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EXECUTIVE COMMITTEE MEETING

December 16, 2020 12:00 pm

Zoom (per Executive Order 202.1 & 202.78)

For log in information, please contact Beth Gilles at beth.gilles@lclgrpb.org

AGENDA

1. Welcome
2. Approval of minutes from October 13, 2020 meeting
3. Loan Application for COVID-19 Small Business Recovery Loan Program
 - Fun World Arcade/Sean Culligan & Erin Coon
4. Small Business Support Specialist – expansion of hours and duties
5. Other
6. Adjourn

Dave O'Brien: I call the meeting to order. First order of business is what?

Beth Gilles: Hang on. We gotta do a roll call first. It's December 16th, 2020. At 12:03pm. This is the Regional Planning Board executive committee meeting. Doing a roll call:

Dave O'Brien: Here.

Christy Wilt: Here.

Beth Hunt:

Al Nolette: At your service.

Charles Harrington:

And also present are Beth Gilles, Carrie Yakush, and Jamie White, Regional Planning Board staff. Now you may go.

Dave O'Brien: What's on the agenda today.





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Beth Gilles: So the first order of business is approval of the minutes from the October 13th, 2020 meeting.

Al Nolette: I'll move them.

Dave O'Brien: Motion please? Moved by Al. Second by?

Christy Wilt: I'll second.

Dave O'Brien: Second by Christie.
All in favor?

Al Nolette: Aye.

Dave O'Brien: Opposed? Carried. Next item of business.

Beth Gilles: Next item is the loan application for our COVID-19 Small Business Recovery Loan program. So our loan committee met yesterday. They approved a \$150,000 working capital loan to FW Arcade in Lake George. And I'll let Jamie tell you a little bit about the project. And I'd sent you guys the loan package as well.

Jamie White: So basically, Fun World has been severely impacted by the COVID restrictions. They were not allowed to open at all during 2020. They actually had planned on opening a couple of times. So they spent quite a bit of money on preparations for that. Plexiglas between games, an air filtration system, extra staff to be available for cleaning. And then after that was all put in place that whole acceptance of them opening was shut down a number of times. So the governor said that the entertainments could open and then they were not allowed to. So in the last three years, the business has really been preparing for a lot of renovations. Purchasing new games and new equipment. They've been able to pay that off during the existing year for the last three years in a row. However, they purchased that \$160,000 worth of equipment at the end of 2019 and during 2020 did not make enough money to pay that off. So they're going to have to use their current savings to pay off those with the equipment. The vendor will not allow that to go past the end of the year. And that put them in a working capital short fall, pretty desperately. So, the committee, as Beth stated, met yesterday and felt that this was a qualified request and approved it for \$150,000 at the existing term of 1.9% for the full term of seven years. First





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year being interest only to give them some cushion to get back up and running hopefully this year.

Beth Gilles: And the collateral the committee was comfortable with a blanket lien on all business assets knowing that it would be a second position behind Glens Falls National Bank, but they felt there was enough equity in the equipment to cover the \$150,000 loan. There will be a corporate guarantee from FW Arcade LLC and personal guarantees from Erin Coon and Sean Culligan, the owners. And those are the terms that were approved.

Dave O'Brien: So just filling in a little bit of a gap because this arcade has been in business since 1974. Originally started by a Mayor Blais. And then the parents of I think it was, Erin? And then there's a transfer from him to them. So it was internal. It's had a good cash flow, good business. I think that it's worthy of our consideration to move forward with. I think that it's a proven business. There are two other arcades up in Lake George one of which may not make it the other one we don't know about. But so we'll see what happens but there's equity in the business of about \$4 million. So they do have liabilities but there is there is a demonstrated sense of worth for that business.

Beth Gilles: Christy was part of that meeting too. Christie, do you want to add anything?

Christy Wilt: Yeah, I just want to say that also because they didn't use some other equipment this year, they won't have to replace it like they normally do for this year. So they were banking on those funds to help pay back the loan to us as well.

Beth Gilles: So because, I was just gonna say, because the ask is over \$100,000. It needs executive committee approval as well.

Al Nolette: And I happen to be at the IDA meeting when this gentleman approached the IDA as well. And I know he had some concerns about the ability to be even be reopened in 2021. Christy was the loan committee pretty comfortable that, I mean, I think that's what RLF5 is for this type of thing. I think it's; I think it's a good fit. I think they're pretty generous terms to go interest only in the first year to help them through that, you know, what if scenario. But you were still comfortable that they're able to make the payments, even if there wasn't, if they were forced to shut down a second year, you're still comfortable that they can kind of float through that with the interest only payments?





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Christy Wilt: Yes.

Al Nolette: Okay. So those are pretty good working terms for a business. I mean, that's, that's pretty good. I think that's what RLF5 is for.

Beth Gilles: Absolutely.

Dave O'Brien: I think push comes to shove, if they don't make it, we have to extend the interest only for a year, but I think it would be able to rely on family resources to help them bridge the gap.

Beth Gilles: She's also fully employed somewhere else as well. So that again, and what Dave just said personal and family income, the committee felt comfortable.

Al Nolette: And unfortunately, this is probably only a drop in the bucket of what they actually need, but it's better than nothing.

Beth Gilles: Yeah, they're trying to keep their manager on staff with his health insurance. And, you know, make the utility payments and things like that. So they've been doing a lot of capital improvements last few years. They have no plans for capital improvements in 2021. So they're taking on our loan, and hopefully they can open this summer.

