

Notice of Board Meeting

Date: February 20, 2020

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: Notice of Board of Directors' Meeting

The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, March 5, 2020 at 8:00 a.m.** in the board room at 146 Arsenal Street, 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

BOARD MEETING AGENDA
146 Arsenal Street Board Room, Watertown, NY
Thursday, March 5, 2020 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of February 6, 2020**
- V. Treasurer's Report for February 29, 2020**
- VI. Committee Reports**
 - a. Alternative Energy Committee**
 - b. Building and Grounds Committee**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
 - 1. Status of NYS REDI and Business Resiliency Program**
 - 2. Archive Room Project**
- IX. Counsel**
- X. New Business**
 - 1. Consider Resolution Number 03.05.2020.01 for LCO Destiny LLC**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
February 6, 2020**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, February 6, 2020 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Also Present: Joseph Russell, Esq.

Staff Present: Donald Alexander, Lyle Eaton, Peggy Sampson, Jay Matteson, Marshall Weir

Excused: William Johnson

Absent: Richard Duvall

- 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 January 9, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Jennings. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending January 31, 2020. 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:**
 - a. **Alternative Energy Committee** – Mr. Alexander indicated that the OYA project is getting ready to close within the next week. Attorney Russell said that they recently recorded their lease agreements.
 - b. **Building and Grounds Committee** – Mr. Burto said the committee met a few weeks ago and tasked Mr. Alexander to get a value on the left-over space that will remain with the IDA. Mr. Burto said that Mr. Alexander has been unable to meet with Mr. Hagemann regarding such space.

Mr. Alexander said that he met with the IDA architects and the YMCA architects yesterday. He said that we will hold next month's board meeting at the arsenal street building. He said that he had a furniture expert evaluate existing inventory to establish a value since community groups are inquiring about left-over furniture.

Mr. Alexander reported that the draft letter to the state agencies is ready to go but indicated that we need the updated appraisal to send with it. He said that he has reached out to Don Coon to try to speed up the process but does not know when it will be completed.

VII. Council Reports:

- a. **Ag** – Mr. Matteson said a new website (agricultureevents.com) has been created and will be available for ag related events around the county. He said the dairy video is complete and has been sent out for viewing. He reported that he has reached his \$10,000 fundraising goal for the March Ag Conference and indicated that the last farmers luncheon will be held on February 14th and will focus on solar development on farmland.
- b. **Manufacturing** – Mr. Zembiec emailed his report to the board.
- c. **Marketing** – Mr. Weir said that he and Mr. Zembiec recently attended the NYS EDC conference in Albany where much of the focus was on workforce. He mentioned working with a new Canadian consultant that is currently working with four leads. Mr. Weir said that he plans to update advertising to include our loan programs and the services we provide.

Mr. Matteson left the meeting.

VIII. Unfinished Business:

1. **Status of NYS REDI and Business Resiliency Program** – Mr. Alexander said that he has had several meetings regarding the program including one with municipalities. He said that there are three projects that were submitted to ESD that he knows of. He said that we have our loan program and the IDA has the lease leaseback available to the applicants to use as the 5% local match. He indicated that Mr. Eaton will complete as much work in-house as he can on these projects to help reduce fees.

Ms. Powers asked who will be auditing for the 5% local match. Mr. Alexander did not have a good answer yet. She said she wonders if the applicant will need a second approval from ESD if they didn't know when submitting the initial application regarding the match.

Mr. Warneck wondered if the State is going to provide us a list of Jefferson County projects that were submitted so we can contact them regarding our programs.

2. **Archive Room Project** – Ms. Sampson reported that construction of the room is 95% complete. She said that the mini split is being installed next week and that the shelving has been ordered and will be installed later this month.
3. **Document Scanning** – Ms. Sampson said the upgraded copier has a keyboard and document scanner. She indicated that she has begun digitizing project files.
4. **Comptroller Audit** – Mr. Alexander said the audit is ongoing due to interruptions. He said there will be a meeting with staff within the next two weeks which will give staff a chance to respond if necessary, before the report goes to Syracuse and Albany for the final report.

