

Board Meeting Rescheduled

Date: February 8, 2019

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

From: Donald C. Alexander, CEO

Re: Rescheduled Board of Directors' Meeting

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The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, February 14, 2019 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 at your earliest convenience.

pss

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

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

BOARD MEETING AGENDA
Thursday, February 14, 2019 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of January 3, 2019**
- V. Treasurer's Report for January 31, 2019**
- VI. Committee Reports**
- VII. Council Reports**
 - a. Manufacturing**
 - b. Marketing**
 - c. Jefferson County Agricultural Development**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
 - 1. Form 990 Tax Return Review**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 3, 2019**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, January 3, 2019 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Also Present: Joseph Russell, Esq., Marcus Wolf of the Watertown Daily Times (arrived at 8:11 a.m.)

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

Excused: Richard Duvall, Gregory Gardner

Absent: None

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:01 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 December 13, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Jennings. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending December 31, 2018.

Ms. Powers wondered why nothing was budgeted for travel/meals/promotion for marketing. Mr. Eaton said Mr. Weir set the budget and indicated that it may be under a different category (i.e. seminars/workshops/publications). Mr. Alexander said that it is a lean budget, but noted that monies may be spent if needed.

Mr. Jennings asked about the status of Jay Canzonier's loan that was due 12/31/18. Mr. Eaton said that Mr. Canzonier has applied for the USDA Grant, but has yet to receive the funds. He said that it will be termed out once those funds are received.

A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Ms. Powers. All in favor. Carried.

VI. **Committee Reports:** None.

VII. **Council Reports:**

Manufacturing

Mr. Zembiec said that Carson Lennox from Jain Irrigation and John Chatterton from New York Air Brake have resigned from the council due to their retirements at their respective employment organizations. He asked for Fred Goutremout from Knowlton Technologies and Tim Sheridan from New York Air Brake to be appointed to the council.

Jefferson County Local Development Corporation
Board Meeting Minutes
January 3, 2019

DRAFT

A motion was made by Mr. Walldroff to approve the two appointments as requested, seconded by Mr. Aliasso. All in favor. Carried.

Mr. Zembiec mentioned the recent safety workshops have been attended by 36 participants. He said the next workshop is scheduled for January 11th.

Mr. Zembiec said he recently spoke to EZ Stak whom indicated that they are up to 18 employees which is ahead of schedule, and that they are very pleased with their Watertown location and the help they've received from our staff.

Marketing

No report.

Ag

No report.

VIII. Unfinished Business:

1. **Clayton Loan Program – Resolution 01.03.2019.01** – It was noted that there has not been any updates from NYS DOT. After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.

Mr. Wolf entered the meeting at 8:11 a.m.

Mr. Walldroff asked if \$5,000 is enough. Ms. Powers felt that \$5,000 is sufficient to start with. She indicated that Watertown Savings Bank will be in the wings for additional funding. Attorney Russell said that exceptions can be made if necessary.

Ms. Powers asked if an official application will be used and available for the Clayton LDC. Mr. Alexander said yes.

IX. Counsel: None.

X. New Business: None.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Burto. All in favor. The meeting adjourned at 8:15 a.m.

A regular meeting of the Jefferson County Local Development Corporation convened on Thursday January 3, 2019 at 8:00 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 01.03.2019.01

RESOLUTION OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (the "Corporation") TO MAKE AVAILABLE TO DOWNTOWN CLAYTON COMMERCIAL OUTLETS LOANS OF UP TO \$5,000, AMORTIZED OVER A 5 YEAR PERIOD AT A MAXIMUM INTEREST RATE OF 3% TO ASSIST THESE BUSINESSES WITH SHORTFALLS IN CASHFLOW DUE TO BUSINESS INTERRUPTIONS RELATED TO CONSTRUCTION UNDER THE VILLAGE HISTORIC DISTRICT INFRASTRUCTURE IMPROVEMENT PROJECT.

WHEREAS: The **Jefferson County Local Development Corporation** has, as its mission, the furtherance of economic development activities,

WHEREAS: Tourism is a major economic driver in Jefferson County, and

WHEREAS; The **Village of Clayton**, a center for tourist attraction efforts, will be required to undertake a major construction project in its primarily business district area during the peak tourist season and lasting several months, and

WHEREAS: The **Village of Clayton** officials anticipate major disruptions in the economic climate of the Village and thus placing significant and unusual financial strain on businesses located in the area of construction, and

WHEREAS; Village of Clayton officials have asked for financial support from the **Jefferson County Local Development Corporation**, and

WHEREAS: The **Clayton Local Development Corporation** will be joining with the **Village of Clayton** in attempting to ameliorate the negative impacts of this construction, and

WHEREAS: The **Clayton Local Development Corporation** has agreed to act as a clearing-house and to conduct the initial screening of applications for loan funds established by and through the **Jefferson County Local Development Corporation**, and

WHEREAS; Applicants for these loan funds will need to meet all of the criteria of the loan program, and

WHEREAS; for consideration of the work to be done regarding clearing-house activities for these applications, a sum of \$150 shall be paid to the **Clayton Local Development Corporation** by the applicant at the time of submission, and

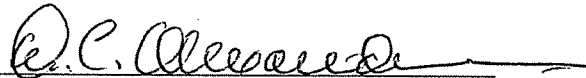
WHEREAS: once a Committee of the **Clayton Local development Corporation** has approved the application for access to these loan funds, the application will be given to the **Jefferson County Local Development Corporation** for its review and approval, and

WHEREAS; the **Jefferson County Local Development Corporation** has a standing Loan Review Committee and an approved process for determining the efficacy of these loans, and

WHEREAS; the **Jefferson County Local Development Corporation** monies will be used for the purposes of these loans, and

WHEREAS, **the Jefferson County Local Development Corporation** will bear responsibility for seeing that these loans meet the Mission Statement of our organization and follow the accepted approval process,

NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE **JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION** THAT MONIES WILL BE MADE AVAILABLE FROM ITS LOAN FUND FOR THE PURPOSE OF PROVIDING FUNDS TO UNDERWRITE THE CLAYTON LOAN PROGRAM FOR BUSINESS INTERUPTION.



Donald C. Alexander
CEO

This Resolution is to take effect immediately.