

**Jefferson County Industrial Development Agency
Board Meeting Minutes
July 7, 2022**

The Jefferson County Industrial Development Agency held their board meeting on Thursday, July 7, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: David Converse, John Jennings

Absent: W. Edward Walldroff

Also Present: Christine Powers, Rob Aiken

Zoom: Justin Miller, Esq., Craig Fox (Watertown Daily Times), Tim Fitzgerald, Esq.

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

- I. Call to Order:** Chairman Aliasso called the meeting to order at 8:19 a.m.
- II. Privilege of the Floor:** Chairman Aliasso invited guests to speak. No one spoke.
- III. Minutes:** Minutes of the meeting held June 2, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Ms. L'Huillier. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending June 30, 2022. Mr. Eaton indicated that the MICRO bad debt allowance will need to be adjusted during the budget process. Mr. Warneck said that he will work with Mr. Eaton on the list of projects that are approved but have not closed. Attorney Miller said that we can add language to the project agreement that a project must close within 6 to 12 months, or they must come back asking for an extension and provide an update. Mr. Aliasso asked if we could ask for a deposit when the project authorizing resolution is approved. Attorney Miller said these changes can be discussed with the governance committee. After discussion, a motion was made by Mr. Warneck to accept the financial statement as presented, seconded by Ms. L'Huillier. All in favor. Carried.
- V. Committee Reports:**
 - a. Alternative Energy Ad Hoc Committee** – Mr. Warneck said that the committee has not met since the last board meeting. He mentioned that Mr. Zembiec sent out the Boralex invitation to their open house. He said that the Tracy Solar state application has been deemed complete and indicated that the committee should convene a meeting to discuss how they will handle large scale applications.

Mr. Zembiec said that we have received two new solar applications for projects to be located on Floral Drive in Watertown. He said that we will convene a committee meeting to review them.

Mr. Aliasso asked about the corporate park covenants. Mr. Warneck and Mr. Zembiec agreed that the current process with the Town of Watertown Planning Board is working well.

Jefferson County Industrial Development Agency
Board Meeting Minutes
July 7, 2022

VI. Unfinished Business:

1. YMCA Project at 146 Arsenal Street:

- a. **First Amendment to Lease Agreement with option to purchase – Top of the Square, LLC (Washington Street Properties)** – Mr. Zembiec said that after the board material was sent out, it was determined that we should approve a permanent easement for the same price using the same drawing.
- b. **YMCA license for construction** – Mr. Zembiec said that Tim Fitzgerald from Harris Beach sent him wording for a resolution, which Mr. Zembiec handed out. Mr. Warneck asked when the amended ground lease will be ready for approval. Attorney Miller said that it could be ready for the August meeting, but noted that the YMCA is still negotiating and has not settled on a financial lender.

Attorney Miller said that Tim is working with the City for the parcel and is working with Washington Street Properties as well. Mr. Warneck expressed his concern about giving the YMCA a license to modify the building before these matters have been resolved. Mr. Zembiec noted that we would not give the YMCA the license until after we get the city parcel.

Executive Session

At 8:43 a.m., a motion was made by Ms. L'Huillier to go into executive session for the purpose of discussing potential acquisition/disposition of real property, seconded by Mr. Warneck. Board Members, LDC Board Member Aiken, Staff, and Counsel remained.

At 9:04 a.m., a motion was made by Mr. Warneck to leave executive session, seconded by Mr. Johnson. All in favor.

Chairman Aliasso postponed further discussion on the YMCA items until the August board meeting. He said that a special meeting could be convened if the information is ready before the next meeting.

VII. New Business:

1. **Resolution No. 07.07.2022.01 to open bank account for DCIP Grant for 146 Arsenal Street** – A request to open a bank account at Watertown Savings Bank for tracking and administering the Defense Community Infrastructure Program (DCIP) Grant for the Watertown Family YMCA project at 146 Arsenal Street. A motion was made by Ms. L'Huillier to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.
2. **Resolution No. 07.07.2022.02 to accept money from the ARPA Grant fund to reimburse RLF for remediation project at 146 Arsenal Street** – A request to accept \$1,000,000 from the ARPA grant payment received from the County to reimburse the RLF account to pay down the remediation project loan for 146 Arsenal Street. A motion was made by Ms. L'Huillier to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

**Jefferson County Industrial Development Agency
Board Meeting Minutes
July 7, 2022**

3. **Review FedEx Ground Mobile Dock (Corporate Park)** – FedEx Ground is planning to utilize a 10-bay (5 each side) mobile loading dock at their location in the Corporate Park. Mr. Zembiec said that the Town of Watertown Planning board decided to review it because they felt it will be placed long-term. He noted that it complies with all set-back requirements. A motion was made by Mr. Warneck to approve the review by the board, seconded by Ms. L'Huillier. All in favor. Carried.
4. **National Grid Temporary Workspace Agreement** – A request from National Grid to use land tax parcel 73.20-1-10.14 in the corporate park for temporary workspace. Compensation is \$1,193.62 and is anticipated to be completed by November 30, 2022. A motion was made by Mr. Warneck to approve the agreement, seconded by Mr. Johnson. All in favor. Carried.
5. **National Grid Easement for Convalt site at Business Complex** – A motion was made by Mr. Johnson to allow staff to complete the National Grid easement application, seconded by Mr. Warneck. All in favor. Carried.
6. **Amend Budget** – The board instructed staff to make a recommendation at the next board meeting to modify the budget to include the ARPA grant money.

VIII. Counsel: None.

IX. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Johnson, seconded by Ms. L'Huillier. All in favor. The meeting adjourned at 9:13 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 07.07.2022.01

**RESOLUTION TO OPEN A BANK ACCOUNT FOR THE DCIP GRANT FOR 146
ARSENAL STREET**

WHEREAS, the Jefferson County Industrial Development Agency (JCIDA) has been awarded a grant from the Defense Community Infrastructure Program (DCIP), administered by the U.S. Department of Defense's Office for Local Defense Community Cooperation, for the Watertown Family YMCA project at 146 Arsenal Street, Watertown, and

WHEREAS, JCIDA Staff request board approval to open a bank account at Watertown Savings Bank specifically for tracking and administering the DCIP Grant for the project at 146 Arsenal Street, Watertown, NY,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approve the request, and be it further,

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



David J. Zembiec, CEO

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 07.07.2022.02

**RESOLUTION TO ACCEPT MONEY FROM THE ARPA GRANT FUND TO
REIMBURSE RLF FOR REMEDIATION PROJECT AT 146 ARSENAL STREET**

WHEREAS, the Jefferson County Industrial Development Agency ("JCIDA") entered into a sub-recipient agreement with the County of Jefferson (the "County") for the administration of funds from the United States Coronavirus State and Local Fiscal Recovery Funds (the "SLFRF"), and

WHEREAS, those funds include \$1,000,000 to be applied to the cost of environmental remediation undertaken by the JCIDA at 146 Arsenal Street, Watertown; and


WHEREAS, the JCIDA has received its first payment from the County toward certain programs agreed to in the sub-recipient agreement, including the environmental remediation at 146 Arsenal Street; and

WHEREAS, the JCIDA had borrowed from its own revolving loan fund to cover costs associated with the environmental remediation; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Jefferson County Industrial Development Agency accept \$1,000,000 from the ARPA grant payment received from the County to reimburse the RLF account to pay down the remediation project loan for 146 Arsenal Street, 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. Zembiel
CEO