

## Notice of Board Meeting

**Date:** March 18, 2021

**To:** W. Edward Walldroff  
Robert Aliasso  
Kent Burto  
John Jennings  
Gregory Gardner  
Paul Warneck  
William Johnson  
Lisa L'Huillier  
Christine Powers  
Robert Aiken

**From:** Chairman David Converse

**Re:** Notice of Board of Directors' Meeting

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The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, April 1, 2021 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

**Zoom:**

<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>  
Meeting ID: 843 5525 0468  
Passcode: 011440  
1-929-205-6099 US (New York)

The live stream link will be available at [www.jcida.com](http://www.jcida.com).

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c: David Zembiec, CEO  
Marshall Weir  
Lyle Eaton  
Jay Matteson  
Media

**BOARD MEETING AGENDA**  
**Thursday, April 1, 2021 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – March 4, 2021**
- V. Treasurer’s Report – March 31, 2021**
- VI. Committee Reports**
  - a. Alternative Energy Committee**
  - b. Building and Grounds Committee**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
March 4, 2021**

**DRAFT**

The Jefferson County Local Development Corporation held their board meeting on Thursday, March 4, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY and virtually via zoom.

**Present:** David Converse, Chair, W. Edward Walldroff

**Zoom:** William Johnson, Paul Warneck, Christine Powers, Robert E. Aliasso, Jr., Lisa L'Huillier, Kent Burto, Gregory Gardner, John Jennings, Rob Aiken

**Excused:** None

**Absent:** None

**Also Present-**

**Zoom:** John Pirsos from 7News, Thomas Iorizzo, Matthew Moses, Esq.

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

- 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 regular meeting held February 11, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Ms. Powers. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending February 28, 2021. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:**
  - a. **Alternative Energy Committee** – Mr. Johnson reported that the committee held a joint meeting with the JCIDA Loan Review Committee. He said there was discussion on whether to amend the current UTEP or create a separate UTEP for alternative energy projects. Mr. Converse said that Mr. Zembiec will gather comments from board members and create an outline for members to review.

Mr. Zembiec said the joint committee also discussed and recommended changing the interest rate from 5% to 3% for those seeking financing for the local match for their REDI grants.

Mr. Warneck asked if there will be an acknowledgement and/or certification created that we could use to ask developers to disclose if they have negotiated a host community agreement (HCA) with one or all of the taxing jurisdictions. Mr. Zembiec said he will create the form and add it to the application. Mr. Warneck said it would be nice to have this done before the next round of applications are sent to the joint committee for evaluation. Mr. Warneck said we should make sure all taxing jurisdictions are involved

when an HCA is being discussed. Mr. Aliasso asked if an HCA is a deviation. Mr. Zembiec said yes, if it is part of the PILOT, and that any other than pro-rata distribution of PILOT payments is also a deviation.

- b. **Building and Grounds Committee** – Mr. Burto said that the committee met yesterday. He said that Denise Young from YMCA provided an update to the committee. He said that she talked about replacing the roof completely, which may cost the IDA money to replace their portion over the tenant space. Mr. Zembiec said the agency previously paid for a 10-year warranty extension which will expire 2023. He noted that there was a leak a week ago and repaired under warranty. He said the YMCA is having an infrared survey done next week and we will wait for that to learn the condition of the roof and cost estimates.

Mr. Aliasso asked what is holding up the closing. Mr. Zembiec said he will check, as we should be getting close to the end of the 120-day due diligence period for the YMCA. He noted there was a delay in executing the agreement because of language changes required by the grant provider.

Mr. Warneck asked about the status of the potential tenant. Mr. Zembiec said he is waiting for a response from them and will follow up.

Mr. Jennings said that the YMCA will be replacing windows, resurfacing the façade and is contemplating replacing the roof. He said that the agency will have to make a decision of whether or not to do the same for the remaining space. Mr. Aliasso said there should be some discussion to decide if we should revisit the offer made to purchase our portion. Mr. Walldroff asked if we are going to cover leasehold improvements. Mr. Zembiec said that it is being negotiated. Mr. Aliasso said that we need a commitment because we are spending money. He reiterated that selling outright shouldn't be taken off the table. Mr. Warneck said that we are going to spend substantial funds to match their modifications. Mr. Aliasso asked if the YMCA has considered taking the entire space. It was noted that they didn't want to. Mr. Converse said we should run the numbers and asked if the timeframe is still feasible. Mr. Zembiec said that construction is planned to start July 2021 and end July/August 2022.

## VII. Council Reports:

- a. **Ag** – Mr. Matteson said that there were no new developments but noted that he continues to work on meat processing and with local businesses and farmers due to the demand for local food.
- b. **Manufacturing** – Mr. Zembiec said he is still waiting on final word from the Hazard Abatement Board for funding so we can start planning training sessions.
- c. **Marketing** – Mr. Weir shared a draft of the new website which will go live by the end of next week. He pointed out that it has a cleaner look, the map on the homepage is bigger and has key points.