IX. Counsel: None.

**Jefferson County Local Development Corporation
Board Meeting Minutes
February 6, 2020**

DRAFT

- X. **New Business:** None.

- XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 9:05 a.m.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Five Month Period Ending February 29, 2020
 Prepared by Lyle Eaton, February 26, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 600,377.00	250,157.05	\$ 50,031.41	50,031.41	350,219.95
JC Grant Marketing	275,400.00	114,750.00	22,950.00	22,950.00	160,650.00
JC Grant Ag Program	138,720.00	57,800.00	11,560.00	11,560.00	80,920.00
RLF Interest Income	45,000.00	11,782.76	2,109.82	2,897.23	33,217.24
Grant Income NYS	0.00	21,509.07	0.00	21,269.07	(21,509.07)
Interest Income	4,200.00	1,404.07	0.00	359.85	2,795.93
N. Grid Statebook Grant	0.00	1,800.00	1,800.00	0.00	(1,800.00)
Grant Income NYS-HAB	14,102.00	2,802.00	0.00	0.00	11,300.00
Miscellaneous Income	500.00	14,405.45	2,594.87	3,176.54	(13,905.45)
AG Conference	5,000.00	8,650.00	4,150.00	5,500.00	(3,650.00)
Misc Income AG Program	0.00	560.00	300.00	260.00	(560.00)
Total Revenues	1,083,299.00	485,620.40	95,496.10	118,004.10	597,678.60
Expenses					
Salaries	538,205.00	215,154.41	43,408.44	43,398.44	323,050.59
Benefits	219,819.00	84,117.09	16,747.24	18,439.26	135,701.91
Operations					
Marketing Program	360,744.00	44,749.59	957.00	8,647.00	315,994.41
AG Program	191,822.00	74,841.04	17,160.81	14,987.93	116,980.96
Office Expense	10,000.00	7,485.11	280.02	707.07	2,514.89
Payroll Processing	1,800.00	733.48	120.29	152.20	1,066.52
Office Rent	17,600.00	7,299.35	1,618.39	1,420.24	10,300.65
Project Loan Rent	55,943.00	23,309.35	4,661.87	4,661.87	32,633.65
Office Cleaning	12,000.00	4,183.14	97.68	1,857.73	7,816.86
Telephone	6,000.00	2,248.38	229.94	521.14	3,751.62
Equipment Rental	3,400.00	1,530.38	287.48	287.48	1,869.62
Equipment Maintenance	5,500.00	2,251.80	0.00	0.00	3,248.20
System Maintenance	3,600.00	1,072.25	214.45	214.45	2,527.75
Electric Service	3,600.00	942.24	0.00	296.20	2,657.76
Gas Service	3,200.00	1,015.98	0.00	305.82	2,184.02
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Manufacturers Comm. Expense	500.00	0.00	0.00	0.00	500.00
Workforce Development	2,500.00	5,060.00	0.00	0.00	(2,560.00)
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
Gravel/Promotion/Meals	6,000.00	1,101.54	0.00	361.47	4,898.46
Staff Training & Seminars	3,000.00	1,320.00	0.00	225.00	1,680.00
Depreciation Distillery Equip.	14,143.00	5,892.85	1,178.57	1,178.57	8,250.15
Depreciation F&F	8,518.00	3,549.25	709.85	709.85	4,968.75
Dues & Publications	5,000.00	6,416.00	0.00	2,500.00	(1,416.00)
Commercial Insurance	800.00	0.00	0.00	0.00	800.00
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	6,000.00	5,900.00	0.00	0.00	100.00
Fees Expense	300.00	275.00	0.00	275.00	25.00
Grant Expense NYS-HAB	0.00	2,800.00	0.00	0.00	(2,800.00)
Reallocated Program Expenses	(431,199.00)	(89,321.00)	(13,103.80)	(13,185.95)	(341,878.00)
Miscellaneous - Unrestricted	300.00	0.00	0.00	0.00	300.00
Total Operations	1,069,197.00	413,927.23	74,568.23	87,960.77	655,269.77
Total Revenue	1,083,299.00	485,620.40	95,496.10	118,004.10	597,678.60
Total Expenses	1,069,197.00	413,927.23	74,568.23	87,960.77	655,269.77
Net Income Over Expenditures	\$ 14,102.00	71,693.17	\$ 20,927.87	30,043.33	(57,591.17)