Dave O'Brien: In the three years they've opened, they've showed substantial growth over the past few years.

Beth Gilles: Yeah, before COVID, they were doing very well.

Al Nolette: I would move the acceptance of the loan.

Dave O'Brien: Need a second?

Christy Wilt: I'll second.

Dave O'Brien: Christy seconds. Can I have a roll call on that please?

Beth Gilles: Dave O'Brien: Yes.





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Christy Wilt: Yes.

Beth Hunt: (not present).

Al Nolette: Yes.

Charles Harrington: (not present).

Motion passes.

Dave O'Brien: Anything else we have to cover?

Beth Gilles: Yes. So the last thing is Jamie, as the Small Business Support Specialist, when we put this position in place back in October, we had set the terms of her employment at up to 20 hours a week and only working on RLF5. Since then, with Andrea's departure, and I just found out the EDA has accepted our sub awards to the county IDAs to help us do some of the RLF5 loan work, I would like to extend, I would like to extend Jamie's breadth in what she's involved in and make her position up to 30 hours a week. And for work related to all of our revolving loan fund matters.

Dave O'Brien: So I have a question on that. You say up to 30 hours, you mean an average of 30 hours?

Beth Gilles: No, up to. She's been hitting the 20-hour mark, but it's not necessarily an average of 30 hours. I will work with Warren County personnel to make sure that if it changes any of the terms within her employment at the county that that's taken care of as well.

Dave O'Brien: Here was my comment on the terminology. In terms of what you're saying is 30 hours a week, is that there may be work weeks where she because of loan committees and stuff, she may have to work 34-35 hours. And the next week work 25 hours. That's why I wanted to rephrase it differently, so it's not capped. Do you understand that?

Jamie White: Is it okay that I, because my understanding being is that there will be work weeks where it's 25, 27, 28 up to a maximum of 30 prior to a loan review committee or when things get, but that the average will probably stay around 20. Is that correct, Beth?

Beth Gilles: Yes.





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Al Nolette: Dave, if I'm, if I'm misunderstanding, correct me, but are you kind of asking since we are in a biweekly payroll, if the biweekly amount is no more than 60, regardless of the mix? Are you asking maybe... It could be 20 one week and 40 the next week, as long as it's no more than 60 biweekly.

Dave O'Brien: That's, yes. Sort of, yes.

Al Nolette: I think that's kind of what you're asking maybe?

Dave O'Brien: Yeah.

Al Nolette: So within the two-week period just don't go over the 60.

Dave O'Brien: It may be that sometimes she may have something going on that she really doesn't, she wants to take some time off to, I don't know why anyone would want to go outside their house these days. Maybe things should go they were 20 hours, but the next hour be next week, because of whatever, she might want to shift her time around.

Beth Gilles: Is it appropriate then to say that it would be no more than 60 hours per pay period?

Al Nolette: I think that you're still safe there, Beth.

Beth Gilles: Okay, so no more than 60 hours per pay period. Work related to all of our revolving loan fund matters.

Al Nolette: Right, because that way, you have flexibility within those two weeks to use her a little bit more, a little bit less. And she has flexibility to take some time off and still receive a paycheck that's, you know, without the big blips that it takes the peaks and valleys out for her too.

Beth Gilles: And up to 60 doesn't mean she has to work 60 hours every single pay period. I want to make that that clear for Jamie.

Al Nolette: It could be from zero to 60 and anywhere in between. But probably no less than 40.





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Beth Gilles: Right.

Al Nolette: Probably.

Beth Gilles: Okay, so I will need a motion and a second and all that good stuff to run that through.

Christy Wilt: I'll make the motion.

Dave O'Brien: Motion by Christie. Do I have a second?

Al Nolette: I'll second.

Dave O'Brien: Albert. Any further discussion? All in favor?

Multiple people: Aye. Aye.

Dave O'Brien: Carried.
Hi, Beth.

Beth Hunt: Hello. How are you?

Dave O'Brien: Good.

Beth Hunt: Sorry I'm late.

Dave O'Brien: That's okay.

Beth Hunt: Did you already discuss the loan?

Beth Gilles: Yes, we did.

Beth Hunt: I read all this stuff. And I feel sorry for them people.

Beth Gilles: Yeah, it's rough.

Beth Hunt: That's a tough one.





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Beth Gilles: Yep. So the loan's been approved by the loan committee and by the executive committee. So...

Beth Hunt: Sounds good.

Beth Gilles: Yeah, we're happy to help them out.

Beth Hunt: Yes.

Dave O'Brien: Okay.

Beth Gilles: Okay, well that was it.

Beth Hunt: I got here just in time.

Beth Gilles: Just in time to close the meeting.

Dave O'Brien: Anyone else have anything for the RPB? Motion to adjourn.

Christy Wilt: I'll make a motion.

Dave O'Brien: Motion by Christy. Do I have a second?

Beth Hunt: I'll second it, Beth.

Dave Hunt: Beth seconds. All in favor?

Multiple people: Aye.

Dave O'Brien: Bye, bye. Thanks for your time.

Beth Gilles: Thanks everybody.

Jamie White: Thank you.

Respectfully submitted by Carrie Yakush, Senior Account Clerk, LCLGRP

