

**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 LøHuillier (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 ó 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.

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**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 ó 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 a sizzle to promote our dairy industry and said that the parade was well attended.

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

Ag Park ó 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 2<sup>nd</sup> 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.