

**Jefferson County Industrial Development Agency  
Zoom Video Call – Board Meeting Minutes  
July 9, 2020**

Due to the COVID-19 pandemic, the Jefferson County Industrial Development Agency held their board meeting via zoom video call. The meeting was recorded for posting to the website.

**I. Call to Order:** Chairman Converse called the meeting to order at 9:17 a.m.

**II. Attendance:**

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

**Excused** – John Jennings

**Counsel** – Joseph Russell, Esq.

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

**Others** – Christine Powers, Ed Valentine, Kevin McAuliffe, Daniel Samann (joined at 9:25 a.m.)

**Media** – Katie Benoit from 7News Craig Fox from the Watertown Daily Times

**III. Public Comment –**

**1. Ed Valentine (Opal Development)** – Mr. Valentine said he saw on the agenda that the board would be discussing the Lundy projects in the Corporate Park and then learned that they have been pulled. He said that he wanted to make sure that the board discussed and disapproves the plans that were sent to the IDA.

**IV. Minutes:** Minutes of the zoom video call held on June 4, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Warneck. All in favor. Carried.

**V. Treasurer’s Reports:** Mr. Aliasso reviewed the financials for the period ending June 30, 2020. Mr. Warneck asked about the delinquent PILOT for ARC FEWTRN001 (FedEx Ground). Mr. Eaton said he has been sending invoices and late fees to their escrow agent, but has not received a response. He said he tried a FedEx contact and they are trying to sort it out. Mr. Eaton said the Convergys City PILOT tax payment is also delinquent. He said it was discussed with the company before they vacated the building, but the bill remains unpaid. Mr. Warneck asked if the IDA will be responsible. Mr. Alexander and Attorney Russell didn’t think so. After discussion, a motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.

Daniel Samann joined the meeting at 9:25 a.m.

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**VI. Committee Reports:**

**a. Finance Committee**

- i. **2020-2021 Budget** - Mr. Aliasso said the committee met via zoom to review the preliminary budget. He said the committee reviewed the numbers and separate reports for the bad debt allowance and 146 Arsenal Street. He said that the budget numbers for 146 Arsenal Street are for six months. He said if the building isn't transferred within the six months then the expenses will be higher, and we will have to contact the buyer about contingencies.

Mr. Alexander said he is concerned about the income stream and said that we must improve how projects are processed.

Mr. Aliasso said the committee recommended the budget to the full board for consideration. A motion was made by Mr. Aliasso to adopt the budget as presented, seconded by Mr. Warneck. Roll call vote was taken. Mr. Converse – Yea, Mr. Jennings – Absent, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L'Huillier – Yea. Carried.

**VII. Unfinished Business:**

1. **146 Arsenal Street Building** – Mr. Alexander provided an update during the JCLDC board meeting earlier this morning. He said that an RFP has been sent out to real estate companies. He said a tour with Pyramid Brokerage Company occurred yesterday.
2. **YMCA Dept. of Defense Grant Funding** – Mr. Zembiec said the applications are being reviewed and that we should know by September 15<sup>th</sup> if the project will receive a grant.

**VIII. New Business:**

1. **Resolution Number 07.09.2020.01 for RBM Manufacturing Corp.** – Mr. Aliasso asked why this request is being treated differently than our other blanket moratorium during the pandemic. Mr. Eaton said that the loan started with interest only for the first 6 months which ended June 2020 and said this is a new request.

Ms. L'Huillier left the meeting at 9:36 a.m.

After discussion, a motion was made by Mr. Aliasso to approve the attached resolution, seconded by Mr. Warneck. Roll call vote was taken. Mr. Converse – Yea, Mr. Jennings – Absent, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L'Huillier – Absent. Carried.

