

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

Notice of Board Meeting - via Zoom Video Call

Date: April 23, 2020

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

From: Chairman David Converse

Re: Notice of Board of Directors' Meeting via Zoom Video Call

Due to the COVID-19 pandemic, the Jefferson County Industrial Development Agency will hold their Board Meeting via zoom video call and will live stream from the website (www.jcida.com) on **Thursday, May 7, 2020 at 9:00 a.m.**

pss

c: Donald Alexander
David Zembiec
Lyle Eaton
Joy Nuffer
Jay Matteson
Marshall Weir
Joseph Russell, Esq.
Kent Burto
Christine Powers
Greg Gardner
Media

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ZOOM BOARD MEETING AGENDA
Thursday, May 7, 2020 - 9:00 a.m.

- I. Call to Order**
- II. Minutes – March 5, 2020**
April 2, 2020
- III. Treasurer's Reports – March 31, 2020**
April 30, 2020
- IV. Committee Reports**
- V. Unfinished Business**
 - 1. 146 Arsenal Street Building**
- VI. New Business**
- VII. Counsel**
- VIII. Adjournment**

**Jefferson County Industrial Development Agency
Board Meeting Minutes
March 5, 2020**

DRAFT

The Jefferson County Industrial Development Agency held their board meeting on Thursday, March 5, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

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

Also Present: Joseph Russell, Esq., Jerry Countryman, Brian Krueger and Annette Mason from Aubertine and Currier, Denise Young and Keith Caughlin from YMCA, Abbey Buttacavoli from 7 News, Marcus Wolf and Craig Fox from the Watertown Daily Times

Staff Present: Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir

Excused: John Jennings

Absent: None

- I. Call to Order:** Chairman Converse called the meeting to order at 8:41 a.m.
- II. Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- III. Minutes:** Minutes of the regular meeting held February 6, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Walldroff. All in favor. Carried.

Mr. Converse said that he is moving agenda items around in order for guests to make their presentations at this time.

IV. Unfinished Business:

- 1. YMCA/146 Arsenal Street Building** – Ms. Young expressed her excitement for the project. She said that they are just beginning the fundraising efforts and continue to work on the grants. Ms. Young shared renderings of the building as proposed by the YMCA Architects Gro. The first rendering showed the front entrance which includes the six-lane lap pool and full-size rec pool. The second rendering showed the arsenal street side of the building which will add windows and provide lots of natural light. The third rendering showed the far side of the building that will house the tennis courts and pickle ball area along with indoor walking/running track. Ms. Young said the facility will feature entrances on the upper and lower levels as well as a community kitchen, multipurpose room, art room and group exercise areas.

Mr. Alexander asked what will happen to the existing downtown facility. Ms. Young said that the building will be used for admin offices, moving several administrative functions from the fairgrounds Y and freeing up program space at that facility.

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Mr. Alexander said that he is waiting for the updated appraisal from DGM Coon & Company before the agency can notify the state agencies of the disposition plan. Ms. Young said that the Y is moving forward. She said that they have the schematic designs and are preparing to go to RFP. She said she hopes to start construction by the end of the year and noted the construction period to be less than one year. Attorney Russell said that the agency can't close before 90 days after notification to the state agencies per the statute.

Mr. Caughlin left the meeting at 9:06 a.m.

Aubertine & Currier – Mr. Krueger presented two different options for the space the IDA will retain (approximately 14,000 square feet) at the 146 Arsenal Street building. One rendering allows for one tenant while the other allows for two tenants. He said the option with one tenant will have to have a secondary egress which will have to be worked out with the YMCA. He said part of the difficulty with this side of the building is the generator and electrical that's located in the corner of the building. He said that the front entrance will have the same look as the YMCA to maintain the façade. Mr. Alexander said that the space will be developed per tenant requirements and said that the IDA can offer leasehold improvement fund to assist the tenant.

JCLDC Board Resignation – Mr. Converse reported that Rich Duvall resigned from the JCLDC board yesterday due to his employment commitments. He said that he will be greatly missed.

- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending February 29, 2020 along with the delinquent loans. After discussion, a motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Walldroff. All in favor. Carried.

- VI. **Committee Reports:** None.

- VII. **New Business:**

1. **Letter from the Town of Adams** – Correspondence from the Town of Adams regarding Nexamp's request for a PILOT Agreement was included in the packets. The letter confirms their support for the JCIDA to develop a PILOT for the solar farm.
2. **Resolution Number 03.05.2020.01 for Main Street Crafts and Drafts** – Mr. Eaton said that the owners have requested a four-month deferment of loan payments effective March – June and extend the maturity date for a corresponding amount of time. A motion was made by Mr. Aliasso to approve the attached resolution, seconded by Mr. Walldroff. All in favor. Carried.
3. **Climate Leadership and Community Protection Act** – Mr. Alexander said that the Governor introduced a new bill that is tied to the budget. He said that if it is approved that it could impact siting procedures for alternative energy project. He said that he contacted NYSEDA and was assured that the IDA process wouldn't change. Mr. Alexander said that the NYSEDC is conducting their own findings and said that he has asked Barclay Damon to evaluate as well. Mr. Warneck said that this will undermine home rule and indicated that he

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has concerns that the rules and regulations won't be created until the bill is approved. Mr. Warneck commented that the Article 10 process is onerous but said that this is oppressive.

A motion was made by Mr. Warneck instructing Mr. Alexander to write a letter to Ryan Silva (NYSEDC) to share the board's concern of not having enough information and the lack of rules and regulations for this bill, seconded by Mr. Aliasso. All in favor. Carried.

Mr. Alexander said that NYSEDA has agreed to make a presentation to the energy committee. He invited all board members to attend.

