



Kevin O'Bryan, Chairman
Dep. Mayor Monica Kurzejeski

Andrew Ross, Vice Chairman
John Donohue

**TROY LOCAL DEVELOPMENT CORPORATION
Board of Directors Meeting
Planning Department Conference Room
City Hall
433 River Street, Suite 5001
Troy, New York 12180**

June 17, 2016

8:30 a.m.

AGENDA

- I. Approval of Minutes from May 20, 2016 board meeting.
- II. Façade Improvement Grants
 - 487 2nd Ave, Therese Swota
 - 622 2nd Ave, William & Cheryl Harrison
 - 191 3rd Street, Gabe Schafflein
- III. Financials
- IV. Old Business
- V. New Business
- VI. Adjournment



**TROY LOCAL DEVELOPMENT CORPORATION
Board of Director
Meeting Minutes**

**May 20, 2016
8:30 a.m.**

BOARD MEMBERS PRESENT: Kevin O'Bryan, Dep. Mayor Monica Kurzejeski, Andy Ross and John Donohue

ABSENT:

ALSO IN ATTENDANCE: Justin Miller, James Lozano, Mary Ellen Flores, Ken Crowe, Michael Flynn, Derek Foster, Karla Guererri, Jean Corina, Adam Siemiginowski, Lorraine, McCleary, Lynda Caccamo, Deanna DalPos and Denee Zeigler

Minutes

The Chairman called the meeting to order at 8:30 a.m.

I. Minutes

The board reviewed the minutes from the April 22, 2016 board meeting.

Andy Ross made a motion to approve the April 22, 2016 board meeting minutes.

Dep. Mayor Monica Kurzejeski seconded the motion, motion carried.

II. Façade Grant Program

The Chairman spoke to the 50/50 Façade Grant applicants and advised that all of the information submitted was reviewed ahead of time. The board had a general discussion with the applicants about the process. Karla Guererri advised the board she is in the Historic District and that she will need to go through that process. Ms. Guererri asked if there was a timeframe she had to follow in order to complete the project. Monica Kurzejeski advised they have one year from the approval date to complete the project. Ms. McCleary advised that her contractor has found some additional issues since their last estimate and inquired about changes to their current estimate. The board advised to if there are any changes to the quotes submitted with the packets an updated one will need to be submitted. Ms. Kurzejeski stressed the need for quotes.

Andy Ross made a motion to approve the 50/50 Façade Grants listed below:

- 1823 Fifth Avenue, Michael Flynn
- 1831 Fifth Avenue, Michael Flynn
- 383 Congress Street, Adam Siemiginowski
- 64 Washington Street, Karla Guererri
- 40-42 and 44 River Street, Daigle Development, LLC
- 223 4th street, Jean Corina
- 234 3rd street, Lynda Caccamo
- 2942 Sixth Ave, Lorraine McCleary
- 3 Hill Street, Guillermo Zappi

Monica Kurzejeski seconded the motion, motion carried.

III. Troy Living, LLC

Justin Miller advised that in connection with the proposed sale of the Conservatory, the current owner, Troy Living, LLC, is asking for the LDC's consent to assign the regulatory agreement on record from their NYS Main Street grant recorded in 2012. Mr. Miller advised they are about four years into a seven year compliance period. The board did not have any questions.

Andy Ross made a motion to approve the reassignment of the NYS Main Street regulatory agreement from Troy Living, LLC to Irving Ave 158, LLC.

John Donohue seconded the motion, motion carried.

IV. Financials and 50\50 Façade Improvement Program

The board asked about the status of the funds for the façade grant program. The chairman advised we can discuss it along with the financials. He introduced Jim Lozano of CFO for Hire as the LDC's accounting and reporting. Mr. Lozano also introduced Mary Ellen Flores to the new board member.

Mr. Lozano advised that there is currently \$728,000 in cash with about \$237,000 already committed to projects. The actual cash balance is \$490,000 but it is not reflected on the financials. The board discussed that about 90% of the façade grant applicants complete the project and there was some interest in the target areas, but more citywide. The chairman advised that we need to take a closer look at managing the grant program going forward. Mr. Donohue asked about the best way for him to come up to speed on all of the projects. The chairman advised to set up a meeting with Ms. Kurzejeski and Mr. Miller, but any of the people involved would be available to answer questions. Mr. Lozano spoke about setting up a separate account for the façade grants. Mr. Miller asked about the restricted cash account that was set up. Mr. Lozano advised that he will look into to see if checks can be written from that account and if so will move the total amount of committed façade grant funds into that restricted account. Mr. Ross noted that this will help to create a clear picture of how the program is working.

