

**Jefferson County Local Development Corporation
Board Meeting Minutes
October 7, 2021**

The Jefferson County Local Development Corporation held their board meeting on Thursday, October 7, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Chair, Gregory Gardner, W. Edward Walldroff, Paul Warneck, Robert E. Aliasso, Jr., Rob Aiken, Christine Powers, Lisa LøHuillier, Kent Burto
Zoom: William Johnson

Excused: John Jennings

Absent: None

Also Present: Craig Fox (Watertown Daily Times)
Zoom: Justin Miller, Esq., Scott Greenberg from Lightstar (8:30 a.m.)

Staff Present: David Zembiec, Lyle Eaton, Peggy Sampson, Joy Nuffer, Jay Matteson
Zoom: Marshall Weir

- I. Call to Order:** Mr. Converse called the meeting to order at 8:00 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- IV. Minutes:** Minutes of the regular meeting held September 9, 2021 were presented. A motion to approve the minutes as presented was made by Ms. Powers, seconded by Mr. Aliasso. All in favor. Carried.
- V. Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending September 30, 2021. He reported one loan delinquency. Ms. Nuffer confirmed that we have not received the payment. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Aiken. All in favor. Carried.
- VI. Committee Reports:**

- a. Nominating Committee** – Ms. LøHuillier said the nominating committee is proposing the following slate of officers: Chairman ó Robert Aliasso, Vice Chairman ó W. Edward Walldroff, Treasurer ó Paul Warneck and Secretary ó Kent Burto.

A motion was made by Ms. LøHuillier to approve the proposed slate of officers, seconded by Mr. Aiken. All in favor. Carried.

Ms. LøHuillier suggested we amend the bylaws to include the immediate past chairman as a member of the executive committee in order to retain the benefit of their experience and insight on that committee. All agreed that the governance committee should look at this.

Authorized Signer – A motion was made by Mr. Warneck to approve keeping Mr. Converse as an authorized signer for the Corporation, seconded by Mr. Aliasso. All in favor. Carried.

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- b. Alternative Energy Committee** – Mr. Johnson said the committee met on September 24th and he reviewed the minutes. Mr. Warneck indicated that we will update the IDA application when the state finalizes their regulations. Mr. Zembiec noted that we have updated parts of the application regarding renewable energy projects which is being utilized now.

Mr. Warneck said that he continues to work with the Tug Hill Commission on a webinar they have scheduled for November 2nd which will be geared toward elected officials and assessors. Mr. Zembiec said that we will send out a notice to interested parties for the upcoming webinar.

- c. Building and Grounds Committee** – Mr. Zembiec reported that the walls have been removed and the 146 Arsenal Street facility is now wide open. He said that the carpet and floor tiles are ready to be removed. Mr. Warneck asked to see pictures of the process. Mr. Weir said that he has some pictures from Purcell that he will share.

VII. Council Reports:

- a. Ag** – Mr. Matteson said that he will be meeting with several organizations along with Mr. Warneck next week to review decommissioning plans and guidelines for solar projects. He said that he remains concerned, but hopes the group reviewing the plans can send out guidance. Mr. Warneck asked Attorney Miller if he has any models for decommissioning plans for towns or counties that he can share with us. Attorney Miller said that he will check.

Mr. Matteson said that he is planning the annual conference for next March. He said that the Ag portion of our American Recovery Plan proposal has garnered some attention from other counties, but pointed out that the presentation made to the legislators will only affect Jefferson County.

Mr. Warneck asked Mr. Matteson what the biggest hinderance is to get USDA approved for meat processing. Mr. Matteson said cost is the biggest hinderance and staying in compliance with them.

- b. Manufacturing** – Mr. Zembiec said that everyone has probably already heard about the New York Air Brake news. He said that he is glad that they are not closing down the entire plant and noted that they have stated their intent to transition to a machining center.
- c. Marketing** – Mr. Weir reported on his recent trip to Cooperstown for the annual NYS EDC conference. He said that the main focus was on workforce, incentives, and renewable energy projects.

Mr. Converse congratulated staff for the Honorable Mention award for the video ~~THIS MILK IS FOR YOU~~

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VIII. Unfinished Business:

Change Fiscal Year – Mr. Zembiec said that staff has been communicating with our auditors (Bowers & Co.), ABO, and the State Comptroller's Office regarding the change. He said that we will work with Attorney Miller to have a resolution prepared for the December board meeting and noted that we will have a stub audit for October 1, 2021 to December 31, 2021 and start the new fiscal year on January 1, 2022.

Annual Meeting – Mr. Zembiec said that we will have our annual meeting during the December board meeting to wrap up the 20-21 fiscal year. He said it will include the annual audit and PARIS annual reports.

American Recovery Plan Funds – Mr. Zembiec said that he made a presentation to the county legislators recently for potential projects that can utilize the funds. He said there has been interest from other counties about the childcare initiative and how they might replicate the Jefferson-Lewis project.

Board Packets – Mr. Zembiec said that we have been including approved resolutions from the previous meeting with the minutes in each board packet, but asked if we can discontinue this practice since the information is always available on the website. Board members agreed.

IX. Counsel: None.

X. New Business: None.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Burto. All in favor. The meeting adjourned at 8:40 a.m.

Respectfully submitted,

Peggy Sampson