Jefferson County Local Development Corporation  
Board Meeting Minutes  
March 4, 2021

**DRAFT**

VIII. **Unfinished Business:** None.

IX. **Counsel:** None.

X. **New Business:**

1. **Resolution No. 03.04.2021.01 to authorize application to USDA's Rural Business Development Grant Program to assist in the construction of a software development and sensor manufacturing facility in Jefferson County** – Mr. Zembiec said he is seeking approval to apply for a grant just in case other agencies are unable to. He said the IDA is considering a similar resolution for Convalt today and this resolution is for DigiCollect. A motion was made by Mr. Warneck to approve the attached resolution, seconded by Ms. Powers. All in favor. Carried.

XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Burto, seconded by Mr. Jennings. All in favor. The meeting adjourned at 8:49 a.m.

Respectfully submitted,

*Peggy Sampson*

**Jefferson County Local Development Corporation**

**Resolution Number 03.04.2021.01**

**Authorization to apply for Rural Business Development Grant to Assist  
in the  
Construction of a Software Development and Sensor Manufacturing Facility in  
Jefferson County**

**WHEREAS**, the Jefferson County Local Development Corporation (JCLDC) seeks to support the construction of a facility at 16904 Route 12F, Dexter, NY to house a company engaged in software development and the manufacture of sensor technology; and


**WHEREAS**, that facility would be located in the Town of Hounsfield, NY, a town with a population under 50,000 people and thereby recognized by the United States Department of Agriculture Rural Development as a qualifying rural area; and

**WHEREAS**, the proposed facility would create a significant number of jobs benefiting the town and surrounding rural region; now therefore be it

**RESOLVED**, that the JCLDC apply to the United States Department of Agriculture's Rural Business Development Grant Program for an amount not to exceed \$500,000, and that these funds be used as working capital to develop the project, including professional services, equipment purchases, and/or construction costs; and be it also

**RESOLVED**, that the Chief Executive Officer or his designee take all necessary action on behalf of the Corporation in filing and completing an application for the aforementioned grant and such other actions as he may deem necessary.

This resolution shall take effect immediately.

  
\_\_\_\_\_  
David J. Conyverse, Chairman

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Income Statement for the Six Month Period Ending March 31, 2021**

Prepared by Joy Nuffer, March 24, 2021

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 662,665.00	331,332.48	\$ 55,222.08	55,222.08	331,332.52
JC Grant Marketing	275,400.00	137,700.00	22,950.00	22,950.00	137,700.00
JC Grant Ag Program	138,720.00	69,360.00	11,560.00	23,120.00	69,360.00
RLF Interest Income	30,000.00	14,739.20	3,594.52	1,921.97	15,260.80
Grant Income NYS	0.00	46,963.88	0.00	0.00	(46,963.88)
Interest Income	3,500.00	564.03	0.00	104.77	2,935.97
Late Fee	0.00	7.75	3.25	1.50	(7.75)
Grant Income NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Miscellaneous Income	20,000.00	18,926.34	2,657.23	3,236.26	1,073.66
AG Conference	8,650.00	0.00	0.00	0.00	8,650.00
<b>Total Revenues</b>	<b>1,153,935.00</b>	<b>619,593.68</b>	<b>95,987.08</b>	<b>106,556.58</b>	<b>534,341.32</b>
<b>Expenses</b>					
Salaries	580,168.00	256,712.48	37,409.18	45,154.93	323,455.52
Benefits	242,474.00	101,512.26	14,665.21	14,684.96	140,961.74
<b>Operations</b>					
Marketing Program	366,798.00	158,679.09	23,308.74	24,301.80	208,118.91
AG Program	197,302.00	88,794.40	13,925.11	14,320.39	108,507.60
Office Expense	19,000.00	7,379.01	246.53	660.55	11,620.99
Payroll Processing	1,900.00	1,730.76	237.70	243.92	169.24
Office Rent	17,753.00	8,876.22	1,479.37	1,479.37	8,876.78
Project Loan Rent	55,943.00	27,971.22	4,661.87	4,661.87	27,971.78
Office Cleaning	9,000.00	5,178.40	848.84	813.84	3,821.60
Telephone	7,000.00	3,745.01	441.76	613.07	3,254.99
Equipment Rental	3,500.00	1,724.88	287.48	287.48	1,775.12
Equipment Maintenance	5,000.00	1,755.00	0.00	1,755.00	3,245.00
System Maintenance	2,500.00	1,286.70	214.45	214.45	1,213.30
Electric Service	3,000.00	1,738.08	0.00	410.75	1,261.92
Gas Service	3,000.00	1,073.14	0.00	307.23	1,926.86
Manufacturers Workshop	2,500.00	0.00	0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	0.00	0.00
Manufacturing Day	1,000.00	0.00	0.00	0.00	1,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Safety Training	15,000.00	0.00	0.00	0.00	15,000.00
Travel/Promotion/Meals	7,500.00	865.62	0.00	0.00	6,634.38
Staff Training & Seminars	3,000.00	295.00	0.00	0.00	2,705.00
Depreciation Distillery Equip.	3,536.00	5,072.41	0.00	358.01	(1,536.41)
Depreciation F&F	5,134.00	2,567.10	427.85	427.85	2,566.90
Board Functions	0.00	28.06	0.00	0.00	(28.06)
Dues & Publications	7,500.00	5,493.00	0.00	50.00	2,007.00
Legal Unrestricted	1,000.00	180.00	0.00	0.00	820.00
Accounting & Auditing	7,200.00	6,150.00	0.00	0.00	1,050.00
CEDS Update	7,500.00	0.00	0.00	0.00	7,500.00
Fees Expense	300.00	315.00	0.00	0.00	(15.00)
Grant Expense NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Covid Grant	0.00	2,500.00	0.00	0.00	(2,500.00)
Reallocated Program Expenses	(444,574.00)	(220,733.44)	(36,414.21)	(36,290.33)	(223,840.56)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
<b>Total Operations</b>	<b>1,153,934.00</b>	<b>475,889.40</b>	<b>61,739.88</b>	<b>74,455.14</b>	<b>678,044.60</b>
Total Revenue	1,153,935.00	619,593.68	95,987.08	106,556.58	534,341.32
Total Expenses	1,153,934.00	475,889.40	61,739.88	74,455.14	678,044.60
<b>Net Income Over Expenditures</b>	<b>\$ 1.00</b>	<b>143,704.28</b>	<b>\$ 34,247.20</b>	<b>32,101.44</b>	<b>(143,703.28)</b>