Mr. Lozano advised \$66,000 in accounts receivable; with a bulk of that being Waste Connections PILOT in the amount of \$47,000. He advised that we have also moved the loans to the asset accounts and created a reserve of 15% of the total loans outstanding. The Chairman explained some of the background for this to the new board member.

Mr. Lozano advised no changes to the fixed asset side of things; which relates to the King Fuels site. The chairman advised that this might be a topic to set up a meeting on; as it is a long and detailed. Mr. Lozano noted that there was an increase in pre-paid accounts due to an insurance payment.

Mr. Lozano advised that on the liability side, we booked \$40,000 in grants. He added that as a reminder we have some unearned income that we are accruing for Hudson River Recycling throughout the year from rent payments.

The board had a discussion on the King Fuels site and how important it is to the future of the LDC. Ms. Kurzejeski advised that the notes payable section is a HUD Section 108 loan. Mr. Donohue asked about why the March statement appears to be the same as the April statement. Mr. Lozano advised that we make two payments a year; one is interest only and one is principle. The chairman advised that we may have to schedule a special King Fuels meeting in order to discuss. Mr. Lozano advised that there is a draft copy work paper that is used for the loans and he can share with the board if they would like.

Mr. Lozano advised that there was a \$57,000 deficit on the income statement made of up legal fees and grants for economic development. He added that the revenue is pretty standard for the month.

The chairman advised the new board member to take the time to look over the financials and ask any questions that he may have. The board had a general discussion on the how the loans are set up.

Mr. Ross asked if there were any loans that they were concerned with. Ms. Flores advised that there were a few that are overdue. Mr. Donohue asked how we are remedying this. Mr. Miller advised that CFO can contact the legal department to let them know that the account is delinquent and further action is required. Mr. Ross asked if that can be done going forward. The chairman advised yes but would like to wait until they are 60 days past due. After that point, legal can step in. Ms. Kurzejeski asked if the terms will be set in the loan agreement. Mr. Miller advised that it would be part of our internal controls. The chairman advised that we will have a formal collection policy sent to the board members for the next meeting.

Dep. Mayor Monica Kurzejeski made a motion to approve the financials as presented.

John Donohue seconded the motion, motion carried.

- V. Mrs. Kurzejeski advised there is a personnel item to discuss in executive session. Mr. Miller added that

Andy Ross made a motion to enter into executive session at 9:20 a.m. to discuss a personnel issue.

Dep. Mayor Monica Kurzejeski seconded the motion, motion carried.

Andy Ross made a motion to adjourn executive session at 9:34 a.m. Dep. Mayor Monica Kurzejeski seconded the motion, motion carried.

VI. Staffing

The board had a general discussion about the establishing a budget line item for the CEO of the LDC.

Andy Ross made a motion to approve a budget line item of \$15,000 annually to pay the CEO of the Troy Local Development Corporation. John Donohue seconded the motion, motion carried.

VII. Adjournment

The meeting was adjourned at 9:35 a.m.

John Donohue made a motion to adjourn the meeting. Andy Ross seconded the motion, motion carried.

DRAFT

Troy Local Development Corporation
50/50 Façade Improvement Program
Application for Funding Assistance

received
12/8/14

Applicant:

Building Address 487 Second Ave, Troy, NY 12182
 Applicant Name Therese Swota
 Applicant Address 487 Second Ave
 Telephone 518-237-8813 Email tswota@nycap.rr.com
 Is the applicant the owner? Yes No
 Owner Name same as above
 Owner Address _____

Building Information:

Type of Construction: Masonry Frame Other
 Number of Floors: 2 Basement: Yes No
 Building Square Footage: 1145 Lot Dimensions: 25 x 120

Existing conditions of the building:

| | | | | | | |
|---------------|-----------------------------------------------|-------------------------------|------------------------------------------|-------------------------------|---------------------------------------------|---------------------|
| Front Façade: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input checked="" type="checkbox"/> At Risk | porch |
| Side Wall(s): | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk | |
| Rear Wall: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk | |
| Roof: | <input checked="" type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk | |
| Other: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input checked="" type="checkbox"/> At Risk | ~ 2nd floor windows |

