

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

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 LøHuillier, 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.

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

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**

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.