

**Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
February 7, 2008**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, February 7, 2008 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Michelle Pfaff, Mary Dudo, Dennis Affinati, Thomas O'Connor, Donald Rutherford, Julie Pecori, Robert Hagemann, Timothy Read, Stephen Duflo

Others Present: James Fayle, Don Alexander, Lyle Eaton, Peggy Sampson, Mary Anne Hanley, Brenda Van Nest-NorthStar, Richard Merchant-NorthStar, Channel 7 News, and Rachel Hanley of the Watertown Daily Times

Excused: William Fulkerson, Lance Evans, Thomas Carman, Graham Wise, Paul Morgan, Joseph Colello, Mary Corriveau, Robert Juravich, John Doldo Jr., Urban Hirschey

Absent: None

- I. **Call to Order:** Mr. Converse called the meeting to order at 9:23 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 December 6, 2007 were presented. Ms. Pfaff moved, and Mr. Hagemann seconded; and

IT WAS VOTED: To approve the minutes as presented for the December 6, 2007 meeting.

Annual Meeting Minutes: Minutes of the Annual Meeting held January 25, 2008 were presented. Mr. Rutherford moved, and Mr. O'Connor seconded; and

IT WAS VOTED: To approve the minutes of the Annual Meeting as presented.

- IV. **Finance Committee** – Mr. Eaton reviewed the financials for the period ending December 31, 2007. Ms. Pfaff moved, and Mr. Affinati seconded; and

IT WAS VOTED: To approve the December 31, 2007 Treasurer's Report that included the prior month's numbers for November 2007.

- V. **JCIDA Report:** Mr. Fayle gave the following report of the JCIDA Board of Directors' Meeting.
 - Approved two loan modifications: Adams-Simons d/b/a Quiznos for a subordination and Morris Northstar Hatchery to include EGM Northstar, LLC as co-borrower on the loan
 - Approved three loans: Lundy Development and Property Management, LLC - \$250,000 RLF; Kirk Gilchrist d/b/a Shepherd Industries \$65,000 RLF; and Michael Treanor and Partners d/b/a Riverview Plaza (Apartments) \$250,000 RLF
 - Approved a Sale Leaseback Resolution for Great Lakes Cheese for their expansion project
 - Approved an Inducement Resolution for Lundy Development and Property Management, LLC for sales and mortgage recording tax abatement for spec building in Jefferson County Corporate Park
 - Appointed Nominating Committee
 - Acknowledged Michael Behling's resignation from IDA board

Mr. Fayle announced that Kent D. Burto was designated to the JCIDA board by the Jefferson County Legislators at their February 5, 2008 meeting.

Due to an article in the Watertown Daily Times, Mr. Hagemann inquired about the Cellutech Lawsuit as it relates to the JCIDA. Mr. Fayle indicated that the IDA was released early on in the trial that was held in 2005.

VI. **Committee Reports:**

Manufacturing Committee – Ms. Pecori reported on the committee meeting held in January. Discussions included the following: Legislative breakfast - date to be determined; Foreign Trade Zone – Joe Trocino will meet with committee, Healthcare issues – next steps of understanding issues and possibly arranging a panel; and Business Council of NY – recognizes that JDC is taking steps to join membership.

Nominating Committee – Ms. Pfaff reviewed the proposed slate of officers: Dennis Affinati, President; Michelle Pfaff, Vice President; Thomas O'Connor, Treasurer; Lance Evans, Secretary, and James Fayle, Donald Alexander, and David Converse as Assistant Secretaries. Ms. Pfaff moved, and Ms. Dudo seconded; and

IT WAS VOTED: To approve the slate of officers as presented.

At this time Mr. Converse turned the meeting over to Mr. Affinati. Mr. Converse was presented with a jacket from the Agency honoring his four years as president.

VII. **Other Issues:**

Procurement Policy, Investment Policy Guidelines and Procedures, and Disposition of Real Property Guidelines – The documents were reviewed by staff. The title changes from Executive Director to Chief Executive Officer were the only changes to the Procurement Policy and the Investment Policy Guidelines and Procedures. No Changes were made to the Disposition of Real Property Guidelines. The three policies were included in the packets for review by the board of directors.

A motion was made by Mr. Rutherford to approve the title changes, seconded by Ms. Pfaff. All in favor. Carried.

NorthStar Update – Brenda Van Nest, Business Development Specialist, provided an update on the NorthStar project. Her PowerPoint presentation focused on contract deliverables, system capabilities, recommendation, programs, presentations, and their commitment as partners for continued success and growth of all components of the project.

Video of Business Awards – The video of the business awards from the annual meeting was shown.

Michael Behling's Resignation – As with the IDA meeting, Mr. Fayle indicated that Mr. Behling resigned his board position due to personal commitments. Staff will send a letter of thanks for his tenure on the board.

VIII. **President's Remarks:** Mr. Affinati thanked Mr. Converse for his service on the board.

IX. **Chief Executive Officer's Remarks:** Mr. Fayle thanked Mr. Converse and all of the positive initiatives over the past four years. Mr. Fayle mentioned the member breakfast that will be held at the end of March at Thompson Park Zoo. Invitations will be sent at a later date with more details.

X. **Adjournment:** With no further business before the board, a motion was made by Ms. Pfaff, seconded by Mr. Converse. All in favor. The meeting adjourned at 10:37 a.m.