VIII. Counsel:

1. **Transfer of Rail Property at City Center Industrial Park** – Attorney Russell said that the agency owns the rail property at the City Center Industrial Park that cuts through Renzi Brothers property. He said that we will need to move the rail to accommodate Renzi and Roth expansion projects. Attorney Russell said we will need to swap land with Renzi and indicated that we now have legal descriptions. A motion was made by Mr. Warneck to authorize the land swap with Renzi Brothers at the City Center Industrial Park, seconded by Mr. Aliasso. All in favor, except for Ms. L'Huillier who abstained because the matter may come before the City Council. Carried.

IX. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Warneck. All in favor. The meeting adjourned at 10:12 a.m.

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 03.05.2020.01

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE
MICROENTERPRISE LOAN TO
Main Street Crafts and Drafts**

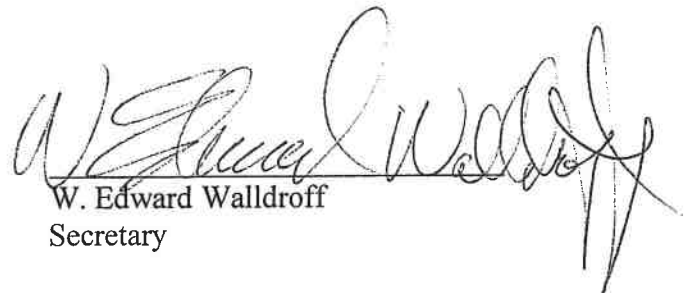
WHEREAS, Christine Grimes-Topping and Brian Topping of Main Street Crafts and Drafts, requested in a letter to this Agency a modification to the Microenterprise Loan Fund, and

WHEREAS, Staff reviewed this request and recommends a four-month deferment (March 2020 – June 2020) and extend the maturity date of the loan for a corresponding amount of time, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approves the modification request and that all terms and conditions of the original loans remain in effect, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.


W. Edward Walldroff
Secretary

Jefferson County Industrial Development Agency
Conference Call – Board Meeting Minutes
April 2, 2020

DRAFT

Due to the COVID-19 pandemic, the Jefferson County Industrial Development Agency held their board meeting via conference call.

Participants:

Board Members – David Converse, Chair, John Jennings, Paul Warneck, Robert E. Aliasso, Jr., W. Edward Walldroff, Lisa L’Huillier, William Johnson

Counsel – Joseph Russell, Esq.

Staff – Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson

I. Call to Order: Chairman Converse called the meeting to order at 9:48 a.m.

II. New Business:

- 1. Resolution Number 04.02.2020.01 to forgo loan payments for 90 days** – Chairman Converse read the resolution. He suggested amending the resolution by adding the following to the end of the first paragraph ‘and authorize staff to provide relief upon written request’. A motion was made by Mr. Aliasso to approve the amended resolution, seconded by Mr. Johnson. Roll call vote was taken. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Jennings – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea. Carried.
- 2. 146 Arsenal Street** – Mr. Alexander said that the appraisal for the building was completed. He said that Attorney Russell sent it along with notification to the appropriate state agencies which starts the 90 day clock. He reported that the building is being maintained and mentioned that County officials identified it as a possible emergency location during the pandemic.

Due to recent events, Mr. Warneck wonders if the YMCA will be able to meet their proposed schedule for fundraising and financing. He asked Mr. Eaton how much it is costing the agency monthly to maintain the building. Mr. Eaton said approximately \$30,000 and indicated that \$11,000 of it is for security. Mr. Warneck asked if we could sell the furniture. Mr. Alexander said that he has already been in contact with a commercial office furniture auction company and is looking at possibilities. Mr. Alexander said that he has been continuing conversations with the County about a possible tenant and also for the possibility of marketing the space the IDA will retain if needed. Mr. Aliasso said that the board will have to make some hard decisions soon. Mr. Alexander said he continues to keep Mr. Converse and Building & Grounds Chairman Burto up-to-date as much as possible.

Attorney Russell said that we are operating with the YMCA under the letter of intent but indicated that he spoke to their attorney last week about the purchase agreement which will need to be presented to the board when it is prepared. He did say that if the YMCA pulls out of the deal, then we keep the money and apply it to our costs.

**Jefferson County Industrial Development Agency
Conference Call - Board Meeting Minutes
April 2, 2020**

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Mr. Walldroff asked if the appraisal came back as expected. Mr. Alexander said no and said that he considered going out for another appraisal; but on advice from counsel decided not to at this time. Attorney Russell said that we will rely on the certified appraisal which will be used as part of our justification for the sale.

- III. 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 conference call adjourned at 10:03 a.m.

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 04.02.2020.01

WHEREAS, due to the recent COVID-19 pandemic, Staff recommends board approval to forgo principal and interest payments for 90 days effective immediately for all Revolving, MICRO and CITY loans with a written request/impact statement, and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approves the recommendation, and be it further,

RESOLVED, that the Board of Directors authorizes Staff to vet the written request/impact statements and is directed to execute any and all documents necessary to carry out the purposes of this Resolution.

By: s/W. Edward Walldroff
W. Edward Walldroff
Secretary

Roll Call Vote:

NAME	YEA	NAY
David Converse	X	
W. Edward Walldroff	X	
Robert E. Aliasso, Jr.	X	
John Jennings	X	
Paul Warneck	X	
William Johnson	X	
Lisa L'Huillier	X	

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Income Statement for the Six Month Period Ending March 31, 2020