Occupancy Information:

Building is vacant: Yes No
 # of commercial units in the building: 0

List all existing businesses at this address or any business proposed to occupy the building:

| Business Name | Owner Name & Address | # Of Years at Current Address | # Of Years at Previous Address |
|---------------------------|----------------------|-------------------------------|--------------------------------|
| JAFRA Cosmetics | Therese Swota | 40 + | |
| home-based sales business | | | |

of residential units in the building: 2

Schedule of Work:

Proposed Method of Work: Contract Self-Help Combination

Date work can begin by: *ASAP*
Date work must be completed by: *ASAP - or by end of year*

Do you anticipate a need for architect design services? Yes No
Do you anticipate a need for contractor design services? Yes No

Total Project Cost: *\$15,000* Grant Request: *15,000*

Describe any recent improvements you have made to the building, if any:

See attached

Provide a brief summary of all proposed activities:

See attached

Additional Information:

Are you or any other owner of the property a City of Troy employee? Yes No

Have you ever received grant money for this project? Yes No
If yes, please describe:

Signature *Theresa Swata* Date *6/6/16*

The Troy Development Corporation certifies that it will comply with all Federal statutes and regulations that prohibit discrimination on the basis of race, color, national origin, religion, sex, handicap, age, or any other nondiscrimination statute(s), which may apply to the applicant.

Therese Swota

From: "Therese Swota" <tswota@nycap.rr.com>
Date: Wednesday, June 08, 2016 10:28 AM
To: "Therese Swota" <tswota@nycap.rr.com>
Attach: Therese Swota.vcf
Subject: 50/50 Facade Improvement Program

50/50 Facade Improvement Program

Therese Swota
487 Second Avenue, Troy, NY 12182
Home - 518-237-8813
Cell – 518-605-4666
email: tswota@nycap.rr.com

Summary of proposed activities:

- Repair front porch and add river rock to the façade & steps
- Repair front foundation (tuck & point) and add river rock to the foundation on the Second Avenue side
- Possibly remove existing wooden planter on Second Avenue
- Replace deteriorating storm doors on front door (Second Avenue)
- Replace deteriorating front windows – upstairs
- Replace other second floor windows

Recent improvements to home:

Whole House

- New roof – 2014
- New siding on west side of home
- Attic air sealing & insulation (cellulose) - (ZeroDraft)
- Basement & crawl space air sealing & insulation - (ZeroDraft)
- Gutted entryway hallway, painted, repaired walls and installed new wall to wall carpeting in hallway and stairs
- Replaced most water pipes in basement and had extensive plumbing work done
- *New gutters - N side of house*

First Floor:



6/8/2016

First Floor

- Installed Rinai boiler – 97% energy efficient boiler with hot water on demand (ZeroDraft)
- Hardwood floors installed in the dining room & bedroom on 1st floor
- Ceramic tile floors installed in kitchen
- All new kitchen cabinets
- 2 new front windows – high efficiency

Second Floor

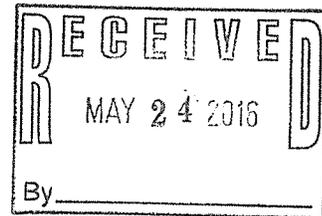
- Installed Rinai boiler – 97% energy efficient boiler with hot water on demand (ZeroDraft)
- Hardwood floors installed in living room
- New vinyl kitchen floor
- Gutted dining room and kitchen – including ripped out ceilings, insulation
- Repaired & painted all walls/ceilings in dining room, kitchen and hallway
- Replaced ceilings in dining room, kitchen & hallway
- Mold remediation on 2nd floor due to leaky roof

I maintain my home and make improvements every year.

People are surprised when they enter my home and see how uniquely designed the inside of my home is compared to other Lansingburgh houses.

I'd love you to stop in & see it.

