

**Jefferson County Local Development Corporation
Board Meeting Minutes
December 5, 2019**

The Jefferson County Local Development Corporation held their board meeting on Thursday, December 5, 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 LøHuillier, W. Edward Walldroff, William Johnson, Christine Powers, Gregory Gardner

Also Present: Joseph Russell, Esq., Bryan Olson, Liz Bush, Larry Richardson, William Ralston, Marcus Wolf from the Watertown Daily Times (arrived at 8:04 a.m.)

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

Excused: None

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 November 7, 2019 were presented. A motion to approve the minutes as presented was made by Mr. Burto, seconded by Mr. Jennings. All in favor. Carried.
- V. Audit Report for 2018-2019 – Bowers & Company:** Mr. Olson reviewed the audit. He declared a clean unmodified opinion and said it was a very good audit. Ms. Bush said there will be another new change for not-for-profits starting in 2020 regarding revenue recognition; however, she thinks it will have a minimal impact on JCLDC.

A motion was made by Mr. Warneck to accept the audit as presented, seconded by Ms. LøHuillier. All in favor. Carried.

JCIDA Audit Report for 2018-2019 (Bowers & Company) ó Mr. Olson presented a clean unmodified opinion. He said that board members can review the Managementø Discussion and Analysis at their own leisure.

The Internal Controls and Investment Reports were attached as required by the Authority Budget Office/PARIS.

JCCFDC ó Mr. Olson said that the JCCFDC is sitting on cash of approximately \$10,000.

Action to be taken at the IDA board meeting later today.

- a. Form 990 Tax Return Review –** There was no discussion on this item.

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- VI. Treasurer's Report:** A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Ms. Powers. All in favor. Carried.

At 8:27 a.m. Mr. Converse asked for a motion to temporarily adjourn the meeting for the JCIDA to conduct a public hearing. Mr. Warneck made the motion, seconded by Mr. Johnson. All in favor.

At 8:44 a.m. the meeting was reconvened.

VII. Committee Reports:

- a. Alternative Energy Committee** – Mr. Johnson said the committee has been working with several projects. He said that Attorney Russell drafted a PILOT agreement that he shared with OYA and they are agreeable to it. Attorney Russell said that he needs to create three other schedules that he will complete next week so they too can be shared with OYA to see if they agree with them as well.

Mr. Warneck said that a lot of determinations have to be done on larger projects. He wondered if we can coordinate efforts with others that are mapping the same projects. Mr. Zembiec said that he and Mr. Matteson attended a meeting last week with other agencies (NYS Tug Hill Commission, Jefferson County Soil and Water, Jefferson County Planning Department, Cornell Cooperative Extension of Jefferson & Lewis Counties, Development Authority, Lewis County Planning and Lewis County Economic Development) the wide range of interrelated solar issues. He shared that the different mapping efforts were working from the same shared data; but mapping various levels of detail for different uses.

Mr. Gardner left the meeting at 8:58 a.m.

- b. Building and Grounds Committee** – Mr. Burto said that the committee has met with YMCA Officials several times. He said that we presented them with a proposal for 146 Arsenal Street and indicated that further discussion is planned for the IDA board meeting later today.

c. Governance Committee

- i. Summary Results of Confidential Evaluation of Board Performance** – Mr. Walldroff said that the committee met to discuss the summary results. He noted improvement but felt that the board should take some time to discuss further. Mr. Converse said discussions can be held in January. After review and discussion, a motion was made by Mr. Walldroff to accept the findings of the summary results, seconded by Mr. Jennings. All in favor. Carried.

- ii. Lending Policy (Reserve for Bad Debt)** – Mr. Eaton said that the LDC adopted the IDA's policy some time ago but indicated that it doesn't apply to the LDC. He recommended the new language and the committee agreed. A motion was made by Mr. Warneck to revise the Lending Policy as recommended, seconded by Mr. Aliasso. All in favor. Carried.

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VIII. Council Reports:

- a. **Ag** – No report.
- b. **Manufacturing** – Mr. Zembiec said the safety training workshops are progressing. He said there is one scheduled for today at BOCES and noted that there have been approximately 90 to 100 participants so far. He said he is waiting for the next round of grant applications to be announced.
- c. **Marketing** – Mr. Weir reported that today's meeting is being live streamed and will still be available to watch on our website. He reported that he attended a meeting in Albany last week for the REDI grant. He noted that our website is not fully secured after working with our host provider.

IX. Unfinished Business: Mr. Alexander said that the state audit for the JCIDA is ongoing and should be completed before the end of the month. He said that their current focus is on process and monitoring of the active projects.

X. Counsel: None.

XI. New Business:

- 1. **REDI/JCLDC Lake Ontario Business Resiliency Program** – Mr. Alexander drafted program criteria in response to JCBOL Chairman Scott Gray. He said loans would be made from JCLDC while the sales tax exemption would be from the JCIDA using a separate application for each. He said it will be available to small businesses that have been impacted by the flooding this year. Mr. Alexander said that this approach is fraught with danger in his personal opinion because of the qualifications noted in the State's commitment of funds. He noted that applications must be submitted to Empire State Development by January 31, 2020.

Ms. LHuillier left the meeting at 9:20 a.m.

Board Members instructed staff to continue to work on making the program work. Attorney Russell said the IDA can waive the application fee for sales tax exemption projects as long as the business otherwise qualifies for abatement since most are likely to be tourism related, that should not be a problem.

Mr. Aliasso insisted we use our existing programs if the businesses qualify since its already available and has an established process. Board Members agreed.

XII. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Mr. Burto, seconded by Mr. Warneck. All in favor. The meeting adjourned at 9:33 a.m.