

**Jefferson County Industrial Development Agency  
Building and Grounds Ad hoc Committee Meeting Minutes  
April 28, 2025**

**Present:** John Condino, Rob Aiken, Paul Warneck  
Zoom: Rob Aliasso

**Absent:** Dr. Gregory A. Gardner, David Converse, Lisa L'Huillier

**Also Present:** Marshall Weir, Lyle Eaton, Robin Stephenson, Peggy Sampson, William Johnson, Ryan Piche (Jefferson County Administrator), Gregor Smith (BCA)  
Zoom: Amanda Malmin (BCA)

- I. Call to Order:** Chair Condino called the meeting to order at 2:00 p.m.
- II. Pledge of Allegiance**
- III. Discuss:**
  - a. Business Complex Infrastructure Project Update** – Chairman Condino asked BCA to provide a project update. Amanda Malmin said North Country Contractors (NCC) is substantially complete which was field verified by their survey technician. She said they have been making progress on the DOT permitting side for the County so they can proceed with their entrances. She noted that it's not finalized, but they have made progress with plan resubmissions.

Gregor Smith provided some background. He said DOT issued a permit for a block of one year, so the County has been chipping away at the roadway entrances. He said the roadway towards Watertown is completed but has not been paved yet. He said the second entrance towards the airport has not been done yet, so in order for the County to proceed, the permit needs to be renewed. He said the County has already addressed an item DOT identified. He said DOT would like the entrance in the middle addressed. There is an existing entrance that was used by the previous property owner (Austin Powder) to access the property. DOT wants a condition of reissuing the permit to have that entrance removed completely and have the shoulder and lawn restored. Mr. Smith said they are working through that. He said the other two entrances provide access to everything and doesn't believe the middle entrance is needed after everything is done. Mr. Warneck said we shouldn't want any entrances except off the interior road. Chairman Condino agreed. Mr. Smith said they plan to have the County complete the work since they are already working with them. He said Luck Brothers still have some equipment on the property according to the most recent aerial, and NCC is using the property for the sewer project. He said even with those two projects going on, there is plenty of access and there shouldn't be any issue in getting to the staging area. Chairman Condino asked if the entrances would be paved. Mr. Smith said it is a condition of the permit.

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Chairman Condino asked who would do the paving. Mr. Smith said it is in the County's hands right now. He said the western park could be done at the same time and should be considered that way, the IDA will be out of the right of way and will avoid the permitting process. Mr. Weir asked if we would be paving the entire road. Mr. Smith said no – the DOT permit is just the right of way (the edge of pavement to the right of way line).

Mr. Warneck said he assumes this is a proposed subdivision into developable lots. Mr. Smith said the rendering breaks down what it could look like. He noted that everything changed significantly when Convalt evolved, and this is more like what was done previously. He said there are lots of opportunities and the lots could be any size (the total park is approximately 120 acres). Chairman Condino asked Mr. Weir if we would have to subdivide it again. Mr. Weir said he believes so. Mr. Warneck asked if we would wait to go through the subdivision process until we have a proposal. Chairman Condino said yes. Mr. Smith said they went in front of the Town Board and received approvals, but the final lot lines weren't established, so he believes it is still the original pattern because the subdivision wasn't finalized.

Mr. Aiken asked if wetland delineation had been completed. Mr. Smith said yes. Chairman Condino said the Corps of Engineers requires a new wetland delineation after 10 years. He said we may be under the pressure of the Corps to do a new one as we move forward. Mr. Warneck was looking at the tax map and said there is no subdivision line. He said he is wondering if we should ask the County to assemble this into one tax map parcel because right now there are several parcels.

Mr. Aiken asked when a boundary survey was last done on the property. Mr. Weir said he would look into it.

Mr. Smith said there is supposed to be a transfer of property (a swap with the County), but he was not sure of the timing. Chairman Condino said it is a good time to reexamine it. Mr. Smith said it is a time-consuming process while dealing with the FAA.

