

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
November 5, 2020**

The Jefferson County Local Development Corporation held their board meeting on Thursday, November 5, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

**Present:** David Converse, Chair, Paul Warneck, Robert E. Aliasso, Jr., Lisa L’Huillier, William Johnson, Gregory Gardner, Christine Powers, W. Edward Walldroff, Kent Burto

**Zoom:** Robert Aiken (8:19 a.m.)

**Excused:** None

**Absent:** John Jennings

**Also Present:** Joseph Russell, Esq., Calvin McNeely, and Craig Fox from the Watertown Daily Times

**Zoom:** Thomas Iorizzo, Matthew Moses, Esq. (8:29 a.m.), Jennifer Maniette (8:58 a.m.), Mark Storch (8:58 a.m.), Stuart Brown (9:03 a.m.)

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

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:00 a.m.
- II. **Pledge of Allegiance**
- III. **Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- IV. **Minutes:** Minutes of the annual meeting held October 1, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Warneck. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Aliasso reviewed the financials for the period ending October 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. **Audit Committee**
    - i. **Resolution No. 11.05.2020.01 to Engage Auditors for Annual Audit** – Mr. Converse said that the committee met to engage Bowers & Co. A motion was made by Mr. Warneck to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.
  - b. **Personnel Committee**
    - i. **Sick Time (Employee Handbook)** – Mr. Converse said that the Personnel Committee reviewed the Employee Handbook. He said Barclay Damon recommended allowing staff to use up to 49 hours each year; however, he said that the committee felt it was too low. Therefore, Mr. Converse said the Personnel Committee recommends 210 hours or 30 days per year. Mr. Zembiec noted that we can’t cap the hours accrued because we are not a government

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entity; but the board has discretion in how much accrued time an employee can use in a year. Mr. Warneck asked if an employee could request more sick time if needed. Mr. Converse said yes.

A motion was made by Mr. Warneck to approve the Employee Handbook with the recommendation of 210 hours or 30 days of sick leave per year, seconded by Ms. L'Huillier. All in favor. Carried.

- ii. **CEO Appointment** – Chairman Converse said that he has the great privilege of announcing that the Personnel Committee is recommending David J. Zembiec as CEO effective January 1, 2021 until September 30, 2024. A motion was made by Ms. L'Huillier to approve the recommendation, seconded by Ms. Powers. All in favor. Carried.

Mr. Alexander said that he is delighted that the Board chose Mr. Zembiec and congratulated him.

- c. **Alternative Energy Committee** – Mr. Johnson said the committee has not met since the last meeting but noted that there are several interested solar projects that may submit applications soon. Mr. Alexander said that some projects may have already started. Mr. Warneck asked if the but-for is considered if the project is almost complete. Attorney Russell said some of them already knew of the process and noted that the but-for policy is not statutory but a policy of the board that has halted applications in the past.

The Town of Champion correspondence on the handling of the assignment for a solar project was mentioned. Mr. Alexander said that it was run by Attorney Moses for comment. He said that Attorney Moses said that the IDA exercised its appropriate action and no further action is necessary. Mr. Alexander said that he spoke to Keven McAuliffe and he agreed with Attorney Moses, as does Attorney Russell. Mr. Aliasso said that he is of the opinion that it is a Town matter and the IDA should do nothing more.

Mr. Warneck said that his impression is that there was an issue with decommissioning and more information was needed. He thinks that the Energy Committee should have a discussion and come up with requirements now that they have been involved with several projects.

Mr. Aiken joined the meeting.

- d. **Building and Grounds Committee** – Mr. Alexander said that a client has been identified for the remaining space at the Arsenal Street Building; however, the originally allocated space may have to be moved to another location in the building because of construction. He said that an agreement has not been signed yet because there are so many questions with their relationship with the YMCA. Mr. Burto said that moving the location could be less valuable to us in the future. Mr. Alexander said that a leasehold improvement loan may be considered. He said a ground lease with the YMCA is being developed and reviewed by counsel. He said that a COVID visitation policy has been put in place and an MOU has been signed. He said that a meeting with Washington Street Properties will have to be arranged soon to discuss the construction timeframe.

