

**Jefferson County Industrial Development Agency**  
800 Starbuck Avenue, Suite 800  
Watertown, New York 13601  
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915  
[www.jcida.com](http://www.jcida.com)

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## **Notice of Board Meeting**

**Date:** June 20, 2019

**To:** Chairman David Converse  
John Jennings  
Robert Aliasso  
W. Edward Walldroff  
Paul Warneck  
William Johnson  
Lisa L'Huillier

**From:** Donald C. Alexander

**Re:** Notice of Board of Directors' Meeting

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The Jefferson County Industrial Development Agency will hold their Board Meeting on **Thursday, July 11, 2019 at 8:30 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c: David Zembiec  
Lyle Eaton  
Joseph Russell, Esq.  
Media

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## **BOARD MEETING AGENDA**

**Thursday, July 11, 2019 - 8:30 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of June 6, 2019**
- V. Treasurer's Report – as of June 30, 2019**
- VI. Committee Reports**
  - a. Loan Review**
- VII. Unfinished Business**
- VIII. New Business**
  - 1. Consider 2019-2020 Convergys Property Maintenance Agreement with WICLDC**
  - 2. OYA Solar – Consider Resolution Number 07.11.2019.01**
- IX. Counsel**
- X. Adjournment**

**Jefferson County Industrial Development Agency  
Board Meeting Minutes  
June 6, 2019**

**DRAFT**

The Jefferson County Industrial Development Agency held their board meeting on Thursday, June 6, 2019 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** David Converse, Chair, John Jennings, W. Edward Walldroff, Paul Warneck, Robert E. Aliasso, Jr., William Johnson, Lisa L'Huillier

**Also Present:** Joseph Russell, Esq.

**Staff Present:** Donald Alexander, David Zembiec, Lyle Eaton, Joy Nuffer, and Marshall Weir

**Excused:** None

**Absent:** None

- I. Call to Order:** Chairman Converse called the meeting to order at 9:20 a.m.
- II. Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- III. Minutes:** Minutes of the regular meeting held May 2, 2019 were presented. Mr. Aliasso asked for clarification on whether or not the proposed Norbut Solar Farm was a deviation. The board agreed it was not. Therefore, the minutes will reflect same. A motion to approve the minutes as amended was made by Mr. Warneck, seconded by Mr. Jennings. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending May 31, 2019 along with the delinquent loans.

Mr. Warneck asked about the status of the Apex money. Mr. Eaton said that he has been waiting on final legal invoices. Attorney Russell said that there are none. Mr. Eaton indicated that he will return the remaining balance to Apex Clean Energy this month.

There was a question about North Branch Farms. Mr. Eaton said that he met with Jay Canzonier recently and learned that he received the grant and will be paying the IDA \$45,000 towards the \$100,000 loan. Mr. Eaton said that the remaining portion will be termed out for 7 years at 3% as previously approved. It is expected to take place this month.

After discussion, a motion was made by Mr. Aliasso to accept the financial report of May 31, 2019 as presented, seconded by Mr. Warneck. All in favor. Carried.

**V. Committee Reports:**

**a. Finance Committee**

- i. 2019-2020 Budget** – The proposed budget was recommended by the finance committee. Mr. Eaton noted the following: 1) Anything done at the Airport Park will be capitalized, 2) 146 Arsenal Street [Concentrix] – increased budget by \$15,000 to cover additional insurance and added \$25,000 for plowing, and fee of

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\$20,000 for the City of Watertown per the parking lot lease, 3) Allowance for bad debt is adequate – the current RLF allowance is \$275,325 (identified Wright Bros as the account most likely to default. Wright Bros balance as of 5/22/19 is \$203,156, so the reserve is adequate to cover it). The MICRO allowance is \$30,641 (identified Mr. Ricks as the account most likely to default. As of 5/21/19 the total of the two accounts is \$31,276, so the reserve is adequate to cover it.)

After review and discussion, a motion was made by Mr. Aliasso to approve the proposed budget as presented, seconded by Mr. Warneck. All in favor. Carried.

**VI. Unfinished Business:**

1. **Concentrix** – This item was discussed at the JCLDC board meeting held earlier.

**VII. New Business:**

1. **Property Option (PJ Simao)** – PJ Simao suggested the JCIDA offer funding to the County to cost-share a settlement between the County and Onondaga Development. Attorney Russell said it is not a JCIDA issue and it is legally outside the scope of what an IDA can do. Mr. Johnson said that it is a County issue.

**Executive Session** – At 10:53 a.m., a motion was made by Mr. Warneck to enter into executive session to discuss legal issues, seconded by Mr. Aliasso. Board Members and staff remained.

At 10:56 a.m., a motion was made by Mr. Warneck to leave executive session and reconvene the regular meeting, seconded by Mr. Walldroff. All in favor.

2. **Update Foreign Trade Zone Fee Schedule** – Mr. Zembiec indicated that he updated the fee scheduled. After review, a motion was made by Mr. Jennings to approve the fee scheduled as presented, seconded by Mr. Aliasso. All in favor. Carried.
3. **Property Option (Mannsville Property)** – The County will foreclose and take ownership of a parcel in Mannsville near the Interstate and railroad corridor. Our agency will have time to evaluate its development potential and market it.
4. **Autumn Ridge** – Mr. Eaton noted that past due taxes from a 2017 billing error will be paid this month for Phase II. He said Phase I was already paid.
5. **Norbut Solar Farms Application** – Waiting for appraisal. Mr. Alexander said there are delays and controversy with the appraisal.
6. **Application for solar project** – We have received another application.

**Jefferson County Industrial Development Agency  
Board Meeting Minutes  
June 6, 2019**

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7. Mr. Alexander handed out a summary of the energy committee mission as a reminder of its purpose.

**VIII. Counsel:**

1. **Correspondence** – None.

- IX. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 10:25 a.m.