For Internal Use Only

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**AG Program Expense Statement for the Six Month Period Ending March 31, 2021**

Prepared by Joy Nuffer, March 24, 2021

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
AG Office Expense	1,000.00	484.24	0.00	106.92	515.76
AG Advertising	4,000.00	1,679.88	0.00	400.00	2,320.12
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	99.00	0.00	0.00	301.00
AG Business Attraction	3,500.00	0.00	0.00	0.00	3,500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	52.14	0.00	52.14	3,947.86
AG Web Site Development	2,000.00	119.70	39.90	0.00	1,880.30
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
AG Development	0.00	800.00	0.00	0.00	(800.00)
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	88,947.00	44,945.49	7,076.92	7,076.92	44,001.51
FICA Overhead	5,337.00	2,633.29	414.94	414.93	2,703.71
Medicare Overhead	1,245.00	615.86	97.04	97.04	629.14
Health/Dental Ins Overhead	29,727.00	14,118.08	2,443.37	2,319.50	15,608.92
Retirement Overhead	8,005.00	2,676.80	424.62	424.62	5,328.20
Indirect Labor Allocation	36,520.00	18,259.92	3,043.32	3,043.32	18,260.08
Non Labor Allocated Overhead	4,621.00	2,310.00	385.00	385.00	2,311.00
<b>Total Operations</b>	<b>197,302.00</b>	<b>88,794.40</b>	<b>13,925.11</b>	<b>14,320.39</b>	<b>108,507.60</b>



**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**Manuf. & Business Support Expense Statement for the Six Month Period Ending March 31, 2021**

Prepared by Joy Nuffer, March 24, 2021

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Manufacturers Workshop	\$ 2,500.00	0.00	\$ 0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	0.00	0.00
Manufacturing Day	1,000.00	0.00	0.00	0.00	1,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Safety Training	15,000.00	0.00	0.00	0.00	15,000.00
<b>Total Operations</b>	<b>26,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,000.00</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Marketing Program Expense Statement for the Six Month Period Ending March 31, 2021**

Prepared by Joy Nuffer, March 24, 2021

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 41,000.00	9,445.90	\$ 677.10	1,622.80	31,554.10
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	67.00	0.00	0.00	1,933.00
Seminars Workshops Publicatio	2,000.00	0.00	0.00	0.00	2,000.00
Travel/Meals/Promotion	3,000.00	19.55	0.00	0.00	2,980.45
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	15,000.00	10,422.64	102.64	150.00	4,577.36
Events Sponsorship	10,250.00	3,550.00	0.00	0.00	6,700.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	270,348.00	135,174.00	22,529.00	22,529.00	135,174.00
<b>Total Operations</b>	<b>366,798.00</b>	<b>158,679.09</b>	<b>23,308.74</b>	<b>24,301.80</b>	<b>208,118.91</b>

