

**Jefferson County Local Development Corporation**  
800 Starbuck Avenue, Suite 800  
Watertown, New York 13601  
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

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## **Notice of Board Meeting**

**Date:** December 21, 2017

**To:** Chairman David Converse  
Donald DiMonda  
Robert Aliasso  
W. Edward Walldroff  
Kent Burto  
John Jennings  
Richard Duvall  
Gregory Gardner  
Paul Warneck  
William Johnson  
Lisa L'Huillier

**From:** Donald C. Alexander, Chief Executive Officer

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

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The Jefferson County Local Development Corporation will hold a Board Meeting on Thursday, January 4, 2018 at 8:00 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, January 4, 2018 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of December 7, 2017**
- V. Treasurer's Report for December 31, 2017**
- VI. Committee Reports**
  - a. Governance Committee**
    - i. Summary Results of Confidential Evaluation of Board Performance**
- VII. Council Reports**
  - a. Manufacturing Council – David Zembiec**
  - b. Marketing Update – Marshall Weir**
  - c. Jefferson County Agricultural Development Council – Jay Matteson**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
  - 1. Consider Adopting Fixed Asset Policy**
  - 2. 2017 Highlights – Staff**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
December 7, 2017**

The Jefferson County Local Development Corporation held a board meeting on Thursday, December 7, 2017 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** David Converse, Chair, John Jennings, William Johnson, Paul Warneck, Gregory Gardner, Lisa L'Huillier, Donald DiMonda, Kent Burto, Richard Duvall, W. Edward Walldroff

**Also Present:** Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson, Joseph Russell, Esq., Brianna Uhlinger (Bowers), Neil Habig (Apex), Eric Constance (Sackets LDC Board Member), Jennifer Gaffney (Sackets Principal), Time Scee (Hounsfield Town Supervisor), and Marcus Wolf from the Watertown Daily Times

**Excused:** Robert E. Aliasso, Jr.

**Absent:** None

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:00 a.m.
- II. **Pledge of Allegiance:** Mr. Converse asked all to stand for the Pledge of Allegiance.
- III. **Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- IV. **Minutes:** Minutes of the regular meeting held October 5, 2017 were presented. A motion to approve the minutes as presented was made by Mr. Jennings, seconded by Mr. DiMonda. All in favor. Carried.
- V. **Audit Report for 2016-2017 by Bowers & Company** – Brianna Uhlinger presented the audited financial statements ending 9/30/17 which included the Independent Auditors' Report on Internal Control. After review and discussion, a motion was made by Mr. DiMonda to accept the 2016-2017 Audit, seconded by Mr. Jennings. All in favor. Carried.
- VI. **Treasurer's Report:** Mr. Eaton reviewed the financials for the periods ending October 31, 2017 and November 30, 2017. Mr. Eaton shared comments from Treasurer Aliasso. A motion was made by Mr. Burto to accept the financial reports as presented, seconded by Mr. DiMonda. All in favor. Carried.
- VII. **Committee Reports:**
  - a. **Proposed Committee Structure** – The following people were added to the Ag Development Council: Stephen Winkler, James Munroe, and William Jones. Steve Lockwood from CITEC joined the Manufacturing Council. A motion was made by Mr. Warneck to approve the proposed committee structure, seconded by Mr. DiMonda. All in favor. Carried.
  - b. **Loan Review Committee**
    - i. **Resolution Number 12.07.2017.01 for the Watertown Industrial Center LDC** – After review and discussion, a motion was made by Mr. DiMonda to approve the attached resolution, seconded by Mr. Johnson. All in favor. Carried.

VIII. Council Reports:

- a. **Manufacturing Council** – Mr. Zembiec said that the safety training sessions are progressing and indicated that he will apply for funding next year as well. He also said that there are more on-site training sessions this year.

Mr. Zembiec reported that EZ Stak, Inc. is currently hiring and plan to open in February.

- b. **Marketing Update** – Mr. Weir provided website stats which indicated that user session percentages were up recently. He said that he has been running a YouTube campaign targeting Canada and said that it has been successful. Mr. Weir said that he would like to redo the video to use locally and throughout Syracuse, Buffalo and Albany.

Mr. Weir said an Ag lead prompted a recent trip to NYC to meet with a prospect who may be interested in locating to Jefferson County. He did say that the prospect is also looking at other sites in New Jersey and a mid-Atlantic state.

Mr. Weir said that with the board's support, he will continue working with Euromarket and thanked National Grid for their participation in this endeavor.

Mr. Weir said that he would like to make a presentation to the Jefferson County Board of Legislators within the next few months to update them on things he is working on to promote Jefferson County.

Mr. Weir said that he recently met with a representative from CAMP and gave them our marketing materials.

- c. **Jefferson County Agricultural Development Council** – Mr. Matteson said that he continues to work with Mike Lundy on the proposed Ag Park and indicated that Mr. Lundy has commissioned a feasibility study.

Mr. Matteson said that March 23, 2018 has been selected for the annual Ag Conference. He said that it will be held at the Hilton Garden Inn from 8:30 a.m. until 3:30 p.m. Mr. Matteson said that he is bringing in a speaker from outside the area for which he is currently collecting donations for.

Mr. Matteson said he continues to work with Euromarket and local businesses.

IX. **Unfinished Business:** None.

X. **Counsel:** None.

XI. **New Business:**

**Board Retreat** – Mr. Converse asked Mr. Alexander to set up a board retreat in January.

XII. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Jennings, seconded by Mr. DiMonda. All in favor. The meeting adjourned at 8:53 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.07.2017.01**

**RESOLUTION FOR AUTHORIZING A REVOLVING LOAN TO  
WATERTOWN INDUSTRIAL CENTER LDC**

**WHEREAS**, Watertown Industrial Center LDC (WICLDC) has requested a loan in the amount of Ninety Eight Thousand Eighty Two Dollars (\$98,082.00) to be used to renovate the northeast corner of Building A at the Watertown Center for Business and Industry to provide an additional 33,432 square feet for Jain Irrigation, and


**WHEREAS**, Staff has reviewed this request and recommended approval of a Revolving Loan in the amount of \$98,082.00 at 3.5% for a five year amortization. Collateral will consist of a co-proportional second position on all assets of WICLDC. As a result of the project, Jain Irrigation will retain 100+ jobs in NYS. The loan will be co-terminus and contingent on a Lease with Jain Irrigation and participation by the Watertown Local Development Corporation (\$98,083.00) or another Agency. WICLDC has been approved for a \$60,000 Empire State Development Grant. In the event they do not receive the grant, WICLDC will have to provide an additional equity contribution, and

**WHEREAS**, on October 24, 2017 the Loan Review Committee of the Jefferson County Local Development Corporation reviewed this request and recommended approval to the full Board of Directors, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the exception to our normal rate and approves the request for a Ninety Eight Thousand Eighty Two Dollar (\$98,082.00) loan to Watertown Industrial Center Local Development Corporation with all terms and conditions as set forth in this Resolution, 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.

  
David J. Converse  
Chairman