

**Jefferson County Industrial Development Agency
Board Meeting Minutes
September 7, 2023**

The Jefferson County Industrial Development Agency held their board meeting on Thursday, September 7, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck, Lisa L’Huillier, David Converse, W. Edward Walldroff, John Condino, William Johnson

Excused: Robert E. Aliasso, Jr.

Absent: None

Also Present: Christine Powers, Rob Aiken

Zoom: Justin Miller, Esq. (Harris Beach), Craig Fox (Watertown Daily Times)

Staff Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson

- I. Call to Order:** Vice Chairman Johnson called the meeting to order at 8:28 a.m.
- II. Privilege of the Floor:** Guests were invited to speak. No one spoke.
- III. Minutes:** Minutes of the meeting held August 10, 2023 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 August 31, 2023. Mr. Converse asked about the status of the outstanding \$33,364.50 miscellaneous receivable due from Convalt Energy, LLC. Mr. Warneck said that the amount due will be paid when their permanent financing closes. Mr. Eaton said that the fee consists of legal and engineering fees incurred at the Business Complex. After discussion, a motion was made by Mr. Condino to accept the financial statement as presented, seconded by Mr. Walldroff. All in favor. Carried.
- V. Committee Reports:**
 - a. Corporate Park Ad Hoc Committee** – Mr. Warneck reported that the Town of Watertown Planning Board met yesterday and is willing to create a separate zone for the Jefferson County Corporate Park.
 - b. Alternative Energy Ad Hoc Committee** – Mr. Warneck indicated that the committee has not met recently.
- VI. Unfinished Business:**
 - 1. 146 Arsenal Street update** – Mr. Zembiec said the project is moving along (flooring is being installed and painting). Construction is scheduled to be complete in November and open in December. Mr. Zembiec and Mr. Weir continue to participate in the weekly meetings. Board members would like to tour the facility to see the progress. Mr. Weir will schedule a tour this month.

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Executive Session

At 8:36 a.m., a motion was made by Mr. Warneck to enter into executive session to discuss the financials of a particular company, seconded by Mr. Walldroff. All in favor. Board Members including LDC Board Members, Staff, and Counsel remained.

At 9:13 a.m., a motion was made by Mr. Converse to leave executive session, seconded by Mr. Warneck. All in favor.

The board decided to schedule a special board meeting for Tuesday, September 12, 2023 at 1:45 p.m. to consider an extension of the land development agreement with Convalt Energy, LLC.

VII. New Business:

- 1. Resolution No. 09.07.2023.01 to Write Off the MICRO Loan to Sarah's Barber Shop –**
A request to write off the outstanding principal balance of \$6,867.40. Mr. Eaton said the account has been turned over to the Central Service Bureau for collection. The bad debt reserve will be reduced by \$6,867.40 as part of the upcoming budgeting process. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

VIII. Counsel:

- 1. US Foods (MLR, LLC) –** Attorney Miller said that they have been in contact with the company. They are working on amending the original PILOT application previously submitted by MLR, LLC.
- 2. North American Tapes, LLC –** Attorney Miller said that he has engaged with their counsel. They are trying to determine if it will be a unified closing or a two-step closing starting with the sales tax exemption.

- IX. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Condino, seconded by Mr. Walldroff. All in favor. The meeting adjourned at 9:19 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution Number 09.07.2023.01

**RESOLUTION FOR AUTHORIZING A WRITE OFF TO THE MICRO ENTERPRISE
LOAN FUND TO
Sarah's Barber Shop**

WHEREAS, Sarah's Barber Shop is in default and has been issued a demand letter, providing no response, and

WHEREAS, the account has been turned over to the Central Service Bureau Inc. for collection, and

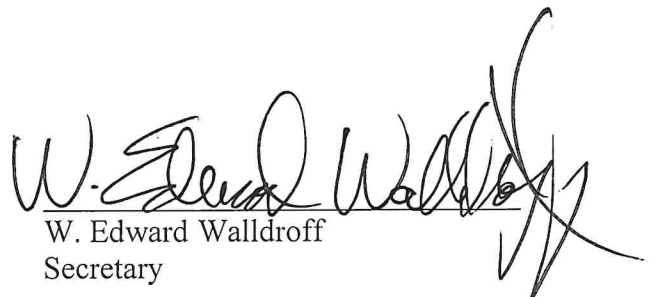
WHEREAS, Staff recommends approval to write off the MICRO loan with an outstanding principal balance of \$6,867.40 effective immediately, and

WHEREAS, the balance for the MICRO bad debt reserve will be reduced by \$6,867.40. The bad debt reserve will be adjusted as part of the budgeting process, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approves the request to write off this account and continue to seek collection, 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