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**AG Program Expense Statement for the Five Month Period Ending February 29, 2020**

Prepared by Lyle Eaton, February 26, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	125.00	\$ 125.00	0.00	4,875.00
AG Office Expense	1,000.00	389.42	0.00	0.00	610.58
AG Advertising	4,000.00	3,349.91	3,349.91	0.00	650.09
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	242.00	0.00	0.00	158.00
AG Business Attraction	3,500.00	25.00	0.00	25.00	3,475.00
AG Subscriptions	200.00	727.00	0.00	727.00	(527.00)
AG Travel/Meals/Lodging	4,000.00	778.32	0.00	37.29	3,221.68
AG Web Site Development	2,000.00	114.74	19.95	0.00	1,885.26
AG Misc Program Expenses	1,000.00	64.17	0.00	0.00	935.83
AG Development	0.00	1,492.69	480.00	1,012.69	(1,492.69)
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	87,203.00	36,535.29	6,642.78	6,642.78	50,667.71
FICA Overhead	5,232.00	2,139.94	389.08	389.08	3,092.06
Medicare Overhead	1,221.00	500.50	91.00	91.00	720.50
Health/Dental Ins Overhead	27,221.00	9,415.93	2,314.72	2,314.72	17,805.07
Retirement Overhead	7,848.00	2,192.08	398.56	398.56	5,655.92
Indirect Labor Allocation	35,391.00	14,746.35	2,949.27	2,949.27	20,644.65
Non Labor Allocated Overhead	4,806.00	2,002.70	400.54	400.54	2,803.30
Total Operations	191,822.00	74,841.04	17,160.81	14,987.93	116,980.96

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Five Month Period Ending February 29, 2020**

Prepared by Lyle Eaton, February 26, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 41,600.00	14,842.90	\$ 557.00	2,182.00	26,757.10
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Euro Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	3,000.00	0.00	0.00	0.00	3,000.00
Seminars Workshops Publicatio	2,000.00	315.00	0.00	315.00	1,685.00
Travel/Meals/Promotion	3,000.00	293.14	0.00	0.00	2,706.86
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	5,000.00	1,135.00	150.00	150.00	3,865.00
Events Sponsorship	10,250.00	1,250.00	250.00	1,000.00	9,000.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	5,000.00	0.00	5,000.00	0.00
Mkt Misc Expense	250.00	43.19	0.00	0.00	206.81
Allocated Overhead	262,444.00	21,870.36	0.00	0.00	240,573.64
Total Operations	360,744.00	44,749.59	957.00	8,647.00	315,994.41

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Manuf. & Business Support Expense Statement for the Five Month Period Ending February 29, 2020
 Prepared by Lyle Eaton, February 26, 2020 UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Business Support	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
Manufacturers Comm. Expense	500.00	0.00	0.00	0.00	500.00
Workforce Development	2,500.00	5,060.00	0.00	0.00	(2,560.00)
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
Total Operations	22,102.00	5,060.00	0.00	0.00	17,042.00

