

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 7, 2021**

The Jefferson County Local Development Corporation held their board meeting on Thursday, January 7, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Chair, W. Edward Walldroff

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

Excused: None

Absent: None

Also Present: Joseph Russell, Esq.

Zoom: Katie Benoit from 7News, Craig Fox from the Watertown Daily Times, Thomas Iorizzo

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

Zoom: Peggy Sampson

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:01 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 December 3, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aiken, seconded by Ms. Powers. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Eaton reviewed the financials for the period ending December 31, 2020. A motion was made by Ms. Powers to accept the financial report as presented, seconded by Mr. Jennings. All in favor. Carried.
- VI. **Committee Reports:**
 - a. **Alternative Energy Committee** – Mr. Johnson said the committee will meet via zoom next Tuesday. He said that he recently participated in a call with Amp Energy regarding a site in Clayton, NY that was most recently known as Omni Navitas.

Mr. Zembiec said that there are two new applications from US Light Energy near Carthage in the Town of Champion that will be discussed at the meeting.

Mr. Jennings asked if Loan Review will be involved in the process going forward. Mr. Johnson said that he would like them to be and indicated that they can hold joint meetings. Mr. Converse said that Mr. Aliasso is the only member on the loan review committee that is not on the energy committee, so he suggested inviting him to the energy meetings.

Mr. Warneck said that we need a firm process on how projects will flow through the Agency and indicated that it can be an agenda item for next week’s committee meeting.

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 7, 2021**

Mr. Converse asked if board members want to discuss the fee structure. Mr. Warneck said that we should be consistent; Mr. Johnson agreed. Mr. Jennings wanted to know what happens if a project has different parcels or when they have the same parcel. He said that developers that are going after funding are using individual parcels. Attorney Russell said that the first set of OYA projects were located in two municipalities. Board Members agreed to discuss this topic at the upcoming committee meeting.

- b. Building and Grounds Committee** – Mr. Burto reported that the revised lease agreement with the potential tenant was sent out before the holiday, but indicated that there has been no response as of yet. He said that he, Mr. Converse and Mr. Zembiec visited the building last week to evaluate the kitchen equipment. He said that there is a proposal from Mike Lundy and Corey Lawler to purchase the kitchen equipment for \$3,000. Mr. Burto said that we will make sure they cap the utilities properly and set a timeframe for the equipment to be removed. Mr. Jennings asked who will ensure proper care. Mr. Zembiec said that Jerry Countryman will be present during removal.

Mr. Burto said that we need to determine what to do with all of the other furnishings. Mr. Warneck said that we should dispose of it in any way we can. Mr. Zembiec said that the YMCA is interested in some of it. Mr. Weir said that he can advertise on our website and with the Chamber. Mr. Zembiec said that we can reach out to schools and not-for-profits that have expressed interest as well. He said that he will keep the committee updated on the process and removal of furnishings.

- c. Loan Review Committee** –

- i. Resolution No. 01.07.2021.01 for DiPrinzio’s Kitchen** – After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution, seconded by Mr. Burto. All in favor. Carried.
 - ii. Resolution No. 01.07.2021.02 for DiPrinzio’s Market** – After review and discussion, a motion was made by Mr. Aliasso to approve the attached resolution, seconded by Ms. L’Huillier. All in favor. Carried.
 - iii. Resolution No. 01.07.2021.03 for LCO Destiny, LLC** – Mr. Warneck said the current balance is \$88,673. Mr. Aliasso pointed out that this is the same resolution the board approved six months ago and was wondering if they are waiting on the same tax refund or a new one. Mr. Eaton said he believes it is the same one. After review and discussion, a motion was made by Mr. Aliasso to approve the attached resolution, seconded by Ms. L’Huillier. All in favor. Carried.

VII. Council Reports:

- a. Ag** – Mr. Matteson recognized Mr. Aiken and Mr. Gardner for their participation in the “Hope Begins” food distribution event held yesterday at JCC. He said that 500 vehicles were served, and they had to turn away over 100 vehicles. He thanked all of the sponsors of the event since it was all done through donations.

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 7, 2021**

Mr. Matteson said that the next Farmers Luncheon series will be held on January 28th and will feature David Haight, Vice President of Programs with American Farmland Trust. He said that Mr. Haight will discuss what we might expect for agriculture policies from President-elect Joseph Biden.

Mr. Matteson said that he continues to work on several potential projects for meat processing.

Mr. Matteson said that there will be a soft opening soon at Cazenovia Equipment in the Ag Park. He said that he gives credit to Cazenovia Equipment and Mike Lundy for their patience during the pandemic.

