

**Jefferson County Industrial Development Agency  
Board Meeting Minutes  
December 5, 2024**

The Jefferson County Industrial Development Agency held its board meeting on Thursday, December 5, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** Robert E. Aliasso, Jr., W. Edward Walldroff, David Converse, Lisa L’Huillier, Paul Warneck, John Condino  
Zoom: William Johnson

**Excused:** None

**Absent:** None

**Also Present:** Rob Aiken, Dawn Robinson  
Zoom: Justin Miller, Esq, (Harris Beach), Sarah Bullock, Jacob Jacques

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

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:33 a.m.
- II. **Privilege of the Floor:** No one spoke.
- III. **Minutes:** Minutes of the meeting held on November 7, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Warneck. All in favor. Carried.
- IV. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending November 30, 2024. He said that we are not going to come close to the budgeted revenue expectation for the PILOT/lease-leaseback fees. He reviewed the delinquent accounts – the Painful Acres delinquency will be discussed later in the meeting during the executive session. After discussion, a motion was made by Mr. Warneck to accept the financial statement as presented, seconded by Mr. Walldroff. All in favor. Carried.
- V. **Committee Reports:**
  - a. **Alternative Energy** – No report.
  - b. **Building and Grounds Committee** – Mr. Condino reported that a meeting was held last week with North Country Contractors to get an update on their project at the Business Complex. He said they are 80% complete and noted that there has been a lot of rock cutting. Mr. Walldroff asked if the rock cutting was within the budget and asked if there were any overruns. Mr. Condino said it is within the budget and there are no overruns. Chairman Aliasso noted that the project was to be completed by the end of this year. Mr. Condino said he believes an extension was granted. Mr. Weir confirmed that the grants for the project have been extended into next year.

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**Building and Ground Committee Continued**

Mr. Walldroff said that he was shocked by the sewer capacity limit of 15,000 gallons per day for the whole buildout. Mr. Condino said the infrastructure has the capacity but noted that it was the initial limit that the Village of Brownville put on it based on the numbers for the project from what we thought was going to be the new development there including the airport building expansion. He said the committee will consider capacity and power as the project progresses. Mr. Weir said there are opportunities for expansion of the treatment plant.

Mr. Walldroff asked how we match infrastructure to the highest and best use for the 80-acre site. He said he thinks of water tables, elevation, etc. Mr. Weir said that we are considering all of those things and noted that he is working with National Grid on the power piece. Mr. Matteson said it's important for us to keep in mind job quality versus job numbers because of the labor market we are facing. Chairman Aliasso said that's why we use a cost-benefit analysis to review the impact.

Mr. Aiken asked if there is a conceptual site layout if it is turned into a small park. Mr. Weir said that we have the video that BCA created several years ago on our website. Mr. Converse recommended looking at the original plan BCA created.

**c. Nominating Committee**

- i. Resolution No. 12.05.2024.01 to Appoint JCLDC Board Members** – The Nominating Committee recommended the appointment of Dawn Robinson to fill Kent Burto's unexpired term of 12/31/26 and Charles Capone to fill Christine Powers unexpired term of 12/31/27. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Walldroff. All in favor. Carried.

Ms. L'Huillier noted that the County Board of Legislators passed a resolution to reappoint her and Mr. Warneck.

Ms. Robinson introduced herself and said that she works at Jefferson Community College and is the chair of the Business Department. She said that she works with the community and the students and noted that she will finish her dissertation soon. She mentioned that she has worked with Dr. Gardner on several research opportunities and spent some time internationally discussing their economic development along with agricultural development. She said that she is a graduate of JCC, Nazareth, college of Rochester and Suny Potsdam, and her PhD will be through National University. Her focus is on educational leadership, and she teaches marketing and a full slate of business coursework.

Sarah Bullock and Jacob Jacques joined the meeting via Zoom at 9 a.m.

- ii. Resolution No. 12.05.2024.02 to Elect Officers for CY 2025** – The Nominating Committee recommended the following slate of officers: Chairman – Robert E. Aliasso, Jr., Vice Chairman – Hon. William W. Johnson, Treasurer – Paul J. Warneck, Secretary – W. Edward Walldroff. A motion was made by Ms. L'Huillier to approve the resolution, seconded by Mr. Converse. All in favor. Carried.

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**VI. Unfinished Business:**

- 1. OSC 2020 Audit follow-up** – Chairman Aliasso said that he and Mr. Weir agreed to have the governance committee follow up in a few months on the progress of the corrective action items. He said that regardless of the findings, we take this seriously, Mr. Weir agreed. Mr. Weir said that the findings were that one of the items was implemented, one was partially implemented and three of them were not at the time of the audit. He said that there is no further response required, just the expectation that we will make the changes.