Jefferson County Local Development Corp
Balance Sheet
February 29, 2020

ASSETS

Current Assets		
General Checking	\$	29,766.76
Savings Account		1,118,696.71
CDF Savings		69,360.00
RLF Savings		1,635,657.27
Grants Receivable - HAB		2,800.00
RLF Loans Receivable		603,851.96
N Grid Mkt Grant European		12,500.00
Miscellaneous Recievable		7,500.00
Prepaid Expense		3,867.16
		3,483,999.86
Total Current Assets		
		3,483,999.86
Property and Equipment		
Depreciation Distillery		(86,035.61)
Accumulated Depreciation		(44,443.30)
		(130,478.91)
Total Property and Equipment		
		(130,478.91)
Other Assets		
Distillery Equipment		99,000.00
Furniture & Fixtures		70,387.89
WIP Record Storage		27,489.79
		196,877.68
Total Other Assets		
		196,877.68
Total Assets		
	\$	3,550,398.63

LIABILITIES AND CAPITAL

Current Liabilities		
Withheld United Way	\$	(3.00)
Deferred Income Records		19,504.93
JC Grant-Marketing		160,650.00
JC Grant Agriculture Program		46,240.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		239,491.93
Total Current Liabilities		
		239,491.93
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
		239,491.93
Capital		
General Fund Bal - Unrestrict.		3,239,213.53
Net Income		71,693.17
		3,310,906.70
Total Capital		
		3,310,906.70
Total Liabilities & Capital		
	\$	3,550,398.63

Jefferson County Local Development Corp

Receivables

As of February 29, 2020

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	50,844.34	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CURRENT APPS	187,500.00	133,790.28	12/14/11	1/1/2032	5% 240 Months	Current	1,237.42
LCO DESTINY, LLC	600,000.00	99,813.65	9/29/15	10/1/2020	5%, 60 Months	1 Month	11,322.74
LODGE AT IVES	139,606.89	121,762.38	5/1/17	4/1/2022	5%, 60 Months	Current	1,104.00
NATIONAL GRID-EURO		7,000.00					Grant
WICLDC	200,000.00	123,176.69	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	75,144.58	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		611,531.92					

**Jefferson County Local Development Corp
Aged Receivables
As of Feb 29, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	50,844.34
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARM		50,844.34
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	133,110.32
CURRENT CURRENT APPLICATIONS		133,110.32
LCO LCO DESTINY, LLC	2013	99,813.65
LCO LCO DESTINY, LLC		99,813.65
LODGE THE LODGE AT IVES HILL	1914	121,762.38
LODGE THE LODGE AT IVES HILL		121,762.38
WIC WICLDC	1907 RLF LOAN	123,176.69 75,144.58
WIC WICLDC		198,321.27
Report Total		603,851.96

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Feb 1, 2020 to Feb 29, 2020

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
2/5/20	125001 100001	7198	Invoice: 2214 JEFF COUNTY IDA	50,031.41	50,031.41
2/5/20	125001 100001	083163	Invoice: 2215 AMERICAN DAIRY ASSOCIATION	1,000.00	1,000.00
2/5/20	125001 100001	2211	Invoice: 2211 DON ALEXANDER	19.42	19.42
2/20/20	122025 407501 112501	2929	Invoice: 11-30-11 LDCRLF 2/20 INTEREST CURRENT APPLICATIONS	1,237.42	679.96 557.46
2/20/20	122025 407501 112501	2925	Invoice: 1914 2/20 INTEREST THE LODGE AT IVES HILL	1,104.00	596.64 507.36
2/20/20	122025 407501 112501	2924	Invoice: 1914 1/20 INTEREST THE LODGE AT IVES HILL	1,104.00	594.16 509.84
2/20/20	122025 407501 112501	2918	Invoice: 1907 2/20 INTEREST WICLDC	1,109.20	797.76 311.44
2/20/20	122025 407501 112501	154891	Invoice: RLF LOAN 1/20 INTEREST WICLDC	1,784.29	1,560.57 223.72
2/20/20	415103 100001	7001729732	STATEBOOK GRANT REIMBURSEMENT National Grid	1,800.00	1,800.00
2/20/20	125001 100001	10470	Invoice: 2220 ENSAVE, INC	100.00	100.00
2/20/20	125001 100001	12142	Invoice: 2217 CONVERSE LABORATORIES, INC	500.00	500.00
2/20/20	125001 100001	2478	Invoice: 2218 JEFFERSON COUNTY FARM BUREAU	250.00	250.00
2/20/20	125001 100001	74229	Invoice: 2216 DANC	1,500.00	1,500.00
2/20/20	125001 100001	7011	Invoice: 2213 DON ALEXANDER	10.00	10.00
2/20/20	125001 100001	7203	Invoice: 2212 JEFF COUNTY IDA	1,291.80	1,291.80
2/20/20	425004 100001	CASH AND CHEC	FARMERS LUNCHEON PROCEEDS JCLDC	300.00	300.00
2/27/20	125001 100001	700173057	Invoice: 2205 NATIONAL GRID	500.00	500.00
2/27/20	125001 100001	10046064	Invoice: 2219 COMMUNITY BANK NA	300.00	300.00