Prepared by Lyle Eaton, April 27, 2020

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Revenues					
Application & Process Fees	\$ 3,000.00	3,520.00	\$ 0.00	150.00	(520.00)
RCI Annual CD Fund	279,427.00	279,427.20	0.00	0.00	(0.20)
Bond Admin Fee	3,000.00	3,000.00	0.00	0.00	0.00
PILOT/Sale Leaseback Fees	518,017.00	348,050.00	0.00	330,000.00	169,967.00
Fee Income - RLF Program	43,424.00	21,711.36	3,618.56	3,618.56	21,712.64
Fee Income - Micro Program	26,137.00	12,583.68	2,097.28	2,097.28	13,553.32
Interest Income	2,500.00	1,817.13	274.51	288.86	682.87
Interest Income - RLF Program	55,000.00	13,985.52	2,635.74	2,225.32	41,014.48
Late Payment Penalty RLF	200.00	0.00	0.00	0.00	200.00
Interest Income - City Fund	8,200.00	3,520.23	506.96	514.60	4,679.77
Interest Income - Micro Prog.	5,000.00	6,739.88	963.13	1,378.35	(1,739.88)
Late Payment Penalty - Micro	500.00	70.32	23.69	0.00	429.68
Miscellaneous Income	2,000.00	956.05	154.86	153.71	1,043.95
FTZ Fees	1,200.00	0.00	0.00	0.00	1,200.00
Total Revenues	947,605.00	695,381.37	10,274.73	340,426.68	252,223.63
Operations					
Printed Material	0.00	1,318.00	1,318.00	0.00	(1,318.00)
Office Expense	1,000.00	253.19	0.00	133.39	746.81
RCI Fee Sharing	139,714.00	139,713.60	0.00	0.00	0.40
Admin Services Exp	600,377.00	300,188.46	50,031.41	50,031.41	300,188.54
Electric Service	0.00	451.75	0.00	0.00	(451.75)
D&O Insurance	14,400.00	6,526.50	1,087.75	1,087.75	7,873.50
Commercial Insurance	8,000.00	3,730.74	621.79	621.79	4,269.26
FTZ Expense	1,250.00	1,250.00	0.00	0.00	0.00
Legal - Unrestricted	12,000.00	8,410.00	3,410.00	1,000.00	3,590.00
Legal Corp Park	5,000.00	0.00	0.00	0.00	5,000.00
Accounting & Auditing	11,000.00	10,375.00	0.00	0.00	625.00
Consultants	1,000.00	0.00	0.00	0.00	1,000.00
Coffeen Park Taxes	1,800.00	1,656.50	0.00	0.00	143.50
Airport Park Taxes	1,200.00	1,056.98	0.00	0.00	143.02
Fees Expense	300.00	2,366.00	0.00	(2,066.00)	(2,066.00)
Bad Debt--Micro	0.00	31,268.65	0.00	31,268.65	(31,268.65)
RLF Program Expense	43,424.00	21,711.36	3,618.56	3,618.56	21,712.64
Microenterprise Program Exp	26,167.00	12,593.68	2,097.28	2,097.28	13,573.32
RLF Audit Expense	800.00	0.00	0.00	0.00	800.00
Landscaping	0.00	5,600.00	0.00	1,400.00	(5,600.00)
Security	0.00	69,731.55	10,676.48	11,054.76	(69,731.55)
Plowing 146 Arsenal	25,000.00	16,200.00	300.00	15,900.00	8,800.00
IDA 146 Arsenal Bldg Expense	0.00	20,741.97	7,832.27	2,081.88	(20,741.97)
City/County Parking Lot Fund	20,000.00	20,000.00	0.00	0.00	0.00
Insurance	15,000.00	12,489.78	2,081.63	2,081.63	2,510.22
Building Depreciation	74,000.00	36,550.92	6,091.82	6,091.82	37,449.08
146 Arsenal Equip. Depreciation	4,773.00	2,386.32	397.72	397.72	2,386.68
146 Arsenal Electric	0.00	33,426.00	5,509.40	5,923.00	(33,426.00)
146 Arsenal Water	0.00	1,820.76	0.00	326.84	(1,820.76)
Salary Expense	0.00	15,265.78	2,594.87	2,594.87	(15,265.78)
Consultants	0.00	2,280.30	0.00	0.00	(2,280.30)
Miscellaneous - Unrestricted	200.00	0.00	0.00	0.00	200.00
Total Operations	1,006,405.00	779,363.79	97,668.98	137,691.35	227,041.21
Total Revenue	947,605.00	695,381.37	10,274.73	340,426.68	252,223.63
Total Expenses	1,006,405.00	779,363.79	97,668.98	137,691.35	227,041.21
Net Income Over Expenditures	\$ (58,800.00)	(83,982.42)	\$ (87,394.25)	202,735.33	25,182.42

For Internal Use Only

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Income Statement for the Six Month Period Ending March 31, 2020
Unrestricted Income

