

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
December 13, 2018**

The Jefferson County Local Development Corporation held their board meeting on Thursday, December 13, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** David Converse, Chair, John Jennings, W. Edward Walldroff, Paul Warneck, William Johnson, Robert E. Aliasso, Jr., Christine Powers, Gregory Gardner, Lisa LøHuillier, Richard Duvall (arrived at 8:20 a.m.)

**Also Present:** Joseph Russell, Esq., Bryan Olson and Liz Bush from Bowers & Company, Clif Schneider, Kathryn Muschell, Claudia Maurer, John Culkin, Marcus Wolf of the Watertown Daily Times (arrived at 8:05 a.m.), Tim Scee (arrived at 8:09 a.m.), Neil Habig, Briggs McAndrens (arrived at 8:16 a.m.), and David Geurtsen, Esq. (arrived at 8:26 a.m.)

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

**Excused:** Kent Burto

**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 November 1, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Ms. Powers. All in favor. Carried.
- V. Audit Report for 2017-2018 (Bowers & Company):** Mr. Olson presented a clean unmodified opinion. He pointed out a loss of approximately \$495,000 due to the JCIDA Admin. fee being written off.

Ms. Bush handed out information on the Not-for-Profit Accounting Update that will go into effect during the next audit. She said that they have already had a discussion with Mr. Eaton about the updates.

After review and brief discussion, a motion was made by Mr. Warneck to accept the audit as presented, seconded by Mr. Jennings. All in favor. Carried.

JCIDA Audit Report for 2017-2018 (Bowers & Company) ó Mr. Olson presented a clean unmodified opinion. He said that board members can review pages 4-15 which is the Management Discussion and Analysis that was prepared by management at their own leisure. Note 4 on page 28 shows an allowance for bad debt. He said he will talk about it since there is a management letter related to it. For the RLF, he said that in the current year there was a recovery of \$5,600, there was a bad debt adjustment on their end of \$269,000 and the write off of \$196,000 for Carthage Specialty Paperboard.

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JCCFDC ó Mr. Olson said that the JCCFDC is sitting on cash of approximately \$5,800. He said there was a \$166,500 fee related to the Samaritan Bond that was transferred to the IDA. Overall, the JCCFDC had a loss of \$3,500.

The Internal Controls and Investment Reports were attached as required by PARIS.

Mr. Olson said there was one corrected misstatement on page 4 to adjust the RLF allowance to actual as of 9/30/18. The management letter comment and their recommendation is to review year end allowance as of 9/30. He said that the bad debt allowance was taken to the board, but wasn't posted until October 2018 and per the policy it should be posted at year end (9/30). It was noted that there are two areas of allowance ó specific (over and above the policy) and general calculation based on accounts receivable. Action to be taken at IDA board meeting.

**VI. Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending November 30, 2018. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.

**VII. Committee Reports:** None.

**VIII. Council Reports:**

**Manufacturing**

Mr. Zembiec indicated that the council will be hosting a roundtable discussion tomorrow with employers and educators on coding skill needs. He said that they are talking with JCC and the Department of Labor for an apprenticeship program.

**Marketing**

Mr. Weir shared the draft video which is meant to inspire and tell our story of Jefferson County. He said that Fort Drum plans to use the video to help welcome soldiers.

**Ag**

Mr. Matteson updated the board on the following:

- Ag Subcommittee ó Mr. Matteson said that they met at the St. Lawrence Distillery. He said they discussed the direction which will continue to focus on dairy, but will increase work to support local foods.
- BOCES ó Mr. Matteson said that he met with their Ag Subcommittee yesterday regarding the Ag Tour because they are looking to improve their program.
- Lead ó Mr. Matteson said that he recently visited with a company that may look to locate in the Ag Park. They drove by the Ag Park initially before they contacted Mr. Matteson to find out more information.
- Workforce ó Mr. Matteson said that he continues to work on workforce. Schools are calling asking for programs.
- New Farm Bill ó Mr. Matteson said he hasn't had a chance to look at the information.

Mr. Warneck said that he saw on the news about a month ago, a session up in St. Lawrence County around solar installation and the impact on agriculture and wondered if Jay attended.

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Mr. Matteson said that he did not attend due to a conflict. Mr. Warneck suggested inviting Mike Bourcy to an alternative energy committee because they are working on how to preserve agricultural land from being just put into solar farms. Mr. Matteson also suggested adding Bob Somers from Ag & Markets to the meeting as well.

**IX. Unfinished Business:**

- 1. Alternative Energy Committee** – Mr. Alexander said that the original meeting was cancelled due to the weather, but indicated that he will reschedule in the near future. He noted that Mr. Johnson will serve as chair of the committee.

**X. Counsel:** None.

**XI. New Business:**

- 1. Clayton Loan Program** – Mr. Alexander indicated that Clayton will undergo a major infrastructure project, similar to Factory Street in Watertown. He indicated that he met with the Clayton LDC and the Mayor several times to discuss the potential loan assistance program. He said that maximum loan will be \$5,000. He said that the Clayton LDC will receive the applications and make a recommendation to the JCLDC Board of Directors.

Mr. Warneck said that if a request is beyond the \$5,000, then he would expect the Clayton LDC to validate the request to the JCLDC Board of Directors. The consensus was to further consider maximum request on review of criteria at the January meeting.

Ms. Powers, whom is a member of the Clayton LDC Board, said that they have recently embarked on a strategic plan to help them determine how they can sustain themselves. She said that the program is appreciated.

Mr. Gardner left the meeting at 9:04 a.m.

Mr. Warneck made a motion to continue forward with the program, seconded by Mr. Aliasso. All in favor. Chair Converse asked staff to prepare a resolution outlining the criteria and terms that can be considered at the January board meeting.

- XII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Ms. LøHuillier. All in favor. The meeting adjourned at 9:08 a.m.