

**Jefferson County Local Development Corporation
Board Meeting Minutes
November 7, 2024**

The Jefferson County Local Development Corporation held its board meeting on Thursday, November 7, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., W. Edward Walldroff, William Johnson, David Converse, Lisa L'Huillier, Paul Warneck, Rob Aiken, John Condino, Gregory Gardner

Excused: Christine Powers

Absent: None

Also Present: Ryan Piche (Jefferson County Administrator), Craig Fox (Watertown Daily Times), Chad Charette (7 News)

Zoom: Justin Miller, Esq, (Harris Beach), Courtney Frank, Kati Jock

Staff Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:00 a.m.
- II. **Pledge of Allegiance**
- III. **Privilege of the Floor:** No one spoke.
- IV. **Minutes:** Minutes of the meeting held on October 3, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Johnson. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending October 31, 2024. He said there were no loan delinquencies to report. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:** No reports.
- VII. **Council Reports:**
 - a. **Ag –** Mr. Matteson handed out a summary of his recent trip to Kansas City for the Master Economic Development Practitioner (MEDP) certification which was a week-long program. He said it was a valuable trip with 59 other participants. He said that there were three site selectors in the room and one of the things they told them was that before they ever contact us, they are looking at our workforce and they will know what we do have and what we don't have for workforce availability, so he noted that the work has to be done well in advance. He said that one key takeaway is the importance of an online presence (website – data, available sites, etc.). He said that he plans to maintain contact with other class participants which includes an upcoming podcast interview with one of the groups that has a very successful food hub that covers the state of Kansas. He also noted that housing is a critical issue more than he realized.

Craig Fox and Ryan Piche joined the meeting.

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Professor Gardner said that the Center for Community Studies at JCC conducted a detailed study over twenty years ago about retiring soldiers coming out of Fort Drum to assess their skills. He said the population is larger now and indicated that the study could be updated.

Chairman Aliasso said that we could use local resources like FDRLO and update our website to put better facts out there.

- b. Manufacturing** – Chairman Aliasso mentioned the letter of recognition received from one of the school districts that participated in Manufacturing Day. Ms. Stephenson said Manufacturing Day went well. She said 20 manufacturers and 10 schools (over 600 students) participated.

Ms. Stephenson reported that she attended the fall manufacturing alliance meeting in Carthage which focused on collaboration with manufacturers and agencies.

Mr. Weir said that we continue to look for manufacturing prospects for the County.

- c. Marketing** – No report.

VIII. Unfinished Business:

- 1. ARPA Fund Reports (Round One and Two)** – Updated spreadsheets showing the grant fund activities were provided in the board packet. Ms. Stephenson reported that it is going well. She said she plans to reach out to Round 2 recipients who have not started their projects within the next few months.

Mr. Walldroff said this has been a good program to deploy in our County for small businesses.

IX. Counsel: None.

X. New Business:

- 1. ARPA Small Business Productivity Improvement Grant Recommendations** – The committee recommended the following grant recommendations:

Winning Promotion Inc.	\$10,000
Primitive Beauty Bar	<u>\$2,400</u>
Total	\$12,400

A motion was made by Mr. Warneck to approve the grant recommendations, seconded by Ms. L’Huillier. All in favor. Carried.

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- 2. ARPA Tourism Grant Recommendation** – The committee recommended the following grant recommendation:

Clayton Island Tours, LLC \$24,750

Mr. Weir said they are having issues with dredging and from a tourism point it is a critical piece and the committee liked the project. Ms. Stepheson said that they have been closing early because the water recedes, so the dredging will help them stay open longer.

Mr. Warneck mentioned us doing business with Clayton Island Tours, LLC but wondered if this is their first application through one of the ARPA grant cycles. Ms. Stephenson said yes.

A motion was made by Mr. Warneck to approve the grant recommendation, seconded by Mr. Condino. Mr. Johnson asked how the amount of \$24,750 was determined. Ms. Stephenson said it was 75% of \$33,000. All in favor. Carried.