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	% YTD of Budget
Revenues					
Application & Process Fees	\$ 3,000.00	3,520.00	\$ 0.00	150.00	117.33
RCI Annual CD Fund	279,427.00	279,427.20	0.00	0.00	100.00
Bond Admin Fee	3,000.00	3,000.00	0.00	0.00	100.00
PILOT/Sale Leaseback Fees	518,017.00	348,050.00	0.00	330,000.00	67.19
Fee Income - RLF Program	43,424.00	21,711.36	3,618.56	3,618.56	50.00
Fee Income - Micro Program	26,137.00	12,583.68	2,097.28	2,097.28	48.15
Interest Income	2,500.00	1,817.13	274.51	288.86	72.69
Miscellaneous Income	2,000.00	956.05	154.86	153.71	47.80
FTZ Fees	1,200.00	0.00	0.00	0.00	0.00
Total Revenues	878,705.00	671,065.42	6,145.21	336,308.41	76.37
Expenses					
Operations					
Office Expense	1,000.00	253.19	0.00	133.39	25.32
RCI Fee Sharing	139,714.00	139,713.60	0.00	0.00	100.00
Admin Services Exp	600,377.00	300,188.46	50,031.41	50,031.41	50.00
Electric Service	0.00	451.75	0.00	0.00	0.00
D&O Insurance	14,400.00	6,526.50	1,087.75	1,087.75	45.32
Commercial Insurance	8,000.00	3,730.74	621.79	621.79	46.63
FTZ Expense	1,250.00	1,250.00	0.00	0.00	100.00
Legal - Unrestricted	12,000.00	8,410.00	3,410.00	1,000.00	70.08
Legal Corp Park	5,000.00	0.00	0.00	0.00	0.00
Accounting & Auditing	11,000.00	10,375.00	0.00	0.00	94.32
Consultants	1,000.00	0.00	0.00	0.00	0.00
Coffeen Park Taxes	1,800.00	1,656.50	0.00	0.00	92.03
Airport Park Taxes	1,200.00	1,056.98	0.00	0.00	88.08
Fees Expense	300.00	2,366.00	0.00	(20.00)	788.67
City/County Parking Lot Fund	20,000.00	20,000.00	0.00	0.00	100.00
Insurance	15,000.00	12,489.78	2,081.63	2,081.63	83.27
Building Depreciation	74,000.00	36,550.92	6,091.82	6,091.82	49.39
146 Arsenal Equip. Depreciation	4,773.00	2,386.32	397.72	397.72	50.00
146 Arsenal Electric	0.00	33,426.00	5,509.40	5,923.00	0.00
146 Arsenal Water	0.00	1,820.76	0.00	326.84	0.00
Salary Expense	0.00	15,265.78	2,594.87	2,594.87	0.00
Consultants	0.00	2,280.30	0.00	0.00	0.00
Miscellaneous - Unrestricted	200.00	0.00	0.00	0.00	0.00
Landscaping	0.00	5,600.00	0.00	1,400.00	0.00
Security	0.00	69,731.55	10,676.48	11,054.76	0.00
Plowing 146 Arsenal	25,000.00	16,200.00	300.00	15,900.00	64.80
IDA 146 Arsenal Bldg Expense	0.00	20,741.97	7,832.27	2,081.88	0.00
Total Operations	936,014.00	712,472.10	90,635.14	100,706.86	76.12
Total Income	878,705.00	671,065.42	6,145.21	336,308.41	76.37
Total Expenses	936,014.00	712,472.10	90,635.14	100,706.86	76.12
Profit (Loss)	\$ (57,309.00)	(41,406.68)	\$ (84,489.93)	235,601.55	72.25

Jeff Co Industrial Development Agency
Balance Sheet
March 31, 2020

ASSETS

Current Assets		
General Checking	\$	316,328.75
Savings Account		1,056,657.24
Microenterprise Account		89,888.52
City Loan Account		138,060.89
Revolving Loan Fund Account		3,679,409.56
PILOT Monies Receivable		78,125.57
Acct Receivable - Rogers		20,872.46
RLF Loans Receivable		743,937.54
Microenterprise Loans Rec.		260,579.84
Watn. Economic Growth Fund Rec		142,879.73
Allowance for Bad Debt-RLF		(275,325.05)
Allow. for Bad Debts-MICRO		(30,641.75)
Prepaid Expense		23,197.14
		<hr/>
Total Current Assets		6,243,970.44
Property and Equipment		
Accum Depr - Building		(1,173,252.22)
Accum Depr. Equipment		(185,216.21)
		<hr/>
Total Property and Equipment		(1,358,468.43)
Other Assets		
IT Server		6,050.00
Galaxy Tablets		13,366.00
Corp. Park Improvements		209,995.14
Airport Property		884,326.02
WIP Airport		103,730.28
Woolworth Building		505,000.00
146 Ars Building Improvements		1,233,689.56
WIP Arsenal Deck & Sidewalks		11,000.00
		<hr/>
Total Other Assets		2,967,157.00
		<hr/>
Total Assets	\$	<u><u>7,852,659.01</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestricted	\$	23,313.88
PILOT Monies Payable		78,125.57
Due HUD - RLF Interest		2,749.19
Due HUD - MICRO Interest		3.95
Due HUD - CITY Loan Interest		3.30
Maintenance Reserve Convergys		14,445.48
Maintenance Expense Convergys		25,927.57
Car Freshner Signage		11,000.00
		<hr/>
Total Current Liabilities		155,568.94
Long-Term Liabilities		
Due NYS/IAP L.T.		180,159.78
Deferred Revenue - Rogers		20,872.46
		<hr/>
Total Long-Term Liabilities		<u>201,032.24</u>

Jeff Co Industrial Development Agency
Balance Sheet
March 31, 2020

Total Liabilities		356,601.18
Capital		
General Fund Bal - Unrestrict.	1,503,830.67	
Fund Bal - RLF Restricted	4,419,309.27	
Fund Bal - Micro Restricted	414,850.76	
Fund Bal - City Restricted	262,489.22	
Cap. Impr. Convergys	979,560.33	
Net Income	(83,982.42)	
Total Capital		<u>7,496,057.83</u>
Total Liabilities & Capital	\$	<u><u>7,852,659.01</u></u>

Jeff Co Industrial Development Agency
Revolving Loan Fund Receivables
As of Mar 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer	Amount Due
BENCHMARK FAMILY SERVICES	148,906.67
MEADOWBROOK TERRACE	88,602.20
MLR,LLC	113,482.70
RBM MANUFACTURING CORP	200,000.00
WRIGHT BROS. LLC	192,945.97
	<u>743,937.54</u>

Jeff Co Industrial Development Agency
Micro Loans Receivable
As of Mar 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer	Amount Due
ABOVE REALITY SPORTS COMPLEX	35,225.34
COLLEEN'S CHERRY TREE INN	34,950.54
R.L.GOULD & SON, LLC	33,211.77
THOUSAND ISLANDS AREA HABITAT FOR HUMA	26,477.79
MAIN STREET CRAFTS & DRAFTS	5,285.63
MEDICAL GAS TECHNOLOGIES	2,988.14
PAINFULL ACRES	30,393.58
RC SPOT, LLC	11,075.61
DAN B SAMPSON II	14,501.54
THE SANDWICH BAR	15,570.69
SARAH'S BARBER SHOP	10,000.00
THE SCRUB HUB	12,329.29
SERV-PRO	7,115.42
SACKETS HARBOR TRADING CO.	1,428.38
TASTE OF DESIGN	20,026.12
	260,579.84