Mr. Zembiec commended Mr. Matteson for his effort in organizing the food distribution event.

- b. Manufacturing** – Mr. Zembiec said that we have been notified ‘unofficially’ of our 2020-2021 grant award from the NYS Hazard Abatement Board for just over \$5,900. He said the award is less than previous years, but indicated that we will continue to work with CITEC to schedule training programs.
- c. Marketing** – Mr. Weir said that he has received a draft of the refreshed website and commented that he likes the new design. He said that 2021 advertising starts tomorrow and reported that he continues to inventory all advertising that we currently have.

Mr. Weir said that he is working with the Jefferson-Lewis Board of Realtors and other local economic agencies on a program to disseminate information to people on the ground.

Mr. Weir said that he will be helping Advocate Drum (FDRLO) to host a webinar next week with General Mennes. He said that Cathy Pirscuk will interview General Mennes whom is currently in Afghanistan. Mr. Zembiec said this is a new program to provide insight to the community of Fort Drum related issues.

Mr. Weir said that we are partnering with Lewis County and the Tug Hill Commission for a snowmobile impact study to promote tourism. The study will be conducted by Camoin Associates.

VIII. Unfinished Business: None.

IX. Counsel: None.

X. New Business:

- 1. Lake Champlain – Lake George COVID-19 Small Business Recovery Program** – Mr. Converse said that this item has been moved to the JCIDA agenda to be discussed.

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 7, 2021**

2. **COVID-19 Business Assistance Relief** – Mr. Zembiec asked the board if we should be doing something different for the businesses that don't qualify for the PPP loans. Mr. Walldroff said that the LC-LG program is a great tool that we can direct businesses to. Mr. Zembiec said that we should keep our ears open and be sensitive to the information out there.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Mr. Warneck. All in favor. The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 01.07.2021.01

**RESOLUTION FOR AUTHORIZING A LOAN FROM THE CLAYTON SMALL
BUSINESS LOAN ASSISTANCE PROGRAM TO
Shawn DiPrinzio – DiPrinzio’s Kitchen**

WHEREAS, Shawn DiPrinzio has requested a loan in the amount of Five Thousand Dollars (\$5,000.00) from the Clayton Small Business Loan Assistance Program to be used for working capital due to construction in Clayton, NY, and

WHEREAS, the Clayton Local Development Corporation has reviewed the request and recommends approval of a loan in the amount of \$5,000.00, interest only for one year, then 3% for 5 years. The loan will be unsecured and will require a personal guarantee of Shawn DiPrinzio, and

WHEREAS, on December 22, 2020 the Loan Review Committee of the Jefferson County Local Development Corporation reviewed this request and recommended approval to the full Board of Directors, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the request for a Five Thousand Dollar (\$5,000.00) loan to DiPrinzio’s Kitchen with all terms and conditions 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.



David J. Zembiec, CEO

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 01.07.2021.02

**RESOLUTION FOR AUTHORIZING A LOAN FROM THE CLAYTON SMALL
BUSINESS LOAN ASSISTANCE PROGRAM TO
Christopher DiPrinzio – DiPrinzio’s Market**

WHEREAS, Christopher DiPrinzio has requested a loan in the amount of Five Thousand Dollars (\$5,000.00) from the Clayton Small Business Loan Assistance Program to be used for working capital due to construction in Clayton, NY, and


WHEREAS, the Clayton Local Development Corporation has reviewed the request and recommends approval of a loan in the amount of \$5,000.00, interest only for one year, then 3% for 5 years. The loan will be unsecured and will require a personal guarantee of Christopher DiPrinzio, and

WHEREAS, on December 22, 2020 the Loan Review Committee of the Jefferson County Local Development Corporation reviewed this request and recommended approval to the full Board of Directors, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the request for a Five Thousand Dollar (\$5,000.00) loan to DiPrinzio’s Market with all terms and conditions 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.


David J. Zembiec, CEO

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 01.07.2021.03

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE REVOLVING
LOAN TO
LCO DESTINY, LLC**

WHEREAS, LCO Destiny, LLC is requesting interest only from January 1, 2021 through June 1, 2021, and

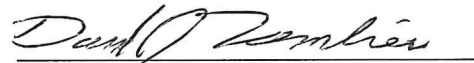
WHEREAS, in anticipation of a significant tax refund, LCO Destiny, LLC will pay off the remaining balance of the loan, and

WHEREAS, Staff recommends the request to the full Board of Directors for consideration, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the modification request and that all terms and conditions of the original loan remain in effect, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary and/or CEO 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.



David J. Zembiec
CEO