

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 9, 2020**

The Jefferson County Local Development Corporation held their board meeting on Thursday, January 9, 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 LøHuillier, W. Edward Walldroff, William Johnson, Christine Powers, Gregory Gardner

Also Present: Joseph Russell, Esq., Marcus Wolf from the Watertown Daily Times (arrived at 8:06 a.m.), Joe Fiori, Nexamp (arrived at 8:23 a.m.), and Erin Bischoff from 7 News (arrived at 8:35 a.m.)

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

Excused: 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 December 5, 2019 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, 2019. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Walldroff. All in favor. Carried.
- VI. Committee Reports:**
 - a. Alternative Energy Committee** – Mr. Johnson said a meeting is scheduled today after the board meeting. Mr. Warneck said that Geronimo has filed an application with PSC for a project to be located in Brownville and Lyme.
 - b. Building and Grounds Committee** – Mr. Burto said that a meeting is scheduled for next week on the 15th. He said that we continue to move forward with the YMCA. Mr. Alexander said that we are continuing discussions with Denise Young and members of the YMCA Board of Directors. He indicated that a meeting is scheduled with them tomorrow. Mr. Alexander noted that the Workforce Investment Board is currently walking the premises at 146 Arsenal Street and are happy with the arrangement of the remaining space that will be located at the corner of the building facing the large parking lot. He said engineering and other costs will need to be discussed. Mr. Alexander said he drafted a letter to the state agencies that Attorney Russell is currently reviewing.

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Mr. Warneck asked if an appraisal will be completed. Mr. Alexander said that Don Coon has agreed to update the appraisal that was completed five years ago.

VII. Council Reports:

- a. **Ag** – Mr. Matteson handed out his report. He highlighted some of the topics such as mapping for solar projects, wine tariffs, and the upcoming Ag Development Conference that will be held on March 20th. He said that he is currently developing the agenda and the sponsorship packet for the event. He noted that “The Farm Babeö (Michelle Miller) will be the keynote speaker.

Guest entered the meeting.

- b. **Manufacturing** – Mr. Zembiec said the safety training workshops are progressing and noted that the next round of grant applications are due January 24th. He noted that his regional council workgroup is focusing on tradable sectors which covers manufacturing.
- c. **Marketing** – Mr. Weir reported that the live streaming is working well, and he feels that the audio has improved. He reported that the video needs two approvals before it is complete. He said that Annual Report was completed for the PARIS report and will be printed. Mr. Weir mentioned device ID targeting at trade shows which will allow him to send banner ads to a targeted group of people. He said that he will be looking into using LinkedIn soon.

Mr. Gardner asked if we are still using the European consulting company. Mr. Weir said that we used half of the National Grid grant but decided that we will use other consulting companies going forward. He indicated that we had a few leads in year one but not much in year two.

Mr. Matteson left the meeting. Erin Bischoff entered the meeting.

VIII. Unfinished Business:

1. **Summary Results of Confidential Evaluation of Board Performance** – Mr. Walldroff gave board members the opportunity to have a frank discussion if they so choose regarding some of the areas that may be concerning to them. Mr. Aliasso noted some of the sections that may have changed slightly from last year but noted improvement overall. Mr. Converse invited board members to sit down with him and Mr. Alexander if they don’t feel comfortable discussing certain matters at the board meeting. Mr. Walldroff reminded board members that they can always stop by or call staff if they need further information on a particular matter.
2. **Status of NYS REDI and Business Resiliency Program** – Mr. Alexander said that he has had two phone calls with Empire State Development and Molly Reilly from the Governor’s Office regarding this program. He said that the IDA lease leaseback program will satisfy the County’s 5% requirement to qualify. He said our loan program will also be offered.

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Mr. Aliasso said he participated in one of the calls and his take on it was that the 5% matching portion would be on \$200,000 which is the cap and that applications should be submitted with best estimates to receive a placeholder. He said that he will be attending a seminar at the Town of Henderson on January 15th to help answer questions about the IDA programs.

- 3. Archive Room Project** – Ms. Sampson reported that construction on the room started earlier this week. She said that materials and equipment for the room will be ordered and a reimbursement request will be made soon. The project end date is June 30, 2020.
- 4. Comptroller Audit (JCIDA)** – Mr. Alexander said he believes that they have completed their quest for information and indicated that he received a semifinal update yesterday. He said they will meet with staff and go through their findings at which point staff will have an opportunity to talk with them about those findings and their recommendations. At that point, the report will be finalized and sent to Albany for review.

IX. Counsel: None.

X. New Business:

- 1. Form 990 Tax Return Review** – A motion was made by Mr. Warneck to accept the form as presented, seconded by Mr. Aliasso. All in favor. Carried.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Ms. Powers. All in favor. The meeting adjourned at 9:06 a.m.