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2. **2020-2021 Convergys Property Maintenance Agreement with WICLDC** – Mr. Converse asked for a motion to discuss. Mr. Warneck moved, seconded by Mr. Johnson. Mr. Alexander said the contract is a yearly agreement for 146 Arsenal Street. He said the WICLDC has done a super job and is aware of the flexibility in the contract if the building transfers to the YMCA during the year.

After discussion, roll call vote was taken. Mr. Converse – Yea, Mr. Jennings – Absent, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Absent. Carried.

3. **Lundy Project discussion (Lot 2B and Lot 10) at Corporate Park** – Mr. Converse announced that Mr. Lundy pulled the projects; therefore, it’s a moot point and not necessary to disapprove the projects because the SEQR forms were not submitted. Mr. Aliasso wanted to make sure that our stance of not taking any action wouldn’t trigger the 90-day waiting period if the projects were to resurface. Mr. Warneck said he has the same concern that the application and information submitted will default into approval. Attorney Russell asked if Mr. Lundy provided his decision in writing. Mr. Alexander said no. Attorney Russell said that the 90-day period can’t start because we didn’t receive the EAF’s. Mr. Alexander will ask Mr. Lundy for a letter confirming his decision. Attorney Russell said the application is incomplete for failure to supply the appropriate EAF’s.

Mr. Valentine asked if the IDA had the plans for the 16,000 square foot building or the 22,000 square foot building. Mr. Converse said it was too hard to read and indicated that he wasn’t sure.

Mr. Valentine said he wanted to let the board know that he raised concern over the parking issue with Penske to the Town of Watertown on June 1<sup>st</sup>. He said that he stopped in several times and spoke to Pam Desormo, but found out that it had not been dealt with so he brought pictures to their meeting on Monday. He said that he wanted to make us aware that he’s trying to enforce the parking issue.

A motion was made by Mr. Warneck to deem the applications incomplete for failure to submit the appropriate EAF forms for Lot 10 and Lot 2B, seconded by Mr. Aliasso. All in favor. Carried.

4. **Corporate Park Ad Hoc Committee** – Mr. Warneck said he wants to make sure that the ad hoc committee that was created (Mr. Converse, Mr. Warneck, Mr. Jennings) will continue to pursue outreach to park tenants since several issues remain.

5. **Other** –

**COVID-19** – Mr. Alexander said that the Agency is doing its best to deal with the impacts created by the COVID-19 pandemic.

**CCIP Rail** – Mr. Zembiec said that we are proceeding with the rail at the City Center Industrial Park and that construction work should begin in August. Attorney Russell said he is waiting for title work on the IDA and City parcels.

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- 6. Executive Session** – At 9:58 a.m. Mr. Warneck made a motion to go into executive session for the potential acquisition of real property, seconded by Mr. Walldroff. Board Members, Staff, Counsel and JCLDC Board Member Christine Powers remained.

At 10:14 a.m. Mr. Aliasso made a motion to leave executive session and reconvene the regular board meeting, seconded by Mr. Warneck. All in favor.

**IX. Counsel:** None.

- X. Adjournment:** With no further business before the board, a motion was made by Mr. Aliasso to adjourn the zoom video call, seconded by Mr. Warneck. All in favor. The video call adjourned at 10:15 a.m.

**JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
**Resolution Number 07.09.2020.01**

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE REVOLVING  
LOAN TO RBM MANUFACTURING CORP.**

**WHEREAS**, RBM Manufacturing Corp. has requested an extension of interest only payments for another 6 months to avoid a cashflow problem during COVID-19 while they wait to sell franchises, and

**WHEREAS**, the current balance on the \$200,000 loan made in 2019 is \$200,000 as of June 30, 2020, and

**WHEREAS**, Staff recommends approval of the request effective July 1, 2020, and

**WHEREAS**, the chair of the Loan Review Committee agreed to move the request to the full board since a meeting wasn't held during the month of June, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approved staff's recommendation and that all terms and conditions of the original loan 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.

  
Donald C. Alexander  
CEO

**Roll Call Vote:**

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