

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: June 28, 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, July 12, 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, July 12, 2018 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of June 7, 2018**
- V. Treasurer's Report for June 30, 2018**
- VI. Committee Reports**
 - a. Loan Review**
 - i. Resolution Number 07.12.2018.01 for Jay Canzonier d/b/a North Branch Farms**
- VII. Council Reports**
 - a. Manufacturing**
 - b. Marketing**
 - c. Jefferson County Agricultural Development**
- VIII. Unfinished Business**
 - 1. Revised 2018-2019 Budget**
 - 2. Strategic Planning**
- IX. Counsel**
- X. New Business**
 - 1. Consider Resolution Number 07.12.2018.02 to adopt Records Retention and Disposition Schedule MI-1**
 - 2. Consider Resolution Number 07.12.2018.03 to appoint Records Management Officer**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
June 7, 2018**

The Jefferson County Local Development Corporation held a board meeting on Thursday, June 7, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Chair, John Jennings, W. Edward Walldroff, Gregory Gardner, Paul Warneck, William Johnson, Robert E. Aliasso, Jr., Donald DiMonda, Lisa L’Huillier (arrived at 8:11 a.m.)

Also Present: Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson, Joseph Russell, Esq., Francis Tom Iorizzo, Daniel Samann (CEO/General Counsel for Car-Freshner Corporation) arrived at 8:42 a.m., and Marcus Wolf from the Watertown Daily Times (arrived at 8:09 a.m.)

Excused: Kent Burto, 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.

July Board Meeting – Mr. Converse asked if July 5 works for everyone or suggested pushing the meeting into the next week. Board Members agreed to hold the meeting on Thursday, July 12, 2018.
- IV. **Minutes:** Minutes of the regular meeting held May 3, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Gardner. All in favor, except for Mr. Aliasso because he was not in attendance. Carried.
- V. **Treasurer’s Report:** Mr. Aliasso reviewed the financials for the period ending May 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:**
 - a. **Finance Committee**
 - i. **2018-2019 Proposed Budget** – Mr. Jennings said that the Finance Committee met on May 29, 2018 to review the proposed budget; no changes were made. After review and discussion, a motion was made by Mr. Jennings to approve the budget as presented, seconded by Mr. Warneck. All in favor. Carried.

VII. Council Reports:

Manufacturing

Mr. Zembiec announced that we received notice that the JCLDC has been awarded a \$14,853 grant for safety training for the upcoming year. The Manufacturing Committee will meet later in the month.

Marketing

Mr. Weir showed the board some website updates he has been working on. He mentioned the recent NYS EDC meeting that he and Mr. Zembiec attended in Cooperstown. He shared a video that won an award and said that he would like to make something similar for Jefferson County.

Ag

Dairy Parade – Mr. Matteson said that he just wrapped up the Dairy Parade. Mr. Alexander said that the parade was outstanding and complimented Mr. Matteson for his organizational skills preparing for the parade. Mr. Matteson said that the parade acts as ‘the sizzle’ to promote our dairy industry and said that the parade was well attended.

Ag Workforce Development – Mr. Matteson said that he continues to work on Ag workforce development and said that he is meeting with resource networks.

Ag Park – Mr. Matteson said the process is moving along slowly. He anticipates having the feasibility study results sometime during this month and will share them at that point.

Mr. Matteson said that he continues to work on dairy processing leads.

VIII. Unfinished Business:

Strategic Planning – Mr. Gardner said that he will distribute materials prior to the August 2nd strategic planning session that will be held at the Rift Camp.

IX. Counsel: None.

X. New Business:

1. **Real Property Acquisition Guidelines** – After review and a brief discussion, a motion was made by Mr. Warneck to approve the guidelines as presented, seconded by Mr. Aliasso. All in favor. Carried.
2. **Extension of Credit to Board Members and Officers** – A motion was made by Mr. Aliasso to approve the policy as presented, seconded by Mr. Johnson. All in favor. Carried.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Warneck. All in favor. The meeting adjourned at 8:46 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.01**

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE LOAN TO
JAY CANZONIER D/B/A NORTH BRANCH FARMS**

WHEREAS, Under the original terms of the loan documents, the interest only payments addressed in the demand note expired June 1, 2018, and

WHEREAS, the Borrower has requested an extension on the interest only payments from June 1 – December 1, 2018, and

WHEREAS, Staff recommends the 7-month extension of this note, under the same terms and conditions, and

WHEREAS, on June 26, 2018 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 request and that all other terms and conditions of the original loan commitment 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
Chief Executive Officer

DRAFT

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.02**

**RESOLUTION TO ADOPT RECORDS RETENTION AND DISPOSITION SCHEDULE
MI-1**

RESOLVED, By the Board of Directors of the Jefferson County Local Development Corporation that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

David J. Converse
Chairman

DRAFT

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.03**

RESOLUTION TO APPOINT RECORDS MANAGEMENT OFFICER

RESOLVED, By the Board of Directors of the Jefferson County Local Development Corporation that Peggy Sampson is appointed as the Records Management Officer.

David J. Converse
Chairman