Jefferson County Local Development Corp  
Balance Sheet  
March 31, 2021

ASSETS

Current Assets		
General Checking	\$	40,477.05
Savings Account		1,234,090.00
RLF Savings		1,494,560.14
Grants Receivable Records		38,914.35
RLF Loans Receivable		463,066.30
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		268,370.12
Clayton Loans Receivable		10,000.00
Miscellaneous Recievable		7,500.00
Prepaid Expense		7,833.76
		3,577,311.72
Total Current Assets		
		3,577,311.72
Property and Equipment		
Accumulated Depreciation		(51,133.35)
		(51,133.35)
Total Property and Equipment		
		(51,133.35)
Other Assets		
Furniture & Fixtures		70,387.89
WIP Record Storage		87,029.51
		157,417.40
Total Other Assets		
		157,417.40
Total Assets		
	\$	3,683,595.77

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	287.48
JC Grant-Marketing		137,700.00
JC Grant Agriculture Program		34,680.00
Deferred Mkt. Grant European		12,500.00
		185,167.48
Total Current Liabilities		
		185,167.48
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
		185,167.48
Capital		
General Fund Bal - Unrestrict.		3,354,724.01
Net Income		143,704.28
		3,498,428.29
Total Capital		
		3,498,428.29
Total Liabilities & Capital		
	\$	3,683,595.77

**Jefferson County Local Development Corp**  
**Aged Receivables**  
**As of Mar 31, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	44,780.23
		44,780.23
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARM		44,780.23
		44,780.23
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	40,000.00
		40,000.00
CLAYTON ISLAND CLAYTON ISLAND TOURS		40,000.00
		40,000.00
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	124,177.17
		124,177.17
CURRENT CURRENT APPLICATIONS		124,177.17
		124,177.17
LCO LCO DESTINY, LLC	2013	88,673.83
		88,673.83
LCO LCO DESTINY, LLC		88,673.83
		88,673.83
WIC WICLDC	1907 RLF LOAN	112,622.43 52,812.64
		165,435.07
WIC WICLDC		165,435.07
		165,435.07
<b>Report Total</b>		<b>463,066.30</b>

**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

<b>Customer ID Customer Bill To Contact Telephone 1</b>	<b>Invoice/CM #</b>	<b>Amount Due</b>
AUBREYS AUBREYS SHOPPING CENTER	2241	10,000.00
AUBREYS AUBREYS SHOPPING CENTER		10,000.00
BOATHOUSE BOATHOUSE MARINE, LLC	2265	9,900.00
BOATHOUSE BOATHOUSE MARINE, LLC		9,900.00
BROTHERTON STEVEN BROTHERTON	2252	9,300.00
BROTHERTON STEVEN BROTHERTON		9,300.00
CCTI COLLEENS CHERRY TREE INN	2238	10,000.00
CCTI COLLEENS CHERRY TREE INN		10,000.00
CORNELIA LAURIE A. CORNELIA	2240	10,000.00
CORNELIA LAURIE A. CORNELIA		10,000.00
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	5,000.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2021**

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Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS		5,000.00
DEMAR AMY S. DEMAR	2237	10,000.00
DEMAR AMY S. DEMAR		10,000.00
ELMER KATHLEEN ELMER	2253	10,000.00
ELMER KATHLEEN ELMER		10,000.00
FIELD FIELD OF DREAMS, LLC	2267	10,000.00
FIELD FIELD OF DREAMS, LLC		10,000.00
GOULD ROBERT L. GOULD	2234	10,000.00
GOULD ROBERT L. GOULD		10,000.00
GRAPES BUSTED GRAPES,LLC	2250	9,825.00
GRAPES BUSTED GRAPES,LLC		9,825.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
HERMAN BONNIE HERMAN	2235	10,000.00
HERMAN BONNIE HERMAN		10,000.00
MILLER GAIL W. MILLER	2236	10,000.00
MILLER GAIL W. MILLER		10,000.00
MORGIA MORGIA MASONRY	2264	10,000.00
MORGIA MORGIA MASONRY		10,000.00
NORTH BRANCH NORTH BRANCH FARMS	2262	10,000.00
NORTH BRANCH NORTH BRANCH FARMS		10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING		10,000.00
NORTHROP MICHAEL NORTHROP	2245	10,000.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2021**

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Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
NORTHROP MICHAEL NORTHROP		10,000.00
PAINFULL PAINFULL ACRES	2255	4,551.48
PAINFULL PAINFULL ACRES		4,551.48
RBM RBM MANUFACRURING	2233	10,000.00
RBM RBM MANUFACRURING		10,000.00
RHODES RHODES GREENHOUSES, INC	2261	10,000.00
RHODES RHODES GREENHOUSES, INC		10,000.00
SAMPSON-MELISSA MELISSA SAMPSON	2254	10,000.00
SAMPSON-MELISSA MELISSA SAMPSON		10,000.00
SKINNER SCOTT P. SKINNER	2248	10,000.00
SKINNER SCOTT P. SKINNER		10,000.00



