

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

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

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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.

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**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.

  
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David J. Conyverse, Chairman