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Feb 1, 2020 to Feb 29, 2020

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

<u>Date</u>	<u>Account ID</u>	<u>Transaction Ref</u>	<u>Line Description</u>	<u>Debit Amnt</u>	<u>Credit Amnt</u>
2/27/20	125001 100001	1002	Invoice: 2222 TI AG PARK, LLC	500.00	500.00
2/27/20	260201 101501	52892	1/1/20-7/1/20 AG SUBSIDY FROM JEFFERSON COUNTY JEFFERSON COUNTY TREASURER	69,360.00	69,360.00
2/27/20	125001 100001	7214	Invoice: 2221 JEFF COUNTY IDA	1,303.07	1,303.07
				135,104.61	135,104.61

Jefferson County Local Development Corp
Check Register
For the Period From Feb 1, 2020 to Feb 29, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4909	2/1/20	CINTAS	100001	46.84
4910	2/1/20	EXCELLUS BC/BS	100001	11,044.44
4911	2/1/20	NNY ONLINE	100001	214.45
4912	2/1/20	NORTHERN TIER C	100001	21,269.07
4913	2/1/20	SPECTRUM BUSINE	100001	240.13
4914	2/1/20	GWNC CHAMBER O	100001	1,000.00
4915	2/1/20	WB MASON CO INC.	100001	156.86
4916	2/1/20	WICLDC	100001	1,618.39
4917	2/1/20	WATERTOWN LOC	100001	4,661.87
4918	2/1/20	EXCELLUS BC/BS	100001	597.10
4919	2/1/20	EXCELLUS BC/BS	100001	773.74
4920	2/6/20	BLUE MOUNTAIN S	100001	37.75
4921	2/6/20	THE HARTFORD	100001	325.10
4922	2/6/20	HENDERSON PRINT	100001	545.00
4923	2/6/20	KEY BANK	100001	2,362.35
4924	2/6/20	NATIONAL GRID	100001	602.02
4925	2/6/20	PROSHRED	100001	20.95
4926	2/6/20	RBC WEALTH MAN	100001	2,913.37
4927	2/6/20	STATEBOOK INTER	100001	150.00
4928	2/6/20	SYNTELA CONFERE	100001	15.24
4929	2/6/20	UNITED WAY OF NN	100001	134.97
4930	2/6/20	VERIZON WIRELES	100001	302.34
4931	2/6/20	WPBS	100001	557.00
4932	2/27/20	AMERICAN VINYL L	100001	125.00
4933	2/27/20	CINTAS	100001	97.68
4934	2/27/20	JCC FACULTY STU	100001	250.00
4935	2/27/20	JOHNSON NEWSPA	100001	380.00
4936	2/27/20	LIFETIME BENEFIT	100001	98.71
4937	2/27/20	QUALITY PRODUCT	100001	3,127.95
4938	2/27/20	RBC WEALTH MAN	100001	2,913.37
4939	2/27/20	RIVERSIDE MEDIA L	100001	241.91
4940	2/27/20	SAM'S CLUB	100001	40.03