**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
THOMAS CAROL THOMAS	2243	10,000.00
THOMAS CAROL THOMAS		10,000.00
TILLSON ALISHA TILLSON	2249	9,845.31
TILLSON ALISHA TILLSON		9,845.31
WEST WINDS WEST WINDS COTTAGES & MOTEL	2259	10,000.00
WEST WINDS WEST WINDS COTTAGES & MOTEL		10,000.00
WILLS GREG WILLS	2246	10,000.00
WILLS GREG WILLS		10,000.00
WINKLER STEPHEN WINKLER	2268	9,948.33
WINKLER STEPHEN WINKLER		9,948.33

**Jefferson County Local Development Corp**  
**Aged Receivables**  
**As of Mar 31, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

<b>Customer ID Customer Bill To Contact Telephone 1</b>	<b>Invoice/CM #</b>	<b>Amount Due</b>
ZERO ZERO DOCK STREET, LLC	2280	10,000.00
ZERO ZERO DOCK STREET, LLC		10,000.00
<b>Report Total</b>		<b>268,370.12</b>

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Mar 1, 2021 to Mar 31, 2021**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
3/4/21	122250 112501	5774	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
3/4/21	407501 412502 112501	1381	12/20-6/21 INTEREST 12/20-2/21 LATE FEE WEST WINDS COTTAGES & MOTEL	157.42	154.17 3.25
3/4/21	407501 112501	1278	3/21 INTEREST ROBERT L. GOULD	25.00	25.00
3/4/21	407501 112501	1740	3/21 INTEREST AMY S. DEMAR	25.00	25.00
3/4/21	407501 112501	1069	5/21 INTEREST NORTHERN COMMERCIAL CLEANING	25.00	25.00
3/4/21	407501 112501	5811	3/21 INTEREST BONNIE HERMAN	25.00	25.00
3/4/21	122025 407501 112501	3342	Invoice: 11-30-11 LDCRLF 2/21 INTEREST CURRENT APPLICATIONS	1,237.42	714.75 522.67
3/4/21	122025 407501 112501	3341	Invoice: 1907 2/21 INTEREST WICLDC	1,109.20	822.03 287.17
3/4/21	407501 112501	104	2/21-12/21 INTEREST DIPRINZIO'S MARKET	129.17	129.17
3/4/21	407501 112501	1206	2/21-12/21 INTEREST DIPRINZIO'S KITCHEN	129.17	129.17
3/4/21	407501 112501	47294	2/21 INTEREST LCO DESTINY, LLC	370.45	370.45
3/4/21	125001 125001 100001	7453	Invoice: 2314 Invoice: 2315 JEFF COUNTY IDA	56,605.60	1,383.52 55,222.08
3/11/21	122025 407501 112501	158850	Invoice: RLF LOAN 2/21 INTEREST WICLDC	1,784.29	1,620.78 163.51
3/11/21	407501 112501	34202242	3/21 INTEREST CLAYTON ISLAND TOURS	166.67	166.67
3/11/21	407501 112501	1335	3/21 INTEREST ZERO DOCK STREET, LLC	25.00	25.00
3/11/21	407501 112501	6040	3/21 INTEREST RBM MANUFACRURING	25.00	25.00
3/11/21	407501 112501	3312	3/21 INTEREST MORGIA MASONRY	25.00	25.00
3/11/21	407501 112501	53294104	3/21 INTEREST KATHLEEN ELMER	25.00	25.00
3/11/21	407501 112501	3493	4/21 INTEREST LAURIE A. CORNELIA	25.00	25.00

**Jefferson County Local Development Corp  
Cash Receipts Journal  
For the Period From Mar 1, 2021 to Mar 31, 2021**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
3/11/21	407501 112501	007383	3/21 INTEREST CAROL THOMAS	25.00	25.00
3/11/21	407501 112501	45576	3/21 INTEREST SCOTT P. SKINNER	25.00	25.00
3/11/21	407501 112501	2512	3/21 INTEREST AUBREYS SHOPPING CENTER	25.00	25.00
3/11/21	202401 202501 100001	19221	DUE JCLDC-RLF DUE SHLDC PAINFULL ACRES	179.63	89.82 89.81
3/11/21	202401 202501 100001	1387	DUE JCLDC RLF DUE SHLDC MAIN STREET CRAFTS & DRAFTS	25.00	12.50 12.50
3/18/21	407501 112501	2018	3/21 INTEREST RHODES GREENHOUSES, INC	25.00	25.00
3/18/21	122250 112501	5522	Invoice: 2255 PAINFULL ACRES	89.82	89.82
3/18/21	407501 112501	5513	3/21 INTEREST MAIN STREET CRAFTS & DRAFTS	12.50	12.50
3/18/21	407501 112501	47325	3/21 INTEREST LCO DESTINY, LLC	370.45	370.45
3/18/21	122025 407501 112501	3360	Invoice: 1907 3/21 INTEREST WICLDC	1,109.20	824.08 285.12
3/18/21	122025 407501 112501	3358	Invoice: 11-30-11 LDCRLF 3/21 INTEREST CURRENT APPLICATIONS	1,237.42	717.73 519.69
3/18/21	122025 407501 112501	159048	Invoice: RLF LOAN 3/21 INTEREST WICLDC	1,784.29	1,625.51 158.78
3/18/21	125001 100001	7466	Invoice: 2316 JEFF COUNTY IDA	1,273.71	1,273.71
				<u>68,196.41</u>	<u>68,196.41</u>