**Troy Local Development Corporation
50/50 Façade Improvement Program
Application for Funding Assistance**



Applicant:

Building Address 622 Second Ave
 Applicant Name William and Cherry Harrison
 Applicant Address 622 Second Ave
 Telephone 518 237-2461 Email earl622@hotmail.com
 Is the applicant the owner? Yes No
 Owner Name William and Cherry Harrison
 Owner Address 622 2nd Ave

Building Information:

Type of Construction: Masonry Frame Other
 Number of Floors: 2 Basement Yes No
 Building Square Footage: 2,338 Lot Dimensions: _____

Existing conditions of the building:

| | | | | | |
|---------------|-----------------------------------------------|-------------------------------|------------------------------------------|-------------------------------|----------------------------------|
| Front Façade: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk |
| Side Wall(s): | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk |
| Rear Wall: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk |
| Roof: | <input checked="" type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk |
| Other: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor | <input type="checkbox"/> At Risk |

Occupancy Information:

Building is vacant: Yes No
 # of commercial units in the building: 0

List all existing businesses at this address or any business proposed to occupy the building:

| Business Name | Owner Name & Address | # Of Years at Current Address | # Of Years at Previous Address |
|---------------|----------------------|-------------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |

of residential units in the building: 1

Schedule of Work:

Proposed Method of Work: Contract Self-Help Combination

Date work can begin by: 2016
Date work must be completed by: 2016 Summer/Fall

Do you anticipate a need for architect design services? Yes No
Do you anticipate a need for contractor design services? Yes No

Total Project Cost: _____ Grant Request: _____

Describe any recent improvements you have made to the building, if any:

New roof, repair step entrance

Provide a brief summary of all proposed activities:

Scrape, prime, repair brick and paint front of building and steps. New storm door and shutter. Restore soffit on top of building. Repair and paint cracked steps. Block basement windows, new storm door. Shutters for windows. Repair cracked wood trim around entrance door as necessary.

Additional Information:

Are you or any other owner of the property a City of Troy employee? Yes No

Have you ever received grant money for this project? Yes No
If yes, please describe:

Signature Cherry Harrison Date 5/23/14

The Troy Development Corporation certifies that it will comply with all Federal statutes and regulations that prohibit discrimination on the basis of race, color, national origin, religion, sex, handicap, age, or any other nondiscrimination statute(s), which may apply to the applicant.

Revised 06/20/13

Have had conversations with Monica.

Troy Local Development Corporation
50/50 Façade Improvement Program
Application for Funding Assistance

Applicant:

Building Address 191 3rd St Troy NY 12180

Applicant Name Gabe Schafflen

Applicant Address 191 3rd St Troy NY 12180

Telephone 518.965.8232 Email whogabeis@gmail.com

Is the applicant the owner? Yes No

Owner Name same

Owner Address same

Building Information:

Type of Construction: Masonry Frame Other

Number of Floors: 2 Basement: Yes No

Building Square Footage: 2800 Lot Dimensions: 25' x 130'

Existing conditions of the building:

| | Excellent | Good | Fair | Poor | At Risk |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Front Façade: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Side Wall(s): | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rear Wall: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Roof: <u>Front</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: <u>Stairs</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Occupancy Information:

Building is vacant: Yes No

of commercial units in the building: 0

List all existing businesses at this address or any business proposed to occupy the building:

| Business Name | Owner Name & Address | # Of Years at Current Address | # Of Years at Previous Address |
|---------------|----------------------|-------------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |

of residential units in the building: 1

Schedule of Work:

Proposed Method of Work: Contract Self-Help Combination

Date work can begin by: ASAP
Date work must be completed by: 11/1/16

Do you anticipate a need for architect design services? Yes No
Do you anticipate a need for contractor design services? Yes No

Total Project Cost: \$15,500. Grant Request: \$7750.

Describe any recent improvements you have made to the building, if any:
Over the past 3 years I have taken the building from a derelict and vacant (20+years) state to a largely restored occupied home. The facade is one of the last major areas to be addressed.

Provide a brief summary of all proposed activities:
Front Stair Repair/Rebuild - structural, safety, and aesthetic issues need to be addressed, including rebuilding support wall and basement steps, anchoring railings, and setting treads to pitch properly (they are a tripping hazard). Repairing Front Doors - Need repairs on bottom and refinishing - the old varnish is just about gone. Oriel Window Area - Damaged areas need proper repair, moldings are missing. Fenestration - Replace 9 double hung sash pairs with Anderson Woodwright series insert windows, keeping original opening sizes, trim and detail. There are significant heat loss, heat gain, and noise infiltration issues from the street.

Additional Information:

Are you or any other owner of the property a City of Troy employee? Yes No

Have you ever received grant money for this project? Yes No
If yes, please describe:

Signature  Date 5/13/16

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