Mr. Smith said that when the County is done with the rough elevation of the roadway, embankment, and adjusting elevations, NCC will need to adjust the valves and hydrants to make sure they are at the right heights. He said it probably makes sense for NCC to mulch and top everything. Mr. Warneck asked if it was part of the contract. Mr. Smith said it was for the pipe trench, but not for what the County is doing. He said the County is going above and beyond (the roadway and shoulders). He said it would be good to have everything restored.

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Mr. Johnson asked if there is an agreement between the County and the IDA for the work being performed (the question was raised recently by a legislator). He said he was told that it was previously decided by the County Administrator and the IDA. Mr. Weir agreed that it was previously decided by the County Administrator and the IDA. He said that we have had so many different in-kind discussions with Jim Lawrence, but he will look into it. Mr. Smith said that up until now, the IDA has been covering all materials. Mr. Weir said that is basically the agreement.

Mr. Warneck said the paving will go to the edge of the right of way for paving. He wondered if there is a benefit to going further so that when we actually have to pave the road, we aren't having to get anything (permit) to work 10 feet into the right of way.

Mr. Smith said budget-wise, it looks like there should be over \$100,000 left in the \$1.2M contract. Mr. Warneck asked if there is anything that should be done with the money to enhance what we have done. Chairman Condino suggested mulching and stabilizing the rest of the property. Mr. Warneck said it makes sense to get the roadside stabilized. Mr. Smith said he doesn't know if it is worth doing ahead of time because you don't know where the utilities will be. He said there will probably be additional utilities installed along the corridor; there could be a benefit to having a corridor for future utilities or sewer line. He noted that there is a lot of rock there, and he was trying to think of ways to make it more user-friendly.

Mr. Aiken asked when the grant needs to be closed. Mr. Weir said we have until the end of the year. Mr. Smith said NCC will be in the area, so if there is additional work, they would like to work it in and keep the contract open. Ms. Stephenson said that she will look into the grant agreements because she believes the project needs to be completed for some of the grant reimbursements.

Mr. Smith said Pay App #3 will be ready by the end of the week for \$55,252 for NCC.

Mr. Smith said they will put a map together showing the existing lot lines.

Mr. Warneck asked what the property is zoned as. Chairman Condino believes it is zoned commercial. He said he will look it up.

Mr. Smith and Ms. Malmin left the meeting.

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**IV. Other/Unfinished Business**

**1. Executive Session**

At 2:25 p.m., a motion was made by Mr. Warneck to enter into executive session to discuss financials for a particular company and a real estate closing, seconded by Mr. Aiken. All in favor. Committee Members, Board Members, Staff, and County Administrator Piche remained.

At 2:40 p.m., Mr. Warneck motioned to leave the executive session, seconded by Mr. Aiken. All in favor. No action was taken.

- 2. Jefferson County Corporate Park Entrance Sign** – Mr. Warneck said that we were told by DOT that we couldn't have a sign at the entrance to the IDA Park. He asked if we had tried the political avenue to get that position changed. Mr. Weir said no. Mr. Warneck said we should do this in his opinion. He said we have all the press for MICRON, and we have an industrial park and may be able to bring people to support MICRON there and out at the airport. He asked why we aren't trying to use that as leverage to change their position on a sign there. He said currently we can have one of those green signs that says, "Jefferson County Corporate Park". Mr. Weir said it is because it is not part of the contiguous property – if we were to have a sign, it would have to be attached to the actual property. He said PJ Simao owns the property and we paid \$50,000 for an easement. Mr. Piche asked if there are fines for building in a scenic byway. Mr. Weir did not know. Mr. Warneck said it is worth trying to talk with our representatives because there is nothing to lose.

- V. Adjournment:** With no further business before the committee, Mr. Aliasso made a motion to adjourn the meeting, seconded by Mr. Warneck. The meeting was adjourned at 2:44 p.m.

Respectfully submitted,

*Peggy Sampson*