**Jefferson County Local Development Corp**  
**Check Register**  
**For the Period From Mar 1, 2021 to Mar 31, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5487	3/4/21	ADVANCED BUSINE	100001	50.71
5488	3/4/21	BLUE MOUNTAIN S	100001	27.50
5489	3/4/21	CINTAS	100001	48.84
5490	3/4/21	EXCELLUS BC/BS	100001	10,736.64
5491	3/4/21	THE HARTFORD	100001	141.05
5492	3/4/21	NNY ONLINE	100001	214.45
5493	3/4/21	NORTHERN COMPU	100001	765.00
5494	3/4/21	PROSHRED	100001	20.95
5495	3/4/21	RBC WEALTH MAN	100001	2,560.68
5496	3/4/21	STATEBOOK INTER	100001	150.00
5497	3/4/21	SYNTELA CONFERE	100001	14.61
5498	3/4/21	UNITED WAY OF NN	100001	95.00
5499	3/4/21	WB MASON CO INC.	100001	35.05
5500	3/4/21	WICLDC	100001	1,479.37
5501	3/4/21	WATERTOWN LOC	100001	4,661.87
5502	3/4/21	EXCELLUS BC/BS	100001	390.24
5503	3/4/21	EXCELLUS BC/BS	100001	547.69
5504	3/11/21	BLACK RIVER PAPE	100001	83.10
5506	3/11/21	NATIONAL GRID	100001	717.98
5507	3/11/21	QUALITY PRODUCT	100001	39.90
5508	3/11/21	STEVENS MEDIA G	100001	400.00
5509	3/11/21	VERIZON WIRELES	100001	160.27
5510	3/11/21	WPBS	100001	557.00
5511	3/11/21	KEY BANK	100001	706.20
5512	3/18/21	CINTAS	100001	48.84
5513	3/18/21	JCLDC	100001	12.50
5514	3/18/21	LIFETIME BENEFIT	100001	88.13
5515	3/18/21	NORTHERN COMME	100001	800.00
5516	3/18/21	RBC WEALTH MAN	100001	2,560.68
5517	3/18/21	SAM'S CLUB	100001	108.44
5518	3/18/21	SACKETS HARBOR	100001	12.50
5519	3/18/21	SPECTRUM REACH	100001	729.90

**Jefferson County Local Development Corp**  
**Check Register**  
**For the Period From Mar 1, 2021 to Mar 31, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5520	3/18/21	UNITED WAY OF NN	100001	95.00
5521	3/18/21	WESTELCOM	100001	427.15
5522	3/18/21	JCLDC	100001	89.82
5523	3/18/21	SACKETS HARBOR	100001	89.81
5524	3/23/21	SPECTRUM REACH	100001	456.00
<b>Total</b>				<u><u>30,122.87</u></u>

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy  
Committee Meeting Minutes  
March 23, 2021**

**Present (Loan Review):** Robert Aliasso, Chair, David Converse, John Jennings  
**Present (Alternative Energy):** William Johnson, Paul Warneck

**Also Present:** David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Jay Matteson, Lisa L'Huillier, Ed Walldroff, Matthew Moses, Esq., Dallas Manson (Nexamp), Gary Rhodes (Henderson), Brendan Straub from 7News

- I. Call to Order:** Loan Review Chair Aliasso called the meeting to order at 8:00 a.m.
- II. Pledge of Allegiance**
- III. Nexamp Solar Projects:**
  - a. Butterville Road Solar, LLC** – Mr. Aliasso said the application fee was received and that a negative declaration was issued for SEQR. He also said that the packet contained Mr. Eaton's summary of the proposed project which included a cost benefit analysis (CBA). Mr. Jennings asked if the application is complete. Mr. Zembiec said yes.  
  
Mr. Aliasso noted that the summary showed different numbers than the application. Mr. Eaton indicated that he created the CBA last August and said that he will revise it using the updated application projections.  
  
Mr. Zembiec indicated that most of the IDA's he spoke with also used the \$5,500 megawatt formula, but they did not discuss smaller projects. He said that he will also ask them about this.  
  
Mr. Aliasso asked if Section II: Project Description & Details should be changed from 'none' for listing current operations in Jefferson County since the Adams Renewables and Black River Solar projects have been approved and closed. Ms. Manson said that the projects were not operational at the time of the application.  
  
A motion was made by Mr. Jennings to move the proposed project to the full board for consideration, seconded by Mr. Converse. All in favor.
  - b. LeRay Jackson Solar, LLC** – Mr. Aliasso said the application fee was received and that a negative SEQR declaration was issued. He also said that the packet contained Mr. Eaton's summary of the proposed project which included a cost benefit analysis.