Jeff Co Industrial Development Agency

PILOT Receivables

As of Mar 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
ARC FEWTRN001, LLC ARC FEWTRN001, LLC	3474			40,219.16		40,219.16
ARC FEWTRN001, LLC ARC FEWTRN001, LLC				40,219.16		40,219.16
CONVERGYS CONVERGYS CORPORATION 00406-001 CONVERGYS LEASE	3419				9,856.41	9,856.41
CONVERGYS CONVERGYS CORPORATION					9,856.41	9,856.41
COR COR WATERTOWN COMPANY,LLC	3486	28,050.00				28,050.00
COR COR WATERTOWN COMPANY,LLC		28,050.00				28,050.00
Report Total		28,050.00		40,219.16	9,856.41	78,125.57

Jeff Co Industrial Development Agency
Watn. Economic Growth Fund
As of Mar 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer	Amount Due
CURRENT APPLICATIONS	142,879.73
	<u>142,879.73</u>

Jeff Co Industrial Development Agency
General Checking Cash Receipts Journal
For the Period From Mar 1, 2020 to Mar 31, 2020

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction	Line Description	Debit Amnt	Credit Amnt
3/5/20	125001 100001	2168	Invoice: 3490 JEFFERSON COUNTY INDUSTRIAL	3,618.56	3,618.56
3/5/20	125001 100001	1213	Invoice: 3491 JEFFERSON COUNTY INDUSTRIAL	2,097.28	2,097.28
3/5/20	125501 412501 100001	2851	PRINCIPAL 2/20 INTEREST 2/20 KENNETH F. ROGERS	314.91	154.86 160.05
3/12/20	125001 125001 100001	5140834131	Invoice: 3488 Invoice: 3489 SARAH'S BARBER SHOP	170.00	150.00 20.00
3/12/20	207005 205602 100001	241	3/20 DUE MICRO 3/20 DUE SHLDC THE SANDWICH BAR	717.11	358.55 358.56
3/26/20	207005 205602 100001	1806	DUE MICRO DUE SHLDC PAINFULL ACRES	989.37	565.35 424.02
				<u>7,907.23</u>	<u>7,907.23</u>

Jeff Co Industrial Development Agency
Unrestricted Aged Payables
As of Mar 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor	Invoice/CM #	Date	Net To Pay
ALLIED UNIVERSAL SECURITY SERVICES	98985404	3/26/20	10,676.48
ALLIED UNIVERSAL SECURITY SERVICE			10,676.48
AUBERTINE & CURRIER	11594	3/18/20	3,400.00
AUBERTINE & CURRIER			3,400.00
BARCLAY DAMON LLP	5062536	3/9/20	2,410.00
BARCLAY DAMON LLP			2,410.00
NATIONAL GRID	03-24-20	3/17/20	49.22
	3-24-2020	3/24/20	325.55
	3-24-20	3/24/20	23.57
	3262020	3/26/20	5,111.06
NATIONAL GRID			5,509.40
RIVERSIDE MEDIA GROUP	5302	3/20/20	1,318.00
RIVERSIDE MEDIA GROUP			1,318.00
			23,313.88

Jeff Co Industrial Development Agency
Cash Disbursements Journal
For the Period From Mar 1, 2020 to Mar 31, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/5/20	7220	200001 100001	Invoice: 9803285 ALLIED UNIVERSAL SECURITY SERVICES	11,054.76	11,054.76
3/5/20	7221	200001 100001	Invoice: 20-03 BARCLAY DAMON LLP	1,000.00	1,000.00
3/5/20	7222	200001 200001 100001	Invoice: 0000011-FEB Invoice: 0001851 CITY COMPTROLLER	283.46 43.38	326.84
3/5/20	7223	200001 100001	Invoice: 14304 JAKES LAWN CARE	1,400.00	1,400.00
3/5/20	7224	200001 200001 100001	Invoice: 2020-39 Invoice: 2224 JEFF COUNTY LDC	50,031.41 1,303.07	51,334.48
3/5/20	7225	200001 200001 200001 200001 100001	Invoice: 2-21-20 Invoice: 2-21-2020 Invoice: 02-21-20 Invoice: 2-25-20 NATIONAL GRID	23.57 342.93 88.30 5,468.20	5,923.00
3/5/20	7226	200001 100001	Invoice: 3342232 WASTE MANAGEMENT	70.71	70.71
3/5/20	7227	200001 100001	Invoice: 2020-6 WATERTOWN INDUSTRIAL CENTER	1,250.00	1,250.00
3/12/20	7228	200001 100001	Invoice: U135 SWBG WHOLESALE INC.	15,900.00	15,900.00
3/13/20	7229	200001 100001	Invoice: FUEL TANK REG NYS DEC	400.00	400.00
3/19/20	7230	200001 100001	Invoice: 3/20 SANDWICH BAR JEFFERSON COUNTY INDUSTRIAL	358.55	358.55
3/19/20	7231	200001 100001	Invoice: 3493 JEFF COUNTY LDC	1,291.80	1,291.80
3/19/20	7232	200001 100001	Invoice: 6 ODIN ENVIRONMENTAL, LLC	300.00	300.00
3/19/20	7233	200001 100001	Invoice: 3/20 SANDWICH BAR SACKETS HARBOR LDC	358.56	358.56
3/19/20	7234	200001 100001	Invoice: 389765 STAT COMMUNICATIONS	540.00	540.00
3/19/20	7235	200001 100001	Invoice: 3-10-20 WESTELCOM	171.56	171.56
3/26/20	7236	200001 100001	Invoice: 3/20 PAINFULL JEFFERSON COUNTY INDUSTRIAL	565.35	565.35
3/26/20	7237	200001 100001	Invoice: 2227 JEFF COUNTY LDC	85.32	85.32
3/26/20	7238	200001 100001	Invoice: 3/20 PAINFULL SACKETS HARBOR LDC	424.02	424.02
3/26/20	7239	200001 100001	Invoice: 9163 SWBG WHOLESALE INC.	600.00	600.00
Total				93,354.95	93,354.95

