

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

Notice of Board Meeting

Date: May 24, 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: Donald C. Alexander, CEO

Re: Notice of Board of Directors' Meeting

The Jefferson County Local Development Corporation will hold a Board Meeting on **Thursday, June 7, 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 at your earliest convenience.

pss

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

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BOARD MEETING AGENDA

Thursday, June 7, 2018 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of May 3, 2018**
- V. Treasurer's Report for May 31, 2018**
- VI. Committee Reports**
 - a. Finance Committee**
 - i. 2018-2019 Proposed Budget**
- VII. Council Reports**
 - a. Manufacturing**
 - b. Marketing**
 - c. Jefferson County Agricultural Development**
- VIII. Unfinished Business**
 - 1. Strategic Planning**
- IX. Counsel**
- X. New Business**
 - 1. Consider Real Property Acquisition Guidelines**
 - 2. Consider Extension of Credit to Board Members and Officers**
- XI. Adjournment**

DRAFT

**Jefferson County Local Development Corporation
Board Meeting Minutes
May 3, 2018**

The Jefferson County Local Development Corporation held a board meeting on Thursday, May 3, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Also Present: Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson, and Marcus Wolf from the Watertown Daily Times

Excused: Robert E. Aliasso, Jr., Kent Burto

Absent: Donald DiMonda

- 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 April 5, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Gardner, seconded by Mr. Jennings. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Eaton reviewed the financials for the period ending April 30, 2018. He reviewed notes provided by Treasurer Aliasso. A motion was made by Ms. L'Huillier to accept the financial report as presented, seconded by Mr. Gardner. All in favor. Carried.
- VI. **Committee Reports:** None.
- VII. **Council Reports:**

Manufacturing

Mr. Zembiec said that the council will meet this month and will discuss workforce programs for manufacturers.

Marketing

No report.

Ag

- Mr. Matteson said that he will be moderating a program with Senator Ritchie today at Old McDonald's Farm.
- Mr. Matteson passed around the Northeast Dairy Magazine displaying our current ad. He said that the magazine is distributed to a very targeted audience and he is considering expanding the ad in size and/or placing a second ad for better coverage.

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- Agri Tourism – Mr. Matteson said that he is working with the Thousand Islands Tourism Council and Cornell Cooperative Extension on revising the Ag Tour. Enrollment forms will be sent out soon.
- Workforce – Mr. Matteson said that he is working with the Workplace on employment resource networks in order to hire success coaches, document turnover, and improve satisfaction.
- Ag Park – Mr. Matteson continues to work with Lundy Development and with a local business that is interested in locating in the Park. The feasibility study should be complete by June.
- Dairy Parade – Mr. Matteson said that the parade is scheduled for Friday, June 1, 2018. The parade will start at 7 p.m. at Watertown High School and end at the Dulles State Office Building.

VIII. Unfinished Business:

Strategic Plan – Mr. Gardner said that he continues to follow up with feedback he received from last month’s meeting. He mentioned how hard it is to gather data on farms, but indicated that he will keep at it.

Mr. Converse asked about a target date to discuss findings/plan with board members. Mr. Gardner said July or August. Mr. Alexander suggested holding a session at the Rift Camp. Mr. Converse asked staff to arrange it during August.

IX. Counsel: None.

X. New Business: None.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Johnson, seconded by Mr. Warneck. All in favor. The meeting adjourned at 8:17 a.m.