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy  
Committee Meeting Minutes  
March 23, 2021**

Mr. Aliasso asked Mr. Eaton about his question regarding the labor costs. Mr. Eaton said that he doesn't have a good handle on the taxable portion for the sales tax benefit. Attorney Moses said that Nexamp's Counsel withdrew the request for sales tax abatement. Mr. Aliasso said that the application should reflect the change before full board consideration. Attorney Moses said that the email will suffice as the modification to each of the applications.

A motion was made by Mr. Converse to move the proposed project to the full board for consideration, seconded by Mr. Jennings. All in favor.

- c. **Pamelia Solar, LLC** – Mr. Aliasso said the application fee was received, a variance was granted, and a negative declaration for SEQR was issued. He also said that the packet contained Mr. Eaton's summary of the proposed project which included a cost benefit analysis.

A motion was made by Mr. Converse to move the proposed project to the full board for consideration, seconded by Mr. Jennings. All in favor.

- d. **Waddingham Road Solar, LLC** – Mr. Aliasso said the application fee was received and that a negative SEQR declaration was issued. He also said that the packet contained Mr. Eaton's summary of the proposed project which included a cost benefit analysis.

A motion was made by Mr. Jennings to move the proposed project to the full board for consideration, seconded by Mr. Converse. All in favor.

**IV. Other/Unfinished Business:**

- 1. **Pending Solar Projects** – Mr. Aliasso asked about the status of the Omni Navitas and US Light Energy projects. Attorney Moses said that the closing documents have been drafted for the two US Light Energy projects. He said counsel is reviewing them and anticipate closing within the next few weeks.

Attorney Moses said the closing documents for the Omni projects have been drafted and we are waiting for a closing date. He said one of the projects were sold and we are waiting for correspondence for the board to consider approval of the transfer.

Mr. Zembiec indicated that there has not been any update for the Chaumont project.

- 2. **Draft UTEP** – Mr. Aliasso said that Mr. Zembiec put the draft UTEP together based on past comments from staff and board members which included adding a section for renewable energy projects.



**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy  
Committee Meeting Minutes  
March 23, 2021**

Mr. Warneck said he will submit his comments to Mr. Zembiec, and outlined the following:

- Page 2, #2 – consider lowering the 25 megawatts to 20 megawatts
- Page 2, #2b – suggested deleting “To estimate the annual PILOT payment” and begin the sentence at “The Agency will...”.
- Page 2, #2d – replace the word ‘shall’ with the word ‘may’
- Suggestion to create a new paragraph in this section that says no application will be accepted until all permits are in place. Attorney Moses indicated that developers wouldn’t want to wait for state level approvals to see if they have a viable project.
- Page 2, B – suggests making a reference that projects need to be in compliance with local zoning. Attorney Moses said it is built into the agreement.
- Establish reporting for labor. Attorney Moses said it is captured in the project documents. He said the Agency could incorporate a form that can be used for the reporting requirements.

Mr. Aliasso noted that the UTEP document excludes utility transmission lines. Mr. Zembiec said the UTEP as currently written, lists what is allowed, not what is excluded. Mr. Aliasso asked if transmission should be excluded on page two, section two. Mr. Converse noted that the County is already on board with the Copenhagen wind project involving transmission. In that case, the Lewis County IDA provided a PILOT on both the Lewis and Jefferson County portions of the transmission line with approval by the affected taxing jurisdiction. Mr. Aliasso said that it could result in two separate applications.

Mr. Jennings asked about decommission plans. Attorney Moses said that the projects discussed today each have a decommission plan per local zoning. He said larger projects are required by state law to have one as well.

Mr. Aliasso asked about the closing time period which currently allows up to two years. He thinks this is too much time and suggested the time be shortened.

Mr. Jennings left the meeting at 9:09 a.m.

Mr. Aliasso mentioned the but-for policy. Attorney Moses said that it is a policy of the board. Mr. Warneck mentioned the Chaumont project since they indicated they were going to complete clearing and grubbing, but pointed out that there are now thousands of solar panels and said that we haven’t had an update from them. Mr. Converse said that he has struggled with the policy for years. He said that developers should complete the IDA application in anticipation of a project.

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy  
Committee Meeting Minutes  
March 23, 2021**

Mr. Aliasso noted the use of agricultural land. Mr. Warneck brought up the email sent by Mr. Zembiec that shared the ag values provided by Jay Matteson. He suggested inviting Doug Shelmidine, President of the Farmland Protection Agency, to an upcoming meeting to discuss the impacts and their concerns. Mr. Matteson said that one of the attachments to Dave's email was a chart of prime farmland soils in Jefferson County that included their assigned values. Mr. Warneck said that he is not sure it is the right way to determine the cost benefit analysis, especially for larger projects and suggested that we look at the impacts. Mr. Zembiec said there are two aspects. The first one is to determine how to apply those figures to the cost benefit analysis. The second is how to incorporate that into the PILOT payment schedule.