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Income Statement for the Seven Month Period Ending April 30, 2020

Prepared by Lyle Eaton, April 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Application & Process Fees	\$ 3,000.00	3,520.00	\$ 0.00	0.00	(520.00)
RCI Annual CD Fund	279,427.00	279,427.20	0.00	0.00	(0.20)
Bond Admin Fee	3,000.00	3,000.00	0.00	0.00	0.00
PILOT/Sale Leaseback Fees	518,017.00	348,050.00	0.00	0.00	169,967.00
Fee Income - RLF Program	43,424.00	25,329.92	3,618.56	3,618.56	18,094.08
Fee Income - Micro Program	26,137.00	14,680.96	2,097.28	2,097.28	11,456.04
Interest Income	2,500.00	1,976.02	158.89	274.51	523.98
Interest Income - RLF Program	55,000.00	14,986.16	1,000.64	2,635.74	40,013.84
Late Payment Penalty RLF	200.00	0.00	0.00	0.00	200.00
Interest Income - City Fund	8,200.00	4,019.52	499.29	506.96	4,180.48
Interest Income - Micro Prog.	5,000.00	7,094.46	354.58	963.13	(2,094.46)
Late Payment Penalty - Micro	500.00	87.37	17.05	23.69	412.63
Miscellaneous Income	2,000.00	1,112.07	156.02	154.86	887.93
FTZ Fees	1,200.00	0.00	0.00	0.00	1,200.00
Total Revenues	947,605.00	703,283.68	7,902.31	10,274.73	244,321.32
Operations					
Printed Material	0.00	1,318.00	0.00	1,318.00	(1,318.00)
Office Expense	1,000.00	253.19	0.00	0.00	746.81
RCI Fee Sharing	139,714.00	139,713.60	0.00	0.00	0.40
Admin Services Exp	600,377.00	350,219.87	50,031.41	50,031.41	250,157.13
Electric Service	0.00	451.75	0.00	0.00	(451.75)
D&O Insurance	14,400.00	7,614.25	1,087.75	1,087.75	6,785.75
Commercial Insurance	8,000.00	4,352.53	621.79	621.79	3,647.47
FTZ Expense	1,250.00	1,250.00	0.00	0.00	0.00
Legal - Unrestricted	12,000.00	9,410.00	1,000.00	3,410.00	2,590.00
Legal Corp Park	5,000.00	0.00	0.00	0.00	5,000.00
Accounting & Auditing	11,000.00	10,375.00	0.00	0.00	625.00
Consultants	1,000.00	0.00	0.00	0.00	1,000.00
Coffeen Park Taxes	1,800.00	1,656.50	0.00	0.00	143.50
Airport Park Taxes	1,200.00	1,056.98	0.00	0.00	143.02
Fees Expense	300.00	2,366.00	0.00	0.00	(2,066.00)
Bad Debt--RLF	0.00	(15,468.00)	(15,468.00)	0.00	15,468.00
Bad Debt--Micro	0.00	31,268.65	0.00	0.00	(31,268.65)
RLF Program Expense	43,424.00	25,329.92	3,618.56	3,618.56	18,094.08
Microenterprise Program Exp	26,167.00	14,690.96	2,097.28	2,097.28	11,476.04
RLF Audit Expense	800.00	0.00	0.00	0.00	800.00
Landscaping	0.00	5,600.00	0.00	0.00	(5,600.00)
Security	0.00	69,731.55	0.00	10,676.48	(69,731.55)
Plowing 146 Arsenal	25,000.00	16,200.00	0.00	300.00	8,800.00
IDA 146 Arsenal Bldg Expense	0.00	22,956.01	2,144.89	7,901.42	(22,956.01)
City/County Parking Lot Fund	20,000.00	20,000.00	0.00	0.00	0.00
Insurance	15,000.00	14,571.41	2,081.63	2,081.63	428.59
Building Depreciation	74,000.00	42,642.74	6,091.82	6,091.82	31,357.26
146 Arsenal Equip. Depreciation	4,773.00	2,784.04	397.72	397.72	1,988.96
146 Arsenal Electric	0.00	33,782.62	356.62	5,509.40	(33,782.62)
146 Arsenal Water	0.00	2,181.63	360.87	0.00	(2,181.63)
Salary Expense	0.00	19,141.18	3,875.40	2,594.87	(19,141.18)
Consultants	0.00	2,280.30	0.00	0.00	(2,280.30)
Miscellaneous - Unrestricted	200.00	0.00	0.00	0.00	200.00
Total Operations	1,006,405.00	837,730.68	58,297.74	97,738.13	168,674.32
Total Revenue	947,605.00	703,283.68	7,902.31	10,274.73	244,321.32
Total Expenses	1,006,405.00	837,730.68	58,297.74	97,738.13	168,674.32
Net Income Over Expenditures	\$ (58,800.00)	(134,447.00)	\$ (50,395.43)	(87,463.40)	75,647.00

For Internal Use Only

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Income Statement for the Seven Month Period Ending April 30, 2020
Unrestricted Income