Mr. Walldroff asked Mr. Weir and Mr. Eaton if they have a clear action plan to specifically address the items whether it's new forms or more follow-up. Mr. Weir said yes. He said that we will be adding to the checklist and make sure that they are done. Chairman Aliasso mentioned that we are expected to create a cost-benefit analysis for tax exemption (sales tax only) projects as well.

Mr. Eaton said that we have been verifying job numbers through the application. He said that when an application is submitted it shows a capital expenditure, and we assume it's right and they sign the application attesting to it. He said on retained jobs we should request an NYS-45, which he said that we can do. He said at the end of the project, we have to go back and verify once again that the capital expenditure was the capital expenditure which is reported by the project applicant every year and that has been our process. He thinks that what has been suggested goes beyond the original intent of the program. He said we will live with it but it will slow the process down and we will have to have proof or some indication of the capital expenditure on the front end other than just the application. He said we will figure out something on the back end.

Mr. Warneck said that there are downstate senators who are constantly talking about increasing oversight of IDA's. He said we should clean it up now before the greater oversight comes. He said that Attorney Miller has done a great job of cleaning a lot up with his project agreements that have substantially more detail than in previous years.

Mr. Eaton said that part of the end result should be a visit to a new project which is part of the verification of completion of the project. Mr. Converse said in those earlier years, it was a goal for staff to make a certain number of visitations per year. He said we may have to look at that again.

- 2. Proposed Fee Schedule** – Chairman Aliasso suggested removing the last section of the proposed fee schedule since the annual fee will be \$1,500 for bonds, lease-leasebacks, and renewable energy projects because it is duplicative; board members agreed. A motion was made by Mr. Warneck to approve the amended fee schedule as discussed, seconded by Mr. Condino. All in favor. Carried.

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**3. Consideration of Executive Session**

At 9:19 a.m. a motion was made by Mr. Warneck to enter into executive session to discuss the financials of a particular company, seconded by Ms. L'Huillier. All in favor. Board Members, LDC Board Member Aiken, Staff, and Attorney Miller remained.

At 9:48 a.m. a motion was made by Mr. Warneck to leave executive session, seconded by Mr. Converse. All in favor. No action was taken.

**VII. New Business:** None.

**VIII. Counsel:** None.

**IX. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Condino. All in favor. The meeting was adjourned at 9:48 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
**Resolution Number 12.05.2024.01**  
**to Appoint JCLDC Board Members**

**WHEREAS**, as initial member of the Corporation, the JCIDA shall appoint additional Directors to the JCLDC Board, and

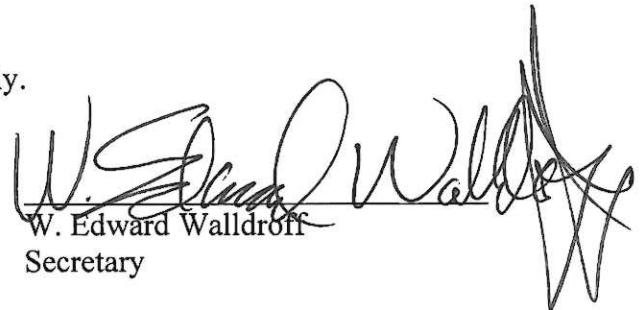
**WHEREAS**, Kent Burto resigned leaving an unexpired term of 12/31/26 and Christine Powers resigned leaving an unexpired term of 12/31/27, and

**WHEREAS**, the Nominating Committee met on November 14, 2024 and recommended the appointment of Dawn Robinson to fill Mr. Burto's term and Charles Capone to fill Ms. Powers's term effective immediately, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approves the recommendation 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

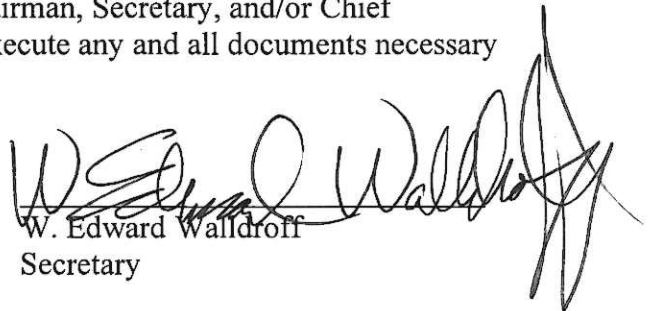
**JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
**Resolution Number 12.05.2024.02**  
**For Election of Officers**

**WHEREAS**, the Nominating Committee met on November 14, 2024 and recommended the following slate of officers for the 2025 calendar year:

Chairman	Robert E. Aliasso, Jr.
Vice Chairman	Hon. William W. Johnson
Treasurer	Paul J. Warneck
Secretary	W. Edward Walldroff, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approves the slate of officers 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.

  
W. Edward Walldroff  
Secretary