- 3. Resolution No. 11.07.2024.01 Authorizing amended agreements with the County of Jefferson and JCIDA for ARPA funds** – The Jefferson County Board of Legislators approved Resolution No. 268 to extend the term of the agreement to remain in effect until December 31, 2026 and to authorize the remainder of contracts to reallocate remaining funds from the existing programs authorized by Resolution No. 139 of 2023, focusing on the need between Jefferson County’s agricultural industry, including food production, processing and agri-tourism upon approval of the County Administrator. A motion was made by Mr. Gardner to approve the resolution, seconded by Mr. Converse. All in favor. Carried.

Courtney Frank and Kati Jock joined the meeting.

- 4. Second Extension to Round 1 Grant Agreement with Community Action Planning Council** – The agreement was previously approved on April 7, 2022 with the first extension approved on March 7, 2024 with an expiration date of December 31, 2024. The second extension extends the agreement through December 31, 2026. A motion was made by Mr. Aiken to approve the second extension, seconded by Mr. Converse. All in favor. Carried.

Chad Charette joined the meeting.

- 5. First Extension to Round 2 Grant Agreement with Community Action Planning Council** – The agreement was previously approved on October 5, 2023 with an expiration date of December 31, 2024. The first extension extends the agreement through December 31, 2026. The Scope of Work has been mutually updated as outlined in the agreement. A motion was made by Mr. Condino to approve the first extension, seconded by Mr. Johnson. All in favor. Carried.

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- 6. Authorizing Resolution No. 11.07.2024.02 for Engagement of Strategic Development Specialists, LLC for Targeted Economic Development Services and Countywide Site Location Advocacy** – Mr. Weir said the resolution authorizes the engagement of Strategic Development Specialists, LLC (SDS) for advocacy and grant writing for the proposed MICRON project in Clay, NY. He said this is a good opportunity to get Jefferson County in the door and keep us in the room. He said that SDS has a level of connections and will facilitate for us. He thanked the County for their support. Chairman Aliasso said that we will increase our marketing budget for the cost which will be backfilled by the County.

Mr. Walldroff asked if the two annual allotments that we are giving them this year and next are a retainer or if will there be billable hours on top if we uncover a situation that requires some grant writing. Mr. Weir said that there could be expenses and expects there will be which we will be responsible for. Mr. Weir said that we have skin in the game; so, if there is grant writing, while we have a lot of grant writing experience here, they have a lot more. Mr. Weir said that we have a cap to protect the corporation that Attorney Miller is working with SDS to finalize in the contract.

Mr. Aiken asked if SDS has provided a comprehensive approach or scope of how they will address all this. Mr. Weir said they plan to build relationships plus there will be a grant piece attached to that as well as advocacy in the project. He said that it will take a lot of time and quantifying deliverables can be difficult. Mr. Aiken asked if their approach has been written out because it seems overwhelming. Mr. Weir said he feels great about it for the relationship piece and access to the decision-making in this process.

County Administrator Piche said MICRON is going to be a heavy lift for Onondaga County and NYS. He said there is a lot of additional suppliers, employment and training, infrastructure and housing that needs to be built up around it. He said a lot of what this agreement does is gives us access to some of those folks that are making those decisions and make sure that we have a seat at the table. He said that other than going to some of the forums and some of the more public events, which we will, that is not where decisions are being made for this stuff. He said that SDS is well established in the Central NY region, and they have a lot of relationships, and they are willing to represent us, and they already have got us in the door on some meetings that were quite productive. He said that it gets us a seat at the table – what we are willing to do with that and how far we can take it is up to us, at least we are part of the conversation and not looking in from the outside.

Mr. Warneck asked Mr. Matteson how this fits in with what he talked about earlier in the meeting. Mr. Matteson said it is exactly up the alley. He said that he is not part of the conversations but said that it sounds like one of the things we have to do is start to aggregate all of the assets we have to work with and make sure those are available to these folks to utilize. He said that Ms. Stephenson has been assigned to put together an asset map of Jefferson County. Mr. Weir said that we have talked about how best to position Jefferson County which will include an asset map of things that can benefit the project and its people. He said the map will include tourism assets, available sites, and maybe some infrastructure pieces. He also said that Jefferson County NY is where you want to be for any businesses looking to work with MICRON or Fort Drum. Mr. Matteson said that it sounds like we need to put in place some goals of what we want to get out of this (housing, certain type of business, etc.); and ask ourselves what it is we think we can draw out of the location of MICRON and Central NY and he thinks the consultant will probably help us do that.