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	% YTD of Budget
Revenues					
Application & Process Fees	\$ 3,000.00	3,520.00	\$ 0.00	0.00	117.33
RCI Annual CD Fund	279,427.00	279,427.20	0.00	0.00	100.00
Bond Admin Fee	3,000.00	3,000.00	0.00	0.00	100.00
PILOT/Sale Leaseback Fees	518,017.00	348,050.00	0.00	0.00	67.19
Fee Income - RLF Program	43,424.00	25,329.92	3,618.56	3,618.56	58.33
Fee Income - Micro Program	26,137.00	14,680.96	2,097.28	2,097.28	56.17
Interest Income	2,500.00	1,976.02	158.89	274.51	79.04
Miscellaneous Income	2,000.00	1,112.07	156.02	154.86	55.60
FTZ Fees	1,200.00	0.00	0.00	0.00	0.00
Total Revenues	878,705.00	677,096.17	6,030.75	6,145.21	77.06
Expenses					
Operations					
Office Expense	1,000.00	253.19	0.00	0.00	25.32
RCI Fee Sharing	139,714.00	139,713.60	0.00	0.00	100.00
Admin Services Exp	600,377.00	350,219.87	50,031.41	50,031.41	58.33
Electric Service	0.00	451.75	0.00	0.00	0.00
D&O Insurance	14,400.00	7,614.25	1,087.75	1,087.75	52.88
Commercial Insurance	8,000.00	4,352.53	621.79	621.79	54.41
FTZ Expense	1,250.00	1,250.00	0.00	0.00	100.00
Legal - Unrestricted	12,000.00	9,410.00	1,000.00	3,410.00	78.42
Legal Corp Park	5,000.00	0.00	0.00	0.00	0.00
Accounting & Auditing	11,000.00	10,375.00	0.00	0.00	94.32
Consultants	1,000.00	0.00	0.00	0.00	0.00
Coffeen Park Taxes	1,800.00	1,656.50	0.00	0.00	92.03
Airport Park Taxes	1,200.00	1,056.98	0.00	0.00	88.08
Fees Expense	300.00	2,366.00	0.00	0.00	788.67
City/County Parking Lot Fund	20,000.00	20,000.00	0.00	0.00	100.00
Insurance	15,000.00	14,571.41	2,081.63	2,081.63	97.14
Building Depreciation	74,000.00	42,642.74	6,091.82	6,091.82	57.63
146 Arsenal Equip. Depreciatio	4,773.00	2,784.04	397.72	397.72	58.33
146 Arsenal Electric	0.00	33,782.62	356.62	5,509.40	0.00
146 Arsenal Water	0.00	2,181.63	360.87	0.00	0.00
Salary Expense	0.00	19,141.18	3,875.40	2,594.87	0.00
Consultants	0.00	2,280.30	0.00	0.00	0.00
Miscellaneous - Unrestricted	200.00	0.00	0.00	0.00	0.00
Landscaping	0.00	5,600.00	0.00	0.00	0.00
Security	0.00	69,731.55	0.00	10,676.48	0.00
Plowing 146 Arsenal	25,000.00	16,200.00	0.00	300.00	64.80
IDA 146 Arsenal Bldg Expense	0.00	22,956.01	2,144.89	7,901.42	0.00
Total Operations	936,014.00	780,591.15	68,049.90	90,704.29	83.40
Total Income	878,705.00	677,096.17	6,030.75	6,145.21	77.06
Total Expenses	936,014.00	780,591.15	68,049.90	90,704.29	83.40
Profit (Loss)	\$ (57,309.00)	(103,494.98)	\$ (62,019.15)	(84,559.08)	180.59

Jeff Co Industrial Development Agency
Balance Sheet
April 30, 2020

ASSETS

Current Assets		
General Checking	\$	269,641.34
Savings Account		1,056,657.24
Microenterprise Account		91,409.24
City Loan Account		141,425.40
Revolving Loan Fund Account		3,699,716.82
PILOT Monies Receivable		50,075.57
Acct Receivable - Rogers		20,559.25
RLF Loans Receivable		737,352.63
Microenterprise Loans Rec.		257,401.97
Watn. Economic Growth Fund Rec		140,014.51
Allowance for Bad Debt-RLF		(275,325.05)
Allow. for Bad Debts-MICRO		(30,641.75)
Prepaid Expense		19,405.97
		<hr/>
Total Current Assets		6,177,693.14
Property and Equipment		
Accum Depr - Building		(1,178,873.31)
Accum Depr. Equipment		(186,084.66)
		<hr/>
Total Property and Equipment		(1,364,957.97)
Other Assets		
IT Server		6,050.00
Galaxy Tablets		13,366.00
Corp. Park Improvements		209,995.14
Airport Property		884,326.02
WIP Airport		103,730.28
Woolworth Building		505,000.00
146 Ars Building Improvements		1,233,689.56
WIP Arsenal Deck & Sidewalks		11,000.00
		<hr/>
Total Other Assets		2,967,157.00
		<hr/>
Total Assets	\$	<u><u>7,779,892.17</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestrict	\$	69.15
PILOT Monies Payable		78,125.57
Due HUD - RLF Interest		2,749.19
Due HUD - MICRO Interest		3.95
Due HUD - CITY Loan Interest		3.30
Maintenance Reserve Convergys		14,445.48
Maintenance Expense Convergys		25,927.57
Car Freshner Signage		11,000.00
		<hr/>
Total Current Liabilities		132,324.21
Long-Term Liabilities		
Due NYS/IAP L.T.		180,159.78
Deferred Revenue - Rogers		20,716.44
		<hr/>
Total Long-Term Liabilities		<u>200,876.22</u>

Jeff Co Industrial Development Agency
Balance Sheet
April 30, 2020

Total Liabilities		333,200.43
Capital		
General Fund Bal - Unrestrict.	1,503,830.67	
Fund Bal - RLF Restricted	4,419,309.27	
Fund Bal - Micro Restricted	414,850.76	
Fund Bal - City Restricted	262,489.22	
Cap. Impr. Convergys	979,560.33	
Net Income	(133,348.51)	
Total Capital		7,446,691.74
Total Liabilities & Capital	\$	7,779,892.17