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Mr. Aliasso asked if the transfer with the YMCA will take place this fiscal year. Mr. Alexander said yes and indicated that once Attorney Russell reviews the revisions, the agreement will go to the Building and Grounds Committee and then the full Board for consideration. Attorney Russell believes the closing on the lease will be in a few months and indicated that the YMCA will take care of the carrying costs.

Mr. Alexander said that he and Mr. Zembiec are working on other issues such as the Parking Lot Lease with the City of Watertown.

Mr. Walldroff said that we are going to be in the real estate business now more than ever before and will have to dedicate staff time and keep up with building codes. Mr. Alexander said it is his thought that we will need a building superintendent so we could keep Jerry Countryman around to keep traffic flow under control.

Mr. Warneck asked if there will be building reserves. Attorney Russell said that with the YMCA as the anchor tenant it could be built into the lease.

**VII. New Business:**

1. **Resolution No. 11.05.2020.02 to Adopt Retention and Disposition Schedule LGS-1** – A motion was made by Mr. Aliasso to approve the attached resolution, seconded by Ms. L’Huillier. All in favor. Carried.

**VIII. Council Reports:**

- a. **Ag** – None.
- b. **Manufacturing** – Mr. Zembiec said that a resource list of virtual manufacturing tours was put together and distributed to schools for Manufacturing Day this year.
- c. **Marketing** – Mr. Weir said he continues to work with the website vendor and indicated that the website will be refreshed mid-January. He said there will be another support local.ly video and said that he has been sponsoring more local events lately.

Jennifer Maniette and Mark Storch joined the meeting.

**Presentation:**

**Jennifer Maniette (NYSERDA)** – Ms. Maniette provided a PowerPoint presentation about the new siting process. Her presentation covered NYS goals, talked about storage energy and resources. She said that NYSERDA is the implementor for the ‘Build Ready’ program and is looking to find sites (65 acres or larger) that are underutilized. She said that NYSERDA will assess, secure site control (lease), design project and will take through permitting process and will auction off the full package to developers.

Mr. Zembiec said that the Deforiet site was submitted. Ms. Maniette said that is a site to get excited about, but also said that there are potential issues so an analysis has to be done but indicated that it will continue to be looked at.

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Ms. Maniette left the meeting at 9:53 a.m.

**IX. Unfinished Business:**

- **Clayton Loan Program** – Ms. Powers said that she polled 10 businesses and found that they do not need funding at this time. She asked that the program stay available until Spring. She said that the program is not being advertised and suggested putting it on the website.
- **County Budget** – Mr. Johnson said that the County Budget passed Tuesday night at the same level of funding as last year for all authorized agencies, including the JCLDC.

**X. Counsel:** None.

**XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Ms. L’Huillier. All in favor. The meeting adjourned at 9:56 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 11.05.2020.01**  
**to Engage Auditors for Annual Audit**

**WHEREAS**, the Audit Committee met on October 6, 2020 to meet with Bowers & Company CPAs PLLC, and

**WHEREAS**, Bowers & Company presented an engagement letter to audit the financial statements for the year ended September 30, 2020. The fee will be \$5,800 for the audit and \$350 for the preparation of information returns, and

**WHEREAS**, the Audit Committee recommended approval of the engagement letter, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the recommendation as set forth in this Resolution, 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.



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Donald C. Alexander  
CEO


**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 11.05.2020.02**

**RESOLUTION TO ADOPT RETENTION AND DISPOSITION SCHEDULE LGS-1**

**RESOLVED**, By the Board of Directors of the Jefferson County Local Development Corporation that *Retention and Disposition Schedule for New York Local Government Records*, 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 *Retention and Disposition Schedule for New York Local Government Records* 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.

  
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David J. Converse  
Chairman