

**Jefferson County Industrial Development Agency
Board Meeting Minutes
May 1, 2024**

The Jefferson County Industrial Development Agency held its board meeting on Wednesday, May 1, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: William Johnson, W. Edward Walldroff, John Condino, David Converse, Paul Warneck

Excused: Robert E. Aliasso, Jr.

Absent: Lisa L’Huillier

Also Present: Rob Aiken

Zoom: Justin Miller, Esq. (Harris Beach)

Staff Present: David Zembiec, Marshall Weir, Peggy Sampson, Jay Matteson, Robin Stephenson

- I. Call to Order:** Vice Chairman Johnson called the meeting to order at 8:30 a.m.
- II. Privilege of the Floor:** No one spoke.
- III. Minutes:** Minutes of the meeting held April 4, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Condino, seconded by Mr. Walldroff. All in favor. Carried.
- IV. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending April 30, 2024. He reported that an ARPA grant payment was made to the Town of Hounsfield for the sewer project. He noted that the Colleen’s Cherry Tree Inn loan is now current. He suggested fixing the vendor name from Sackets Harbor Brew Pub, LLC to the actual entity for the loan which is SHBP Realty Holdings, LLC. Mr. Converse said that we have to keep an eye on the projected fee revenue line item. After discussion, a motion was made by Mr. Warneck to accept the financial statement as presented, seconded by Mr. Converse. All in favor. Carried.
- V. Committee Reports:**
 - a. Alternative Energy Ad Hoc Committee –** No report.
- VI. Unfinished Business:**
 - 1. Deferiet –** Mr. Zembiec said that the Deferiet Redevelopment Corporation has been incorporated. He said that Attorney Frateschi will prepare the bylaws and policies and procedures for the organizational meeting in June. He said the IDA is the initial member and the new board will be approved at the organizational meeting. He also said that the County will finalize foreclosure on the property in June.
 - 2. Globe Mini Mall –** Mr. Warneck asked about the renovations at the location. He pointed out that we have not received an application and wondered if the project will fall under the UTEP or would be a deviation. Attorney Miller said that the project will fall under the UTEP since there is a reference to commercial projects. He did say that the board could seek endorsement from the taxing jurisdictions in the spirit of ongoing practice. It was noted that this project

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will be a redevelopment of a dilapidated building. Mr. Warneck and Mr. Converse both indicated that they would like the municipality to request our assistance with this project.

- 3. Town of Watertown Planning Board** – Mr. Warneck said that he was reading the Town of Watertown Planning Board minutes, and they indicated that 4XL, LLC (Lawler/Lundy) submitted updated plans to the planning board to expand their project in the corporate park (Lot #10). He said the minutes indicated that the approval was granted contingent upon JCIDA review. Staff will reach out to the company to get updated plans for review.

Executive Session –

At 8:50 a.m. a motion was made by Mr. Warneck to enter into an executive session to discuss the potential acquisition/disposition of real estate, seconded by Mr. Condino. Board Members, LDC Board Member Aiken, Staff, and Counsel remained.

At 9:49 a.m. a motion was made by Mr. Warneck to leave the executive session, seconded by Mr. Converse. All in favor. No action was taken.

VII. New Business:

- 1. Authorizing Resolution No. 05.01.2024.01 for Convalt Energy, Inc. and Convalt Manufacturing, LLC – Phase I Project** – No action was taken.

VIII. Counsel: None.

- IX. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Mr. Condino. All in favor. The meeting was adjourned at 9:54 a.m.

Respectfully submitted,

Peggy Sampson