Jefferson County Local Development Corp
Check Register
For the Period From Feb 1, 2020 to Feb 29, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4941	2/27/20	THE SANDWICH BA	100001	480.00
4942	2/27/20	SERVPRO OF JEFF	100001	875.00
4943	2/27/20	SPECTRUM BUSINE	100001	239.99
4944	2/27/20	SPECTRUM REACH	100001	700.00
4945	2/27/20	UNITED WAY OF NN	100001	134.97
4946	2/27/20	WELLS FARGO FIN	100001	287.48
4947	2/27/20	WESTELCOM	100001	214.70
4948	2/27/20	DAVID ZEMBIEC	100001	64.58
Total				<u><u>59,860.35</u></u>

February 20, 2020

JCLDC Storage Vault
800 Starbuck Ave
Building B
Watertown, NY 13619

RE: Substantial Completion Punch List

Present:

Peggy Sampson	JCLDC
Bill Soluri	WICLDC
Tom Richie	Northern Tier Contracting
Pat Fields	PSG Plumbing, Heating & A/C
Brian Krueger	Aubertine & Currier

General:

1. NTC shall provide all close out documents as indicated in the General Conditions section 9.10.2.
2. Aubertine and Currier shall provide AIA Substantial Completion (G704) indicating February 20, 2020 as the date of substantial completion and circulate for authorizing signatures.
3. Keys to newly installed door latch set core have been handed over to JCLDC.
4. NTC shall provide a letter on sprinkler system indicating certificate of installation and operation.
5. NTC shall confirm the electrical inspection has been conducted and provide copy of inspection.
6. An operating manual for the HVAC equipment has been located above the ceiling over the door of the Storage Room.

Construction:

1. Remove handprint marks on East and West walls.
2. Remove small marks on/above wall base at northeast corner and southeast corner.
3. Patch and match drywall/paint at Northeast corner.
4. Install silencers on door frame.

The above is considered to be an accurate summary of the discussions and decisions of the meeting held Thursday, February 20th, 2020 at 2:30 pm. Any exceptions to the above must be submitted in writing within seven (7) days after the receipt of these minutes.

Sincerely,

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC



Brian Krueger
Registered Architect



**AUBERTINE
and
CURRIER**
ARCHITECTS, ENGINEERS
& LAND SURVEYORS, PLLC

NYS WBE/DBE Certified
SBA Woman Owned
Small Business (WOSB)

aubertinecurrier.com

522 Bradley Street
Watertown, New York 13601

Phone: 315.782.2005
Fax: 315.782.1472

Managing Partner
Annette M. Mason, P.E.
Structural Engineer

Partners
Brian A. Jones, AIA.,
LEED AP BD+C
Architect

Matthew R. Morgia, P.E.
Civil Engineer

Jayson J. Jones, P.L.S.
Land Surveyor

DRAFT

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 03.05.2020.01**

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE LOAN FOR
LCO DESTINY, LLC**

WHEREAS, a request from Lisa Weber to release our lien on the Northwest Mutual Life Insurance Policy #16819505 to be replaced by Jackson National Life Insurance Company Policy #VIRE018946 as collateral for the outstanding loan with a balance due of \$99,813.65, and

WHEREAS, this request will be contingent upon receipt of the new policy and review by staff, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the request for the modification and that all other terms and conditions of the original loan 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.

David Converse
Chairman

Jefferson County Local Development Corporation
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315) 782-5865

2019-2020 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Aliasso, Robert	P	P	P	P	P							
Burto, Kent	P	P	P	P	P							
Converse, David	P	P	P	P	P							
Duvall, Richard	P	A	A	E	A							
Gardner, Gregory	E	E	P	P	P							
Jennings, John	P	P	P	P	P							
Johnson, William	E	P	P	P	E							
L'Huillier, Lisa	P	P	P	P	P							
Powers, Christine	P	E	P	P	P							
Walldroff, W. Edward	P	P	P	P	P							
Warneck, Paul	P	P	P	P	P							
Totals:	9	8	8	10	9							
P - Present												
E - Excused												
A - Absent												