

POTSDAM COMMUNITY DEVELOPMENT CORPORATION
Meeting December 3, 2007
Minutes

Present: Abby Lee, President
George Regan, Vice-President
Ron Tischler
Michael Weil, Secretary
Ruth Garner
Marc Compeau

Absent: Laura Perry
Helen Brouwer
Jim Dalton
Terry Phalon, Treasurer
Tammy Serguson

Staff: Frederick Hanss

Guest: Steve Yurgartis

Call to Order - Abby Lee opened the meeting at 7:00pm.

Approval of Agenda - Agenda was accepted with no revisions.

Secretary's Report - Minutes: - Upon motion by George, second by Ron, the minutes from the November 5, 2007 meeting were unanimously passed.

New Business:

1. Committee Member Resignation - Abby accepted the verbal resignation of Director Helen Brouwer with regret and asked that a letter be requested from Mrs. Brouwer, and that after such letter is received, to send an acceptance letter with regret.
2. New Committee Member - The membership discussed the desire to have Steve Yurgartis elected to the CDC to replace Helen Brouwer.

Resolution #7-2007 - Marc Compeau moved and Ron Tischler seconded a motion to elect Steve Yurgartis to fill the unexpired term of Helen Brouwer. Motion was unanimously approved.

Steve joined the meeting as a full voting member after this point in the meeting.

3. Committee Appointments - After receiving volunteer requests for committee appointments, Abby appointed the following persons:

- a. Finance Committee: Terry Phalon, Chair
Marc Compeau
Jim Dalton
- b. Nominating Committee: George Regan, Chair
Marc Compeau
Ron Tischler
- c. Strategic Planning Committee: Steve Yurgartis, Chair
Michael Weil
Marc Compeau
- d. Business/Micro Enterprise
Loan Review Committee: Marc Compeau, Chair
Jim Dalton
Tammy Surgeson
- e. Downtown Façade
Renovation Committee: Tammy Surgeson, Chair
George Regan

Old Business

1. Tax-Exempt Status: Fred advised that counsel was working on an amendment to the corporations certificate of incorporation to deal with disposition of assets upon dissolution. Fred provided the following resolution for action:

Resolution #8-2007 Upon motion made by George Regan and seconded by Ron Tischler, the CDC members unanimously voted to adopt the following resolution:

Whereas, the CDC Board of Directors filed a Certificate of Incorporation on July 10, 2006; and

Whereas, the CDC Board of Directors is desirous of obtaining tax exempt status and is preparing the necessary applications and paperwork to file for same; and

Whereas, during the preparation of the application it was determined that the Certificate of Incorporation must contain a clause describing the method of distribution of assets in the event of dissolution of the corporation.

Now Therefore, be it resolved that the Board of Directors of the Potsdam Community Development Corporation directs and authorizes the amendment of the original Certificate of Incorporation to include the following clause:

In the event of dissolution, the assets and property of the corporation remaining after expenses and liabilities have been paid shall be distributed, as determined by the Board of Directors and approved by order of a Justice of the Supreme Court of

the State of New York, to such organizations as qualify under Section 501(c)(3) of the Internal Revenue Service Code of 1986, as amended. Any assets not so distributed shall be distributed for such purposes as shall be approved by order of such New York State court as shall have jurisdiction thereunto.

Be It Further Resolved That: the CDC Board of Directors authorizes the President to execute any and all documents connected with the submission of this amendment; and

Be It Further Resolved That: the CDC Board of Directors directs and authorizes the Executive Director to prepare and file any and all paperwork necessary to effect such amendment.

2. Director's Report: Fred distributed the December 3, 2007 Director's Report, a copy of which is attached hereto.

The next meeting is scheduled for Monday, January 7, 2008. The President requested a ½ hour meeting prior to the regular Potsdam Village Board meeting. The time will be announced pending scheduling of any Village Board public hearings.

Upon motion made by Ron Tischler and seconded by Ruth Garner, the CDC members unanimously voted to adjourn the CDC meeting at 7:19 p.m.

Respectfully submitted,

Michael D Weil
CDC Secretary

Director's Report
December 3, 2007

Hampton Inn

Pre-development work continues on the proposed Hampton Inn. The hotel's development team is focused on preparation of a final site plan and sign permit application for submission to the Village Planning Board. It is anticipated that applications will be filed for the January 2008 Planning Board meeting.

2006 Restore New York Contract

The Village has executed and returned its contract with Empire State Development for the 2006 Restore New York project. On receipt of an executed contract package, the Planning and Development Office will begin working with Trezza Real Estate for the proposed renovations to the Hop and the Arlington.

2007 Application for the DOS Local Waterfront Revitalization Project

Staff has completed the application for funding through the NYS Department of State's Local Waterfront Development Program. The Village will request a total of \$_____ in state grant funds to be matched with capital expenditures including the construction of the handicap accessible fishing pier in Fall Island Park, the canoe launches and canoe carry trail associated with the construction of the new hydroelectric plant as well as in-kind contribution of Planning and Development Office staff and volunteer time.

The scope of work will include:

- The development of a community-based visioning document for the Racquette River corridor; and, linking continuing revitalization efforts in the neighborhoods along the river and downtown Potsdam.
- The development of a formal Local Waterfront Revitalization Plan that will identify goals and objectives to be attained, specific projects (including for example: capital, branding/promotion, recreational and historic preservation activities).
- The preparation of a retail trade gap analysis
- The formation of critical partnerships to carry out the plan's goals and objectives.
- The development of a blueway trail between Potsdam and Norwood that will serve as the first step in the creation of a trail along the entire 170 mile Racquette River Corridor.

The development of a Local Waterfront Revitalization Plan will make it possible for the Village to qualify for funding of waterfront projects through the DOS and the Office of Parks, Recreation and Historic Preservation.

Downtown Potsdam Façade Renovation Project

The Planning and Development Office has received five applications for assistance through the project for the renovation of commercial facades in the Market Street National Register District (3 applications) and the outer Market Street retail corridor (2).

Of the five applications received, four have been found eligible for assistance. Staff has referred these to C.W. Augustine and Randy Crawford for the development of draft work scopes and in-house cost estimates. If acceptable to the owners and in line with the budget, the draft scopes will be sent to the NYS Historic Preservation Office for a Section 106 review.

Staff is working with the project architect to develop a standard project manual that will include: draft bid documents, a renovation contract, boiler plate compliance documents for Davis-Bacon Wage Rates and other applicable worker protection laws and regulations. A final document will be reviewed by the Village attorney prior to being placed in service.

Village Treasurer, David Fenton has been designated as the Davis-Bacon Wage Rate Compliance Officer for the project.

Local Development Corporation Loan Collection Efforts

Staff has been working with the Local Development Corporation to implement a new loan servicing and collection effort aimed at securing repayment from delinquent revolving loan fund borrowers. Efforts to date have resulted in the collection of \$22,500 from past due accounts. The LDC's attorney is assisting in the collection of delinquent payments as needed.

2008 CDBG Application

The Planning and Development Office is open to suggestions from the Board for the Village's 2008 CDBG application. Staff suggested several possibilities at the November 5th meeting and would appreciate input from the Board.

New Business Contacts

Since the November 5th meeting, staff has had 4 new contacts from people wishing to establish a new business in Potsdam. The Planning and Development Office has had 45 contacts this year, including the Hampton Inn.