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
146 Arsenal Expenses for the Seven Month Period Ending April 30, 2020
Prepared by Lyle Eaton

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	% YTD of Budget
Expenses					
Landscaping	\$ 0.00	5,600.00	\$ 0.00	0.00	0.00
Security	0.00	69,731.55	0.00	10,676.48	0.00
Plowing 146 Arsenal	25,000.00	16,200.00	0.00	300.00	64.80
IDA 146 Arsenal Bldg Expens	0.00	22,956.01	2,144.89	7,901.42	0.00
City/County Parking Lot Fund	20,000.00	20,000.00	0.00	0.00	100.00
Insurance	15,000.00	14,571.41	2,081.63	2,081.63	97.14
Building Depreciation	74,000.00	42,642.74	6,091.82	6,091.82	57.63
146 Arsena Equip. Depreciati	4,773.00	2,784.04	397.72	397.72	58.33
146 Arsenal Electric	0.00	33,782.62	356.62	5,509.40	0.00
146 Arsenal Water	0.00	2,181.63	360.87	0.00	0.00
Salary Expense	0.00	19,141.18	3,875.40	2,594.87	0.00
Consultants	0.00	2,280.30	0.00	0.00	0.00
Total Expenses	\$ 138,773.00	251,871.48	\$ 15,308.95	35,553.34	181.50

Jeff Co Industrial Development Agency
General Checking Cash Receipts Journal
For the Period From Apr 1, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction	Line Description	Debit Amnt	Credit Amnt
4/1/20	125501	2869	3/20 PRINCIPAL		156.02
	412501		3/20 INTEREST		158.89
	100001		KENNETH F. ROGERS	314.91	
4/1/20	207005	1287	4/20 MICRO		23.03
	205602		4/20 SHLDC		22.02
	100001		MAIN STREET CRAFTS & DRAFTS	45.05	
4/1/20	125001	2169	Invoice: 3494		3,618.56
	100001		JEFFERSON COUNTY INDUSTRIAL	3,618.56	
4/1/20	125001	1215	Invoice: 3495		2,097.28
	100001		JEFFERSON COUNTY INDUSTRIAL	2,097.28	
4/22/20	121001	4924	Invoice: 3486		28,050.00
	100001		COR WATERTOWN COMPANY,LLC	28,050.00	
4/30/20	125501	2891	4/20 PRINCIPAL		157.19
	412501		4/20 INTEREST		157.72
	100001		KENNETH F. ROGERS	314.91	
				34,440.71	34,440.71

Jeff Co Industrial Development Agency
Micro Loans Receivable
As of Apr 30, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer	Amount Due
ABOVE REALITY SPORTS COMPLEX	35,225.34
COLLEEN'S CHERRY TREE INN	34,950.54
R.L.GOULD & SON, LLC	32,580.10
THOUSAND ISLANDS AREA HABITAT FOR HUMA	26,477.79
MAIN STREET CRAFTS & DRAFTS	5,284.62
MEDICAL GAS TECHNOLOGIES	2,245.74
PAINFULL ACRES	30,393.58
RC SPOT, LLC	11,075.61
DAN B SAMPSON II	14,501.54
THE SANDWICH BAR	15,570.69
SARAH'S BARBER SHOP	10,000.00
THE SCRUB HUB	11,726.83
SERV-PRO	6,402.98
SACKETS HARBOR TRADING CO.	1,128.38
TASTE OF DESIGN	19,838.23
	257,401.97

Jeff Co Industrial Development Agency
Revolving Loan Fund Receivables
As of Apr 30, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer	Amount Due
BENCHMARK FAMILY SERVICES	147,222.96
MEADOWBROOK TERRACE	86,092.06
MLR,LLC	111,091.64
RBM MANUFACTURING CORP	200,000.00
WRIGHT BROS. LLC	192,945.97
	<u>737,352.63</u>

Jeff Co Industrial Development Agency
Watn. Economic Growth Fund
As of Apr 30, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer	Amount Due
CURRENT APPLICATIONS	140,014.51
	<u>140,014.51</u>

Jeff Co Industrial Development Agency**Unrestricted Aged Payables****As of Apr 30, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor	Invoice/CM #	Date	Net To Pay
WASTE MANAGEMENT	0448-3	3/1/20	69.15
WASTE MANAGEMENT			69.15
			69.15

Jeff Co Industrial Development Agency
Cash Disbursements Journal
For the Period From Apr 30, 2020 to Apr 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/30/20	7255	200001 100001	Invoice: 92018764 ABJ FIRE PROTECTION CO	653.50	653.50
4/30/20	7256	200001 100001	Invoice: 2247 JEFF COUNTY LDC	1,291.80	1,291.80
4/30/20	7257	200001 200001 200001 100001	Invoice: 4-23-20 Invoice: 4-2329 Invoice: 4-23-2020 NATIONAL GRID	23.57 309.48 23.57	356.62
4/30/20	7258	200001 100001	Invoice: 4-10-20 WESTELCOM	171.56	171.56
Total				2,473.48	2,473.48

Jefferson County Industrial Development Agency
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315) 782-5865

2019-2020 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr*	May	Jun	Jul	Aug	Sep
Aliasso, Robert	P	P	P	P	P	P	P					
Converse, David	P	P	P	P	P	P	P					
Jennings, John	P	P	P	P	P	E	P					
Johnson, William	E	P	P	P	E	P	P					
L'Huillier, Lisa	P	P	E	P	P	P	P					
Walldroff, W. Edward	P	P	P	P	P	P	P					
Warneck, Paul	P	P	P	P	P	P	P					
Totals:	6	7	6	7	6	6	7					
P - Present												
- Excused												
- Absent												
* Conference Call due to COVID-19 Pandemic												