having 50 or fewer employees are eligible to participate in the emergency grant program. To qualify for grant funding, applicants must submit comparable 2019 and 2020 3-month time period expense statements showing at least a 25% reduction in comparable revenues.

Motion:	Mary O'Malley-Trumble
Motion 2 nd :	Diane Julian
Motion:	To approve changing the previously approved 2020 CDBG-CV Small Business Resiliency 50/50 Grant Program to 20/20 CDBG-CV Small Business Urgent Need (Emergency) Grant Program. The new grant program would, as before, use \$125,000.00 in CDBG-CV funds for grant financing. The purpose of the amendment is to expedite the provision of financial relief for COVID-19-affected small businesses. Individual grant amounts shall not exceed \$10,000.00. The amendment will apply to existing businesses only. Businesses having 50 or fewer employees are eligible to participate in the emergency grant program.
Vote:	Motion approved [6 - Yes, 0 - No, 1 - Absent]

- B. Mr. Moody informed the Board of follow-up work to the last meeting's approval of a \$100,000.00 Town of Union Business Assistance (TUBA) loan to Mr. George Slavik III of Slavik & Co. Service, Inc. He said the plans for a loan closing are moving forward.

VI. NEW BUSINESS

- A. Mr. Moody updated the Board about Jewels of Java, LLC. He said Mr. Karel Simeon of Jewels of Java, LLC plans to file for bankruptcy, which will stay foreclosure proceedings. Approval is needed to clear the reserved for bad debts account and to charge-off the unreserved balance of \$40,624.42, with offsetting entries to the LDC balance sheet account reserve for bad debts total of \$20,312.21 and the expense account provision for loan losses totaling \$20,312.21. Following the completion of Board discussion, President Trichka requested a motion to approve the proposed LDC Board actions to write off debt resulting by Mr. Karel Simeon of Jewels of Java, LLC.

Motion: Tim Strong
Motion 2nd: Jeff L'Amoreaux
Motion: To approve clearing of the reserved for bad debts account and to charge-off the unreserved balance of \$40,624.42 pertaining to the Jewels of Java, LLC loan, with offsetting entries to the LDC balance sheet account reserve for bad debts totaling \$20,312.21 and the expense account provision for loan losses totaling \$20,312.21.
Vote: Motion approved [6 - Yes, 0 - No, 1 - Absent]

VII. OTHER BUSINESS

- A. Mr. Moody shared a status review of the LDC's Loan Portfolio. Mr. Leighton asked about Sonostics, Inc. Mr. Moody said the business is moving in a positive direction, and has near-term planned sales to a local organization.
- B. Mr. Moody informed the Board of the October 14, 2020 filing of annual job creation/job retention report submitted to Community Development Director Zubalsky-Peer.

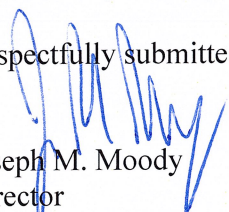
VIII. ADJOURNMENT

President Trichka then requested a motion to adjourn the meeting.

Motion: Tim Strong
Motion 2nd: Mary O'Malley-Trumble
Motion: To adjourn the regular LDC Board meeting of November 19, 2020.
Vote: Motion approved [6 - Yes, 0 - No, 1 - Absent].

The meeting was adjourned at 8:39 a.m.

Respectfully submitted,


Joseph M. Moody
Director