Mr. Johnson said that he is glad to see that the \$5,500 megawatts appears to be in line with some of the other IDA's. He said that it would be nice to have a map of Jefferson County that depicts current and proposed solar projects. Mr. Weir said he will contact County Planning.

Attorney Moses said that he will submit a comment to Mr. Zembiec for the UTEP regarding the County's request for sales tax for solar projects, which he noted would not constitute a deviation.

Mr. Zembiec said that a lot of material was covered today and indicated that there will be more discussion later on.

- V. **Adjournment:** A motion to adjourn the joint meeting was made by Mr. Converse, seconded by Mr. Aliasso. The joint meeting adjourned at 9:34 a.m.

Respectfully submitted,

*Peggy Sampson*

**Jefferson County Local Development Corporation  
Building and Grounds Committee Meeting Minutes  
March 9, 2021**

The JCLDC held a building and grounds committee meeting on Tuesday, March 9, 2021 in the board room, 800 Starbuck Avenue, Watertown, NY and virtually via zoom.

**Present:** Kent Burto, Chair; Rob Aiken, John Jennings, Greg Gardner, David Converse, Lisa L'Huillier

**Excused:** None, **Absent:** None

**Also Present:** David Zembiec, Marshall Weir, Peggy Sampson

- I. **Call to Order:** Mr. Burto called the meeting to order at 3:12 p.m.
- II. **146 Arsenal Street (JCIDA Tenant Space)** – Mr. Zembiec indicated that he sent out an email earlier today providing cost estimates that the IDA will be responsible for to replace windows and the roof of the remaining tenant space if they choose to. Mr. Warneck pointed out that the estimates are before improvements for interior work that will need to be completed for a tenant. Mr. Jennings asked if the agency is in a position to do what is proposed. Mr. Warneck said that there should be a discussion with YMCA Officials to take over the entire building. Mr. Zembiec said he vaguely discussed it with Denise the other day, but did not want to get into great detail with her before speaking with the board. He had suggested she start thinking about it.

Mr. Warneck pointed out that the tenant space is being moved to a less desirable space in the building and we are losing a few hundred square feet. He said we could lease it to the YMCA for the next 30 years. Mr. Gardner agrees.

Mr. Aiken indicated that there could be a cost savings for the Y to take all of the space and complete the renovations. Mr. Zembiec said that Y would avoid the cost of separating the electrical and eliminate the access to the tenant space although those savings may not be that significant in the overall budget.

Mr. Zembiec said that YMCA Officials and architects have had meetings with the code enforcement office to assess needs for sprinkler system and fire proofing.

Mr. Gardner agreed that Staff should approach the YMCA and said that if they are not interested then we would have no reason to make the upgrades to match their modifications, especially without a tenant. Mr. Warneck said that we are not in a position to spend money on the building. Mr. Burto said that he agrees with Mr. Gardner and Mr. Warneck, but doesn't want to give away the additional space. Mr. Converse suggested that Staff go back to the Y and offer the additional space for \$100,000 and have them be responsible for common areas so we can be out of the maintenance business. Mr. Warneck said that we could consider loaning them the money over 30 years. Mr. Gardner said that we should tell the Y that we won't spend an estimated \$600,000 to make it look 'not goofy'. He said that if they accept and rent and/or lease the additional space then we would collect 50% of the proceeds which would be built into the agreement.

Mr. Burto expressed his dissatisfaction with the potential tenant since they recently declared that they will not take the space. Ms. L'Huillier agreed.

Mr. Warneck asked when the closing will occur. Mr. Zembiec said that there was a delay to the 120-day due diligence period while Brian Murray was waiving the right of first refusal. He said he will follow up.

- III. **Adjournment:** With no further business before the committee, the meeting adjourned at 3:46 p.m.

Jefferson County Local Development Corporation  
 800 Starbuck Avenue, Suite 800  
 Watertown, NY 13601  
 (315) 782-5865

2020-2021 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Aiken, Robert	-	P	P	P	A	P						
Aliasso, Robert	P	P	P	P	P	P						
Burto, Kent	E	P	P	P	P	P						
Converse, David	P	P	P	P	P	P						
Gardner, Gregory	P	P	E	P	P	P						
Jennings, John	P	A	E	P	P	P						
Johnson, William	P	P	P	P	P	P						
L'Huillier, Lisa	P	P	P	P	P	P						
Powers, Christine	P	P	P	P	P	P						
Walldroff, W. Edward	P	P	P	P	P	P						
Warneck, Paul	P	P	P	P	P	P						
<b>Totals:</b>	<b>9</b>	<b>10</b>	<b>9</b>	<b>11</b>	<b>10</b>	<b>11</b>						
P - Present												
E - Excused												
A - Absent												