

**Jefferson County Industrial Development Agency
Board Meeting Minutes
February 3, 2022**

The Jefferson County Industrial Development Agency held their board meeting on Thursday, February 3, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Zoom: John Jennings, William Johnson

Excused: None

Absent: None

Also Present (Zoom): Justin Miller, Esq., Christine Powers, Rob Aiken, Craig Fox (Watertown Daily Times)

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

- I. Call to Order:** Chairman Aliasso called the meeting to order at 8:36 a.m.
- II. Privilege of the Floor:** Chairman Aliasso invited guests to speak. No one spoke.
- III. Minutes:** Minutes of the meeting held January 6, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Walldroff. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending January 31, 2022. He reported three MICRO loan delinquencies. Chairman Aliasso asked Mr. Eaton if he is comfortable with the \$31,000 bad debt allowance at this time. Mr. Eaton said yes. After discussion, a motion was made by Mr. Warneck to accept the financial report as presented, seconded by Ms. L'Huillier. All in favor. Carried.
- V. Committee Reports:**
 - a. Alternative Energy Ad Hoc Committee** – Mr. Johnson said that committee has not met recently. Mr. Zembiec said that he received a call yesterday from a utility scale project.
 - b. Building and Grounds Ad Hoc Committee** – Mr. Zembiec reviewed the meeting minutes. He said that they discussed issues to go back to the YMCA with and indicated that the YMCA is still working and looking to sign the new agreement in April.
 - i. 146 Arsenal Street Remediation** – Mr. Zembiec reported that the cement slab in the electrical room will be removed. He said there is 40 square feet out of 200 square feet that was found to contain PCBs, and we know from the area already remediated that the PCBs have likely migrated into the surrounding slab. He said that he is waiting for the proposal, but noted that it will still fall within the budget.

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Chairman Aliasso said that it is his opinion that BCA signed off and should be responsible for the new discovery. Mr. Warneck is wondering how we got all the way through the project and an oops shows up. Mr. Zembiec said that there was no reason to believe there was an issue in the electrical room. The areas previously inspected had no evidence of the old tile and mastic. It was by chance we found old tile and mastic under some of the equipment and a portion of the “good” tile. Mr. Zembiec said it will be removed which will not include testing nor scarification.

Chairman Aliasso asked what the timeline will be. Mr. Zembiec said that Purcell is pursuing it now and will get proposals out next week.

Mr. Matteson left the meeting at 9:02 a.m.

c. Loan Review Committee

- i. **Resolution No. 02.03.2022.01 for April Miralles d/b/a Pink Kettle, LLC** – A motion was made by Mr. Converse, seconded by Ms. L’Huillier to discuss the resolution. Mr. Converse reviewed the meeting minutes/resolution. He said the Loan Review Committee is recommending a \$24,800 MICRO loan for 5 years at 5% to purchase equipment to start a bubble tea business to be located in Salmon Run Mall. Chairman Aliasso pointed out that the original loan request was for \$35,000; however, staff and Ms. Miralles agreed that \$24,800 was more appropriate. He said that it is a startup business which has some risk. Mr. Walldroff asked if Ms. Miralles is credit worthy. Mr. Eaton said it’s marginal. Chairman Aliasso read the resolution. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Jennings. All in favor. Carried.

VI. Unfinished Business:

1. **Ratify BCA Contract for Business Complex** – Mr. Zembiec said the 2019 agreement for \$249,700 was signed and the work is nearly complete but upon review of meeting minutes noticed that the board did not officially approve it although it was discussed several times. He said the agreement was for Phase I which included topography, site work, highway access, permits, etc.

A motion was made by Mr. Walldroff to ratify approval of the contract, seconded by Mr. Converse. Roll call vote was taken. Mr. Jennings – Yea, Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Warneck, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Mr. Aliasso – Yea. Carried.

2. **MDD, LLC Stipulation Agreement** – Mr. Zembiec said that we noticed the sales tax overage during our annual reporting. He noted that supplies went up but they used more than we approved. Attorney Miller said there was an overage and they have agreed to return the excess (\$16,600). He said the purpose of the agreement is to memorialize that. He said the IDA has an obligation to return those dollars to the Department of State Tax and Finance which requires a report each year (Form ST-62).

A motion was made by Mr. Warneck to approve the Stipulation Agreement, seconded by Mr. Johnson. All in favor. Carried.

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VII. New Business:

1. **2022 Committee Structure** – Chairman Aliasso said that Mr. Warneck will chair the alternative energy committee and Mr. Johnson will remain a member. A motion was made by Ms. L’Huillier to approve the committee structure, seconded by Mr. Jennings. All in favor. Carried.
2. **Resolution No. 02.03.2022.02 to Cancel Service Agreement with Waste Management for dumpster at 146 Arsenal Street** – A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Converse. All in favor. Carried.

VIII. Counsel:

Executive Session – At 9:18 a.m., a motion was made by Mr. Warneck to go into executive session to seek the advice of counsel, seconded by Mr. Jennings. Board Members including JCLDC board members, staff, and counsel remained.

At 9:32 a.m. a motion to leave executive session was made by Mr. Warneck, seconded by Mr. Converse. All in favor. Carried.

- IX. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Converse. All in favor. The meeting adjourned at 9:33 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 02.03.2022.01

RESOLUTION FOR AUTHORIZING A MICRO ENTERPRISE LOAN TO
Pink Kettle, LLC

WHEREAS, April Miralles, owner of Pink Kettle, LLC requested by application to this Agency a Micro Enterprise Loan in the amount of Twenty-Four Thousand Eight Hundred Dollars (\$24,800.00) to purchase equipment to establish a bubble tea business to be located in the Salmon Run Mall, Watertown, and

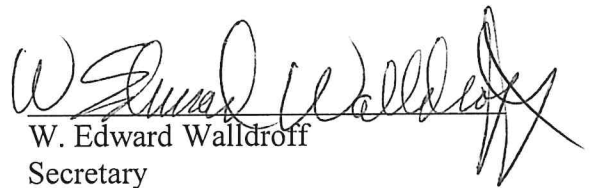
WHEREAS, Staff reviewed this request and recommends approval of a loan in the amount of \$24,800 for a five-year amortization with a rate of 5%. There will be 6 employees in year one followed by four in year two and four in year three for a total of 14. Collateral will be a first position lien on all assets of the organization and a personal guarantee of April Miralles. The loan will be contingent upon mall lease, and

WHEREAS, on January 27, 2022, 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 Twenty-Four Thousand Eight Hundred Dollar (\$24,800.00) loan to Pink Kettle, 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

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

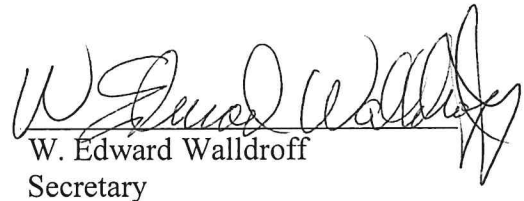
**Resolution Number 02.03.2022.02
for Cancellation of Service Agreement with Waste Management for Dumpster
at 146 Arsenal Street**

WHEREAS, Staff is seeking approval to cancel the Service Agreement with Waste Management for the dumpster located at 146 Arsenal Street since it is no longer needed, and

NOW, THEREFORE, BE IT RESOLVED, by the board of Directors of the Jefferson County Industrial Agency that it hereby approves the request, and be it further

RESOLVED, that the Chief Executive Officer or his designee 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