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Mr. Piche agreed. He said there is a lot of opportunity that is going to come out of this. He said that we have had conversations with folks from Onondaga County and folks from MICRON and there is so much investment that's going into this site and so many suppliers and infrastructure that's going to be required to establish a high-tech chip manufacturing industry in Central NY. He said that Central NY alone is not going to be able to support all that for the amount of growth that needs to happen as quickly as it needs to happen. He said that there is plenty of room for Jefferson County to be within that sphere and chip in. He said that there is so much that needs to be done to support this mega investment from the federal government that there is an opportunity for everybody to have a piece of the pie. He thinks the folks associated with MICRON and the leaders of Central NY are eager to build partnerships because they want it to be successful and they know they can't do everything themselves. Mr. Matteson said goal setting is going to be critical so that we know what our targets are and can be going after those.

Mr. Walldroff said that we have two huge assets that fit nicely with MICRON – a 100-acre shovel-ready site and tourism.

Chairman Aliasso noted that this effort is not limited to MICRON even though it is clearly the target. He said there are a lot of statewide initiatives so let's not think small. He said that if there is an initiative at the federal level to think about small nuclear - Fort Drum is the perfect spot to build the next research laboratory that is surrounded by world-class universities that are insulated from foreign influences in this area. He said that there are a lot of opportunities.

Mr. Converse wanted to make sure the board was clear on the agreement – this is a two-year resolution, but the MICRON project is going to carry on a lot longer than that (could be 10 years). Mr. Warneck said that we'll get to reanalyze the success after the first two years. Mr. Converse said the board needs to have the understanding that once we get into something like this is going to be an ongoing thing for quite a while. Mr. Gardner said that we are going to learn so much over two years about this project but also about other possibilities. He said this is a highly leveraged opportunity.

Chairman Aliasso read the purpose of the resolution which authorizes the engagement of Strategic Development Specialists, LLC to provide certain targeted economic development services and countywide site selection advocacy and the execution and delivery of an engagement letter. The resolution also directs the establishment of an updated budget for the agreement and services, which shall include a base fee of \$5,000 per month for the first 12 months, and if extended by the Corporation, a base fee of \$6,500 per month an additional year. A motion was made by Mr. Condino to approve the resolution, seconded by Ms. L'Huillier. Roll call vote. Mr. Aliasso – Yea, Mr. Converse – Yea, Mr. Condino – Yea, Mr. Johnson – Yea, Ms. L'Huillier – Yea, Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Gardner – Yea, Ms. Powers – Absent, and Mr. Aiken – Yea. Carried.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Gardner. All in favor. The meeting was adjourned at 8:54 a.m.

Respectfully submitted,
Peggy Sampson

AUTHORIZING RESOLUTION

(Engagement of Strategic Development Specialists, LLC for Targeted Economic Development Services and Countywide Site Location Advocacy)

A regular meeting of the Jefferson County Local Development Corporation was convened on Thursday, November 7, 2024 at 8:00 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 11.07.2024.02

RESOLUTION OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (THE “CORPORATION”) AUTHORIZING THE ENGAGEMENT OF STRATEGIC DEVELOPMENT SPECIALISTS, LLC TO PROVIDE CERTAIN TARGETED ECONOMIC DEVELOPMENT SERVICES AND COUNTYWIDE SITE SELECTION ADVOCACY SERVICES (AS MORE PARTICULARLY DESCRIBED HEREIN), AND THE EXECUTION AND DELIVERY OF AN ENGAGEMENT LETTER IN FURTHERANCE OF SAME

