

**Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
October 4, 2007**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, October 4, 2007 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, John Doldo Jr., William Fulkerson, Michelle Pfaff, Michael Crowley, Lance Evans, Dennis Affinati, Urban Hirschey, Mary Corriveau, Thomas O'Connor, Thomas Carman, Mary Dudo, Robert Sturtz, Don Rutherford, Paul Morgan

Others Present: James Fayle, Don Alexander, Lyle Eaton, Peggy Sampson, Mary Anne Hanley, James Heary, Channel 7, and Rachel Hanley-WDT

Excused: Julie Pecori, Robert Juravich, Graham Wise, Robert Hagemann, Joseph Colello

Absent: Michael Behling

- I. **Call to Order:** Mr. Converse called the meeting to order at 9:16 a.m.
- II. **Pledge of Allegiance:** Mr. Converse asked all to stand to recite the pledge of allegiance.
- III. **Minutes:** Minutes of the board meeting held September 6, 2007 were presented. Ms. Pfaff moved, and Mr. Carman seconded; and

IT WAS VOTED: To approve the minutes of the September 6, 2007 meeting as presented.

- IV. **Finance Committee** – Mr. Crowley reviewed the financials for the period ending August 31, 2007. Mr. Crowley indicated that Mr. Eaton will check with the auditors to see why the numbers on the Accounts Receivable are off for the WICLDC. Ms. Dudo moved, and Ms. Pfaff seconded; and

IT WAS VOTED: To approve the August 31, 2007 Treasurer's Reports as presented.

- V. **JCIDA Report:** Mr. Fayle gave the following report of the JCIDA Board of Directors' Meeting.
 - There were no loans to approve or modify
 - Approved a Sale Leaseback Resolution for New Plan North, LLC
 - Approved a Resolution to modify the E&M Properties (Hampton Inn) project amount by \$500,000
 - Approved sale of land at Corporate Park to County of Jefferson to realign the intersection at Salmon Run Mall
 - Approved 2007-2008 Goals and Objectives
 - Approved 2007-2008 Service Agreement with JCJDC
 - Discussion on Infrastructure issues at Corporate Park
 - Approved a land sale of Lot 9 in Corporate Park to Valentine Stores, Inc. for their corporate headquarters
 - Approved request to open a new checking/savings account at HSBC
 - Executive Session to discuss possible litigation – no action required

VI. **Committee Reports:**

Executive Committee – Mr. Converse indicated that the committee met recently to work on the staff incentive program and the goals and objectives. During review of Mr. Fayle's contract the committee discovered that his contract runs from January through December; therefore, it was missed and Mr. Fayle did not receive a pay increase for 2007. The Executive Committee recommended a 3.2% cost of living increase for 2007 and a 3.5% cost of living increase for 2008. Mr. Hirschey moved, and Mr. Fulkerson seconded; and

IT WAS VOTED: To approve the committee's recommendation.

Mr. Converse reviewed the 2006-2007 **Staff Incentive Program**. The bonus amount to be distributed is \$5,950.00. Mr. Hirschey moved, and Ms. Pfaff seconded; and

IT WAS VOTED: To approve the bonus amount of \$5,950.00

Mr. Converse reviewed the new format for the **Staff Incentive Program** going forward. The new weighted area now includes completed IDA and JDC goals, community investment closed in fiscal year, visitation, and board discretion. Mr. Evans moved, and Ms. Pfaff seconded; and

IT WAS VOTED: To approve the new criteria for the staff incentive program.

Goals and Objectives for 2007-2008 – The 2007-2008 goals and objectives were provided in the packets for review. There were no modifications made. Ms. Dudo moved, and Mr. O'Connor seconded; and

IT WAS VOTED: To approve the 2007-2008 goals and objectives as presented.

Manufacturing Committee – Mr. O'Connor reported that the committee continues to discuss the visits that were held with our State Senator and Assembly representatives and will be planning future follow up. It was suggested that a number of informational panel presentations be developed to educate all employers about healthcare, energy, OSHA requirements, and DEC enforcement practices. The Committee suggested that a presentation be done by representatives of MACNY and The New York State Business Council to determine the relative importance of each to that of the manufacturing committee.

Business Awards Committee – Mr. Crowley indicated that he will be contacting committee members to set up a meeting. Mr. Fayle stated that Rob Simpson from MDA has agreed to be a part of the committee. He also stated that a bid has been sent out for a small video of the finalists that will be shown at the annual meeting. Letters seeking nominations for the awards will be sent out during the middle part of October.

VII. Other Issues:

Service Agreement with JCIDA for 2007-2008– The renewal agreement for the amount of \$325,000 was presented and reviewed.

Service Agreement with Jefferson County for 2007-2008– The renewal agreement for the amount of \$270,000 was presented and reviewed.

Service Agreement with Watertown Local Development for 2007-2008- The renewal agreement for \$5,500.00 was presented and reviewed.

Service Agreement with JCADC for 2007-2008 – The renewal agreement for the amount of \$5,500.00 was presented and reviewed.

Other than dates, no other changes were made to the agreements from the previous year. Ms. Pfaff moved, and Mr. Affinati seconded, and Mr. Rutherford abstained; and

IT WAS VOTED: To approve all of the Service Agreements as presented.

VIII. **President's Remarks:** None.

IX. **Chief Executive Officer's Remarks:** Mr. Fayle made reference to the resignation letter from John Gaus and the letter appointing Graham Wise as John's replacement on the JCIDA and JCJDC boards. Mr. Fayle informed the board of the Emerge NNY event being held at JCC on October 5, 2007. He also reminded the board of the JCJDC Member Breakfast meeting that will be held on Friday, October 19, 2007 at 8:30 a.m. at the Clayton Opera House.

X. **Adjournment:** With no further business before the board, a motion was made by Mr. Hirschey, seconded by Ms. Pfaff. All in favor. The meeting adjourned at 9:47 a.m.