

KLDC

KINGSTON LOCAL DEVELOPMENT CORPORATION

Hon. Shayne R. Gallo, President

Amanda L. Bruck-Little, Executive Director

Brenna L. Robinson, Portfolio Manager

MEMORANDUM

BOARD OF DIRECTORS - KINGSTON LOCAL DEVELOPMENT CORPORATION

JAMES NOBLE, CITY OF KINGSTON ALDERMAN AT LARGE

CARLY WILLIAMS, CITY CLERK

AMANDA L. BRUCK-LITTLE, KLDC EXECUTIVE DIRECTOR / KLDC RECORDING SECRETARY

BRENNA L. ROBINSON, KLDC PORTFOLIO MANAGER / COMMUNITY DEVELOPMENT DIRECTOR/ ZONE COORDINATOR EZ

GREGG H. SWANZEY, DIRECTOR OF ECONOMIC DEVELOPMENT

SUZANNE CAHILL, CITY PLANNER

GEORGE W. REDDER, ESQ., COUNSEL KLDC

HOWARD KOHN. THE CHESAPEAKE GROUP, INC.

DAILY FREEMAN, 79 HURLEY AVENUE, KINGSTON, NY 12401

WKNY, PO BOX 1398, KINGSTON, NY 12402

WGHQ, 82 JOHN STREET, KINGSTON, NY 12401

BRIAN JONES, WPHD/WCZX/WEOK/WRRV, PO BOX 416, POUGHKEEPSIE, NY 12602

POSTMASTER, KINGSTON PO BOX 9998, KINGSTON, NY 12402-9998

FROM: SHAYNE R. GALLO, MAYOR/PRESIDENT OF KLDC BOARD OF DIRECTORS

RE: KINGSTON LOCAL DEVELOPMENT CORPORATION BOARD MEETING

Please be advised that a meeting of the Kingston Local Development Corporation will be held at **8:00 a.m., Thursday, December 19, 2013**. Said meeting will be held in the Mayor's Conference Room, City Hall, 420 Broadway, Kingston, NY 12401.

AFFIDAVIT OF MEETING:

I, Bradley Jordan, Secretary for the Board of Directors of the Kingston Local Development Corporation, did on the **6th day of December, 2013** mail this notice to the individuals listed above. Mailing was accomplished by sealing said notice in an envelope and depositing same, with postage thereon, full pre-paid, with the United States Post Office.

Bradley Jordan

BRADLEY JORDAN, SECRETARY

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AGENDA

Thursday, December 19, 2013 @ 8:00 a.m.

1. Call to Order
2. Façade Matching Grant Program
3. Portfolio Review
4. Old Business / New Business
5. KLDC Counsel
6. Approval of Minutes of Previous Meeting from November 21, 2013
7. Adjournment

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December 19, 2013

PRESENT:

BOARD MEMBERS – President Gallo, Vice President Dwyer, Secretary Jordan, Treasurer Feeney, Turco-Levin, Potter, Clement, Fitzgerald, Berardi, Mathews
KLDC EXECUTIVE DIRECTOR / KLDC RECORDING SECRETARY - Bruck-Little
KLDC PORTFOLIO MANAGER & COMMUNITY DEVELOPMENT DIRECTOR- Robinson
KLDC COUNSEL – Redder
PLANNING- Cahill

ABSENT:

BOARD MEMBERS – Reinhardt
ECONOMIC DEVELOPMENT DIRECTOR - Swanzey

Meeting was called to order by President Gallo at 8:07 am.

KLDC Counsel – Mr. George Redder was introduced to the Board and at that time gave the Board a brief description of the procedures he will follow as Counsel for the KLDC and each step that will be taken as part of the legal process. He informed the Board that he had previously met with staff and together they have started gathering necessary documentation so he can begin the process of collecting from delinquent borrowers. He will bill the KLDC on a quarterly basis at a rate of \$150 per hour all other costs incurred (i.e County Clerk, filings) will be paid directly by the KLDC via the vouchers that will be provided to Mr. Redder's office. Mr. Redder will be concentrating on the 108 loans followed by the other delinquent loans. All fees associated with the legal filings will be included in what the borrower will have to pay when all is said and done.

Portfolio Review – The Board received their monthly spreadsheet for the Portfolio Review. The Board discussed some of the loans. The Board cited that any borrower who owes the City money should not be allowed to make money off the City via their business. Letters of demand had been sent to every delinquent loan and within the letter it was stated that they borrowers would meet with the Finance Committee per the direction of the Finance Committee to discuss their proposal on coming current on their loans. A few borrowers contacted the office and when brought up, Secretary Jordan said the Board and Committee members are policy makers and should not be meeting with the borrowers; it is for staff to meet with them and then bring it before the Board. The Finance Committee Chair, Ms. Potter then said she agreed with Secretary Jordan and it was felt duties were shifted to them that should not be. Mr. Feeney said that if letters have been sent, phone calls have been made then at this point the delinquent loans really should be turned over to Mr. Redder. Ms. Potter stated a motion doesn't need to be made and to turn all delinquent accounts over to Mr. Redder to take care of letters and actions that will follow. The Board all agreed it is policy and operations. Mr. Redder said the borrowers will receive 30 days' notice prior to moving forward for a judgment.

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Every single loan file will be reviewed in depth to be sure all paperwork is in order and status of balances due. It takes considerable time to do this so it will not happen overnight but will be accomplished as soon as possible. Ms. Potter questioned the advantage to hiring a forensic accountant to review the loans, lessening the burden on staff so the Board has their testimony of accuracy in the event these borrowers are taken to court. Once the files have been reviewed by staff, they will in turn bring the information to the Board. The Board will then discuss and determine what action they may feel is necessary at that time.

Facade Matching Grant Program – The applications and all additional applicable applications and guidelines had been sent to all Board Members for their review and comment prior to the Board Meeting. At the direction of the Finance Committee, it was requested to have the application formatted in similar fashion to what is required by the loan application including application fees, mortgage filings fees as it was structured as a forgivable loan over a 5 year period and any associated legal fees. President Gallo asked the Board to make a determination as to whether this would be just for the Broadway Corridor or if the facade program should be extended outside the radius of the Broadway Corridor. Prior to the meeting no one had responded. After a very lengthy discussion, members had decided they wanted to change requirements for the application. The Board discussed the time and effort involved with processing applications and decided there should be a mandatory application fee. Ms. Potter made a motion for all applicants to pay a non-refundable application fee of \$150 that can be used towards closing costs with balance to be paid by applicant. Second by Mr. Fitzgerald. Motion carried. Ms. Potter made another motion to have the facade program apply to not only the Broadway Corridor but those commercial properties contiguous to the Broadway Corridor at the discretion of the Board. Second by Mr. Clement. Motion carried. Secretary Jordan had questioned why the application was so tedious when the application is supposed to be for a matching grant. If the improvement is being made, it will continue to be there even if the business leaves. Following another lengthy discussion the Board agreed with Secretary Jordan. Changes will be made, sent out for Board review and the application will be posted on the KLDC website by January 1, 2014.

A motion was made by Mr. Feeney to accept the minutes of previous meeting. Second by Mr. Clement. Motion carried.

At 9:59 AM Ms. Turco-Levin made a motion to adjourn. Second by Mr. Mathews. Motion carried.

Respectively Submitted,



Amanda L. Bruck-Little
Recording Secretary