

**Jefferson County Local Development Corporation
Board Meeting Minutes
July 12, 2018**

The Jefferson County Local Development Corporation held a board meeting on Thursday, July 12, 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., Kent Burto, Lisa L’Huillier

Also Present: Donald Alexander, David Zembiec, Lyle Eaton, Joy Nuffer, Marshall Weir, Jay Matteson, Joseph Russell, Esq., Alyssa Preston (Car-Freshner), and Marcus Wolf from the Watertown Daily Times

Excused: Richard Duvall, Donald DiMonda

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 June 7, 2018 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 June 30, 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. **Loan Review Committee**
 - i. **Resolution Number 07.12.2018.01 for Jay Canzonier d/b/a North Branch Farms** – After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution as presented, seconded by Mr. Johnson. All in favor. Carried.

VII. Council Reports:

Manufacturing

Mr. Zembiec updated the Board on the recent activity relating to the Manufacturing Council, including the Apprenticeship Program, JCC Training and the ways they have been working to tap the Fort Drum workforce.

Marketing

Mr. Weir gave an update on marketing activities, which included the RFP for the Jefferson County marketing video and the renewal of the Euro-Market grant.

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Ag

Mr. Matteson briefly updated the Board on the Ag Council meeting the previous day. He stated that a representative of the Employer Resource Network (ERN) had given a presentation on the company who specializes in improving resource retention through employee support and training. He stated that it would be new to the Agriculture sector, but believes it would be helpful for the farmers to have the support. The meat processing feasibility study has not been shared with Mr. Matteson yet, but he will update the Board as soon as he can.

VIII. Unfinished Business:

- 1. Revised 2018-2019 Budget** – Mr. Eaton said that he is requesting a modification to the recently approved budget because he overstated expenses by \$22,000. He said that the Business Support (PTAC) and HAB Grant numbers were duplication since they are included in the marketing detail. After review and discussion, a motion was made by Mr. Aliasso to approve the revised budget as presented, seconded by Mr. Jennings. All in favor. Carried.
- 2. Strategic Planning** – Mr. Gardner advised the Board that the planning materials had been sent to Mr. Alexander and they would be distributed within the next couple of days. The August 2nd strategic planning session will be held at the Rift Camp.

IX. Counsel: None.

X. New Business:

- 1. Resolution Number 07.12.2018.02 to adopt Records Retention and Disposition Schedule MI-1** – After review and a brief discussion, a motion was made by Mr. Warneck to approve the attached resolution as presented, seconded by Mr. Jennings. All in favor. Carried.
- 2. Resolution Number 07.12.2018.03 to appoint Records Management Officer** – After review and a brief discussion, a motion was made by Ms. L’Huillier to approve the attached resolution as presented, seconded by Mr. Warneck. All in favor. Carried.
- 3. Mr. Alexander Update** – Mr. Alexander and Board members discussed internal communications between the Board of Directors and agency staff. Concerns were expressed on how to keep Board members properly informed on potential projects in a timely manner. It was noted that there is a sensitivity of protecting potential projects until an appropriate time when they can be publicly discussed and how to keep Board members aware of these projects. This will be a topic for further consideration at the upcoming strategic planning session.

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 8:54 a.m.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.01

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE LOAN TO
JAY CANZONIER D/B/A NORTH BRANCH FARMS**

WHEREAS, Under the original terms of the loan documents, the interest only payments addressed in the demand note expired June 1, 2018, and

WHEREAS, the Borrower has requested an extension on the interest only payments from June 1 – December 1, 2018, and


WHEREAS, Staff recommends the 7-month extension of this note, under the same terms and conditions, and

WHEREAS, on June 26, 2018 the Loan Review Committee of the Jefferson County Local Development Corporation reviewed this request and recommended approval to the full Board of Directors, and

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



Donald C. Alexander
Chief Executive Officer

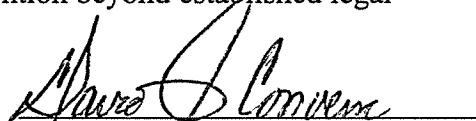
JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.02

**RESOLUTION TO ADOPT RECORDS RETENTION AND DISPOSITION SCHEDULE
MI-1**

RESOLVED, By the Board of Directors of the Jefferson County Local Development Corporation that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.




David J. Converse
Chairman

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.12.2018.03

RESOLUTION TO APPOINT RECORDS MANAGEMENT OFFICER

RESOLVED, By the Board of Directors of the Jefferson County Local Development Corporation that Peggy Sampson is appointed as the Records Management Officer.



David J. Converse
Chairman