

**Jefferson County Local Development Corporation
Board Meeting Minutes
November 7, 2019**

The Jefferson County Local Development Corporation held their board meeting on Thursday, November 7, 2019 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 L'Huillier, W. Edward Walldroff, William Johnson

Also Present: Joseph Russell, Esq., Marcus Wolf from the Watertown Daily Times (arrived at 8:08 a.m.)

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

Excused: Christine Powers, Gregory Gardner

Absent: Richard Duvall

- I. Call to Order:** Mr. Converse called the meeting to order at 8:01 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 October 3, 2019 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 October 31, 2019. Mr. Aliasso asked if we will ever get paid by Acadia Energy or if the board could write it off as in-kind services. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Warneck. All in favor. Carried.
- VI. Committee Reports:**
 - a. Alternative Energy Committee** – Mr. Johnson said October was a busy month for meeting with solar companies. He said that the committee met with Geronimo, Norbut Solar, and Boralex. He also said that he along with Mr. Alexander, and Mr. Walldroff attended the OYA Public Hearing.
 - b. Building and Grounds Committee** – Mr. Burto said that the committee met with the Workforce Investment Board on October 22nd and met with YMCA Officials on October 23rd. He indicated that further discussion is planned for the IDA board meeting later today.
 - c. Audit Committee**
 - i. Resolution Number 11.07.2019.01 to Engage Bowers and Company for the 2018-2019 Audit** – Mr. Jennings said that the committee met on October 10th to meet with Bowers and Company. 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.

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VII. Council Reports:

- a. Manufacturing** – Mr. Zembiec said that over 1,000 students participated in Manufacturing Day and indicated that there were 35 employer participants for the Fort Drum Tour where the employers visited soldiers on base to learn how their skills and training can be transferable to the private sector workplace.
- b. Marketing** – Mr. Weir reported on the following:
 - Video – Mr. Weir shared the draft 34 second video but indicated that edits are still being made.
 - Live Streaming – Mr. Weir said that board meetings will be live-streamed starting next month.
 - Local Government Conference – Mr. Weir said that he is planning a local government conference. Mr. Warneck suggested working with Tug Hill during their local government conference. Mr. Zembiec noted they already have a meeting scheduled with the Tug Hill Commission to discuss that option as well.
- c. Ag** – Mr. Matteson said that he emailed his report to the board yesterday and would answer any questions. There were no questions. He left the meeting at 8:34 a.m.

VIII. Unfinished Business: None.

IX. Counsel: None.

X. New Business:

- 1. Resolution Number 11.07.2019.02 to Write Off Loan for AYDM Associates, LLC** – Mr. Eaton said the write-off is retro-active to September 30, 2019. He said a discussion occurred with Bowers and Company and it was determined that the loan fit the criteria to be written off. He noted that DANC has already filed judgement. Attorney Russell said that we'll have to sue on the guarantee.

After review and discussion, a motion was made by Mr. Aliasso to approve the attached resolution as presented, seconded by Mr. Burto. All in favor. Carried.

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 8:39 a.m.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 11.07.2019.01
to Engage Auditors for Annual Audit

WHEREAS, the Audit Committee met on October 10, 2019 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, 2019. The fee will be \$5,600 for the audit and \$300 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.



Kent Burto, Secretary

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 11.07.2019.02


**RESOLUTION FOR AUTHORIZING A WRITE OFF AND COLLECTION TO THE
COMMUNITY DEVELOPMENT FUND REVOLVING LOAN FUND TO
AYDM ASSOCIATES, LLC**

WHEREAS, Staff recommends approval to write off this account that has a balance due of \$182,603.43, retroactive to September 30, 2019, and will continue to pursue all legal actions and collection efforts, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the request to write off this account and continue collection procedures, 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.



Kent Burto
Secretary