

**Jefferson County Industrial Development Agency
Board Meeting Minutes
August 5, 2021**

The Jefferson County Industrial Development Agency held their board meeting on Thursday, August 5, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY and virtually via zoom.

Present: W. Edward Walldroff, William Johnson, Paul Warneck, Robert E. Aliasso, Jr., Lisa L'Huillier

Excused: David Converse, Chair, John Jennings

Absent: None

Also Present: Rob Aiken, Christine Powers, Erin Brooks, Kier Chapman from Channel 7 News, Craig Fox from the Watertown Daily Times

Zoom: Justin Miller, Esq.

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

- I. Call to Order:** Mr. Walldroff called the meeting to order at 8:51 a.m.
- II. Privilege of the Floor:** Mr. Walldroff invited guests to speak. No one spoke.
- III. Minutes:** Minutes of the regular meeting held July 9, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Johnson. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending July 31, 2021. Mr. Aliasso inquired about the National Grid electrical costs at 146 Arsenal Street. He wondered if the high price is from construction. Mr. Zembiec said that Jerry Countryman's position will end on August 31st. After discussion, a motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- V. Committee Reports:**

a. Loan Review Committee – Mr. Aliasso reviewed the minutes.

- i. Resolution No. 08.05.2021.01 for Brooks Delivery, LLC –** Ms. Brooks provided a few details about the business. She said that she officially took over on July 10th, therefore absorbing the 17 employees. She said that she plans to add 7 new drivers and an additional 4 drivers around the holidays. She said that her business offers pick up and deliveries including Blue Apron and HelloFresh.

Ms. Powers asked Ms. Brooks if she anticipates difficulty in hiring new drivers. Ms. Brooks said yes and no and noted that she plans to hire local drivers. She said that she owns the trucks and uses the terminal on County Route 202.

After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.

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The Gill House, LLC – Mr. Aliasso said that staff is reviewing the application for sales tax abatement. It was noted that staff is waiting on more information in order to proceed with an Initial Project Resolution.

Convalt – Attorney Miller said that we are waiting for the General Certificate before the Land Development Agreement can be signed. He said that Mr. Achuthan is waiting for the Delaware registration. Attorney Miller said that we will send notice to the State for the 90-day period.

VI. Unfinished Business:

1. **146 Arsenal Street Building/YMCA Project** – Mr. Zembiec said that we received the lump sum proposal from Purcell Construction for the remediation project.

Special Meetings –

Mr. Zembiec suggested having a special loan review meeting next week to review the CWT Farms PILOT application (expected today), followed by a special board meeting during the week of August 16th. Staff will coordinate and send out notices and packets.

2. **Corporate Park Zoning** – Mr. Zembiec said that he spoke with Pam Desormo about setting up a work session. He said that he is waiting to hear back.
3. **DigiCollect PILOT/LDA** – Attorney Miller said that he would like to focus on Convalt. Mr. Zembiec said that he received an updated application for DigiCollect that he will share at the regularly scheduled loan review meeting prior to the September board meeting.

VII. New Business:

1. **2021-2022 Budget** – Mr. Zembiec indicated that the budget will be reviewed at an upcoming finance committee meeting and considered at the September board meeting.

CWT Farms – Mr. Zembiec said that we are expecting the application today. He said he plans to present the Initial Project Resolution for consideration at the special meeting. Mr. Warneck asked if we can start the process before SEQR is completed. Attorney Miller said we can start the process, but won't be able to consider an Authorizing Resolution until completed by the lead agency.

Mr. Matteson said the company would like to be operational by next summer. He thanked the board members for their willingness to move quickly on this project.

Purcell Construction Proposal – Mr. Walldroff asked what the City of Watertown is contributing to the project. Mr. Zembiec said they had a verbal discussion, but hasn't been informed of anything. Ms. L'Huillier said that she is not aware of an agreement but is willing to discuss it.

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VIII. Counsel:

1. **DigiCollect** – Attorney Miller said this item was already covered earlier in the meeting. He said that he will use the base resolution/model from Convalt.
2. **The Gill House, LLC** – Attorney Miller said that he has been communicating with the applicant's attorney. He said that it appears that they are exempt from SEQR; however, they are getting mixed messages from the Town of Henderson and the Code Office. He said that we are waiting for more details, but indicated that it could appear on the special loan review/board agenda.

IX. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Ms. L'Huillier. All in favor. The meeting adjourned at 9:24 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 08.05.2021.01

**RESOLUTION FOR AUTHORIZING A MICRO ENTERPRISE LOAN TO
Brooks Delivery, LLC**

WHEREAS, Erin Brooks, owner/manager of Brooks Delivery, LLC requested by application to this Agency a Micro Enterprise Loan in the amount of Forty Thousand Dollars (\$40,000.00) to take over an existing courier business contracted through FedEx, and

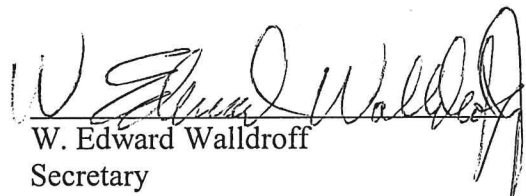
WHEREAS, Staff reviewed this request and recommends approval of a loan in the amount of \$40,000 for a five-year amortization with a rate of 5%. There are currently two positions and 17 will be added in year one (once Ms. Brooks officially takes over the business). Collateral will be a second position lien behind Watertown Savings Bank on the assets of the business and a personal guarantee of Erin Brooks. The loan will be contingent upon bank financing, and

WHEREAS, on July 28, 2021, the Loan Review Committee of the Jefferson County Industrial Development Agency reviewed this request and recommended approval of the loan and terms to the full Board of Directors, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approved the request for a Forty Thousand Dollar (\$40,000.00) loan to Brooks Delivery, LLC 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.


W. Edward Walldroff
Secretary