

Jefferson County Local Development Corporation
Zoom Video Call – Board Meeting Minutes
May 7, 2020

Due to the COVID-19 pandemic, the Jefferson County Local Development Corporation held their board meeting via zoom video call. The meeting was recorded for posting to the website.

I. Call to Order: Chairman Converse called the meeting to order at 8:36 a.m.

II. Roll call for attendance

Board Members – Chairman David Converse, John Jennings, Paul Warneck, Robert E. Aliasso, Jr., W. Edward Walldroff, Lisa L’Huillier, William Johnson, Christine Powers, Kent Burto, Gregory Gardner

Counsel – Joseph Russell, Esq.

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

Media – Erin Bischoff from 7 News and Craig Fox from Watertown Daily Times

III. Minutes: Minutes of the regular meeting held on March 5, 2020, the conference call held on April 2, 2020 and the zoom video call on April 16, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Burto, seconded by Mr. Walldroff. All in favor. Carried.

IV. Treasurer’s Reports: Mr. Aliasso reviewed the financials for the periods ending March 31, 2020 and April 30, 2020. Mr. Aliasso asked Mr. Eaton if any of the loan clients are still paying. Mr. Eaton said only two businesses asked for the three-month payment moratorium (North Branch Farms and LCO Destiny). A motion was made by Mr. Aliasso to accept the financial reports as presented, seconded by Ms. Powers. Roll call vote was taken. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Yea, Mr. Jennings – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, and Ms. Powers – Yea. Carried.

V. Committee Reports:

a. Alternative Energy Committee – Mr. Johnson said the committee met via zoom on Tuesday morning to discuss the list of potential developers and their projects. He said the committee decided to create a checklist of requirements the Agency will need during the application process. Mr. Alexander noted that several applications have been received but indicated that some are not complete and said they are all in various stages. Mr. Johnson said most of the proposed projects are community projects while two of them are commercial projects.

i. Replace committee member – Mr. Converse indicated that John Jennings has replaced Kent Burto on the committee. He thanked Kent for all his time and contributions while on the committee.

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- b. Building and Grounds Committee** – Mr. Alexander provided a brief update. He said that he recently cancelled two contracts related to the building. He said one was for Allied Universal (24-hour security) and Jake’s Lawn Care (lawn and snow removal) which will save the Agency approximately \$13,000 per month. He said that Jerry Countryman remains on the payroll and is working at the building Monday through Friday during the day and is on call during off hours. He said we are doing our best to manage the building during this time.

Attorney Russell noted that he spoke to the YMCA Attorney a month ago and was told that they were preparing the purchase contract. Attorney Russell said that he has not spoken to them since and believes it has been delayed because of the pandemic.

VI. Council Reports:

- a. Jefferson County Agricultural Development** – Mr. Converse said that Mr. Matteson emailed his report to board members. Mr. Matteson mentioned that he has been participating in weekly 10-minute radio reports regarding economic development. He said trends are changing, the milk market is tightening up and there is a concern for the meat supply. He said that the Ag Council is working on creating a vision for what agriculture will look like in 2025 and mentioned the potential USDA meat plant in Jefferson County and the status of that project.
- b. Manufacturing** – Mr. Zembiec said he will be focusing on reopening and helping manufacturers ramp back up. He said that he has been sharing information, tips and guidelines and has been fielding questions. He said that we continue to host weekly inter-agency calls.

Survey – Mr. Gardner said that survey results are now available and show a great deal of optimism. He said that everyone planned to return back to business, and he estimates that we should be back to 80-85% within one year of reopening. He thinks that if we wait to reopen in July then we may lose tourist related businesses. He said that survey participants feel that loans just aren’t helpful and are looking for other things.

Mr. Zembiec said his biggest concern is the tourist industry because of the short season and the window now being even smaller.

Mr. Zembiec said he continues to work with the County Planning Department on the 5-year CEDS plan. He said he hopes the process can start late summer or early fall.

- c. Marketing** – Mr. Weir said he has been supporting Mr. Zembiec and Mr. Matteson and dealing with technology issues in the office. He said advertisements continue to run.

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VII. Unfinished Business:

1. **REDI Grant** – Mr. Aliasso asked if we ever received a list of applicants for the grant that we would be able to reach out to. Mr. Alexander said we have pursued that several times but noted that communications have been disconnected from Molly Reilly from the Governor’s Office over the past few months. He indicated that some applicants are moving ahead and mentioned that the board approved a small loan for David Kay.

Ms. Powers left the meeting at 9:28 a.m.

VIII. Counsel: None.

IX. New Business:

1. **Resolution Number 05.07.2020.01 to increase funds for the COVID-19 Loan Program** – Chairman Converse asked for a motion to discuss. A motion was made by Mr. Warneck, seconded by Mr. Walldroff.

Mr. Eaton provided a list of completed loans and pending loans. Mr. Warneck said that he noticed that one of the applicants missed the threshold of the FICO score. Mr. Eaton said staff will discuss it. Mr. Walldroff said it is a well-designed program and would even recommend \$200,000 for Phase II during restart. Mr. Gardner said he supports the additional \$100,000; but no more than that at this time because there are limits as to what we can do and noted the federal money out there. Mr. Jennings noted that some of the applicants already have Agency loans and wondered if there will be future issues with adding debt. Mr. Eaton said that there is low risk with the terms approved by the board.

After discussion, roll call vote was taken for the resolution as presented. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Yea, Mr. Jennings – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, and Ms. Powers – Absent. Carried.

- X. **Adjournment:** With no further business before the board, a motion was made by Ms. L’Huillier to adjourn the video call, seconded by Mr. Aliasso. All in favor. The video call adjourned at 9:38 a.m.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 05.07.2020.01

WHEREAS, the initial \$200,000 allocation to the COVID-19 Emergency Loan Program fund has already been depleted, and

WHEREAS, due to the volume of new requests, Staff recommends approval of an additional \$100,000 to the fund, and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the recommendation, 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.

By: s/ David J. Converse
David J. Converse
Chairman

Roll Call Vote:

NAME	YEA	NAY
David Converse	X	
W. Edward Walldroff	X	
Robert E. Aliasso, Jr.	X	
Kent Burto	X	
John Jennings	X	
Gregory Gardner	X	
Paul Warneck	X	
William Johnson	X	
Lisa L'Huillier	X	
Christine Powers	Absent	