WHEREAS, pursuant to Sections 402 and 1411 of the Not-For-Profit Corporation Law (“N-PCL”) of the State of New York, the **Jefferson County Local Development Corporation, d/b/a Jefferson County Economic Development** (herein, the “Corporation”) was established as a domestic, not-for-profit local development corporation pursuant to a Certificate of Incorporation (the “Certificate”, as filed September 9, 2009 and as amended November 19, 2013) to undertake certain charitable and public purposes, among other things, including relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding the County of Jefferson (the “County”) by attracting new industry to the City or by encouraging the development of, or retention of, an industry in the County, and lessening the burdens of government and acting in the public interest; and

WHEREAS, the Corporation desires to undertake targeted economic development activities, enhanced Countywide site selection efforts to capitalize on significant regional economic development projects, including the proposed Micron project to be located in nearby Clay, New York; and

WHEREAS, the Corporation has been presented with a proposal from **Strategic Development Specialists, LLC**, of East Syracuse, New York (the “Consultant”) for the provision of targeted economic development consulting services to the Corporation, including site selection and promotion services, marketing and promotion of the County to developers and businesses, identification and application to federal and state grant programs, strategic lobbying and advocacy, and related services (herein, the “Services”); and

WHEREAS, the Corporation desires to engage the Consultant for the Services, and pursuant to and in accordance with the Corporation's Procurement Policy, the Services constitute "professional services"; and

WHEREAS, the Corporation further desires to direct the establishment of an updated Corporation budget for the remainder of 2024 and for 2025 to accommodate same.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby authorizes the engagement of the Consultant to provide the Services to the Corporation, with such services to be provided pursuant to an agreement (the "Agreement") in form and substance approved by the Chairman, Vice Chairman and/or Chief Executive Officer (or Deputy CEO) of the Corporation and counsel to the Corporation, and said officers are hereby authorized, on behalf of the Corporation, to execute and deliver the Agreement and related documents in such forms as approved by the General Counsel to the Corporation, with such changes as shall be approved by the Chairman, Vice Chairman and/or Chief Executive Officer (or Deputy CEO) and counsel to the Corporation upon execution.

Section 2. The Corporation hereby directs the establishment of an updated Corporation budget for the Agreement and Services, which shall include a base fee of \$5,000.00 per month for the first 12 months, and if extended by the Corporation, a base fee of \$6,500 per month for an additional year.

Section 3. The officers, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, costs, requisitions, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 4. These Resolutions shall take effect immediately upon adoption.

The question of the adoption of the foregoing resolutions was duly put to vote on roll call, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
Robert E. Aliasso, Jr.	X			
David J. Converse	X			
John J. Condino	X			
William W. Johnson	X			
Lisa L'Huillier	X			
W. Edward Walldroff	X			
Paul J. Warneck	X			
Gregory A. Gardner	X			
Christine A. Powers			X	
Robert J. Aiken	X			

The resolutions were thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF JEFFERSON) ss:

I, the undersigned Chairman of the Jefferson County Local Development Corporation,
DO HEREBY CERTIFY:


That I have compared the foregoing extract of the minutes of the meeting of the Jefferson County Local Development Corporation (the "Corporation") including the resolution contained therein, held on November 7, 2024, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

7th IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Corporation this
day of November, 2024.



Robert E. Aliasso, Jr., Chairman

[SEAL]



JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 11.07.2024.01

**AUTHORIZING AMENDED AGREEMENTS WITH THE COUNTY OF JEFFERSON
AND JCIDA FOR APRA FUNDS**

WHEREAS, by Resolution 139 of 2023 and Resolution 40 of 2022, the Jefferson County Board of Legislators authorized an agreement with the Jefferson County Local Development Corporation and Jefferson County Industrial Development Agency for the administration and operation of certain programs for the benefit of Jefferson County citizens, which include support for small businesses, local food production and processing, childcare expansion, and tourism sector enhancement, and

WHEREAS, the Jefferson County Board of Legislators approved Resolution No. 268 on October 5, 2024, to extend the term of the agreement to remain in effect until December 31, 2026, and to authorize the remainder of contracts to reallocate remaining funds from the existing programs authorized by Resolution No. 139 of 2023, focusing on the need between Jefferson County's agricultural industry, including food production, processing and agri-tourism, upon the approval of the County Administrator, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the term extension for all related ARPA contracts, 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.



Robert E. Aliasso, Chairman