

**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:** April 20, 2018

**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:** David J. Zembiec, Deputy CEO

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

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The Jefferson County Local Development Corporation will hold a Board Meeting on **Thursday, May 3, 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: Lyle Eaton  
Joseph Russell, Esq.  
Media

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**BOARD MEETING AGENDA**

**Thursday, May 3, 2018 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of April 5, 2018**
- V. Treasurer's Report for April 30, 2018**
- VI. Committee Reports**
- VII. Council Reports**
  - a. Manufacturing**
  - b. Marketing**
  - c. Jefferson County Agricultural Development**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
April 5, 2018**

The Jefferson County Local Development Corporation held a board meeting on Thursday, April 5, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** David Converse, Chair, John Jennings, Robert E. Aliasso, Jr., Lisa L’Huillier, Donald DiMonda, Kent Burto, W. Edward Walldroff, Gregory Gardner, Paul Warneck

**Also Present:** David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Joseph Russell, Esq., Mark, Arbon, Esq., Brian Sinsabaugh, Esq., Ted Cordes, Michael Lambert, and Marcus Wolf from the Watertown Daily Times

**Excused:** William Johnson, Richard Duvall

**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 March 1, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Burto. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Aliasso reviewed the financials for the period ending March 31, 2018. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Jennings. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**

**Manufacturing**

Mr. Zembiec said that the committee met last week and discussed program ideas for the coming year. Over 200 have attended this year’s safety training program so far.

**Marketing**

Mr. Weir said that he and Mr. Zembiec met with Mr. Gardner regarding preparation for the strategic plan.

**Ag**

In Mr. Matteson’s absence, Mr. Zembiec reported that the Ag Annual Conference held recently was well attended, with 123 people attending the lunch time keynote presentation, and said that we received great feedback. He added that Mr. Matteson did a great job organizing the event.

Jefferson County Local Development Corporation  
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**VIII. Unfinished Business:**

1. **Strategic Planning** – Mr. Gardner said that he met with Mr. Zembiec and Mr. Weir to start the strategic planning process. He distributed his draft document titled *JCLDC Economic History, Support for Strategic Thinking*. He said the draft analysis shows what has happened over the last 20 years. The focus of the document will include the following: Employment, Agriculture, Manufacturing, Tourism, and whatever else board members would like to see. He asked board members to review the draft and provide input. Mr. Gardner said that part of the focus will be to see if there are things that we should be doing.

Mr. Jennings asked if we should look at population. Mr. Gardner said that we can. Mr. Gardner said that Ag is a difficult thing to get a handle on. Mr. Walldroff suggested Mr. Gardner speak with Mr. Matteson since he may be able to provide the numbers and information that he is trying to identify.

To recap, Mr. Converse said that we are looking at what we have done that has worked, how things have changed and possibly identify what kind of industry we want to reach out to. Mr. Gardner said that he has looked at the relevant industries so far. Mr. Zembiec noted that food processing has been our focus lately because of our agricultural production and our abundant water.

Mr. Walldroff asked about the timeline. Mr. Gardner said he is aiming for June or July so Mr. Alexander can be involved.

**IX. Counsel:** None.

**X. New Business:** None.

**XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. DiMonda, seconded by Mr. Warneck. All in favor. The meeting adjourned at 8:36 a.m.