

## **Notice of Board Meeting - via Zoom Video Call**

**Date:** April 23, 2020

**To:** W. Edward Walldroff  
Robert Aliasso  
Kent Burto  
John Jennings  
Gregory Gardner  
Paul Warneck  
William Johnson  
Lisa L'Huillier  
Christine Powers

**From:** Chairman David Converse

**Re:** Notice of Board of Directors' Meeting via Zoom Video Call

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Due to the COVID-19 pandemic, the Jefferson County Local Development Corporation will hold their Board Meeting via zoom video call and will live stream from the website ([www.jcldc.com](http://www.jcldc.com)) on **Thursday, May 7, 2020 at 8:30 a.m.**

pss

c: Donald Alexander  
David Zembiec  
Lyle Eaton  
Joy Nuffer  
Jay Matteson  
Marshall Weir  
Joseph Russell, Esq.  
Media

**ZOOM BOARD MEETING AGENDA**  
**Thursday, May 7, 2020 – 8:30 a.m.**

- I. Call to Order**
- II. Minutes - March 5, 2020**
  - April 2, 2020**
  - April 16, 2020**
- III. Treasurer's Reports - March 31, 2020**
  - April 30, 2020**
- IV. Committee Reports**
  - a. Alternative Energy Committee**
    - i. Replace committee member**
  - b. Building and Grounds Committee**
- V. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VI. Unfinished Business**
- VII. Counsel**
- VIII. New Business**
  - 1. Consider Resolution Number 05.07.2020.01 to increase funds for COVID-19 Loan Program**
- IX. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
March 5, 2020**

**DRAFT**

The Jefferson County Local Development Corporation held their board meeting on Thursday, March 5, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

**Present:** David Converse, Chair, Paul Warneck, Robert E. Aliasso, Jr., Lisa L’Huillier, W. Edward Walldroff, Christine Powers, William Johnson

**Also Present:** Joseph Russell, Esq., Jerry Countryman, Brian Krueger and Annette Mason from Aubertine and Currier, Abbey Buttacavoli from 7 News, Marcus Wolf and Craig Fox from the Watertown Daily Times

**Staff Present:** Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Jay Matteson, Marshall Weir

**Excused:** Gregory Gardner, Kent Burto, John Jennings

**Absent:** None

**I. Call to Order:** Mr. Converse called the meeting to order at 8:01 a.m.

**II. Pledge of Allegiance:** Mr. Converse asked all to stand for the 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 February 6, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Ms. Powers. All in favor. Carried.

**V. Treasurer’s Report:** Mr. Aliasso reviewed the financials for the period ending February 29, 2020. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.

**VI. Committee Reports:**

**a. Alternative Energy Committee** – Mr. Johnson said a meeting will be scheduled soon. Mr. Alexander reported that we closed on the OYA project. He said that we continue to have developers reaching out to us for potential projects. Mr. Johnson asked about the status of the Norbut project. Mr. Alexander said that the IDA is not engaged and that Norbut is proceeding on their own.

**b. Building and Grounds Committee** – Mr. Converse said an update will be given during the JCIDA meeting.

**VII. Council Reports:**

**a. Ag** – Mr. Matteson handed out his agricultural coordinator report. He said that he is part of a group that will be finishing up interviews for a teacher position at BOCES. He said the position will be ‘Instructor for Environment and Agriculture Academy’. He said that he will be having lunch with Great Lakes Cheese and HP Hood officials today to catch up

and talk about the industry and to talk about their needs. Mr. Matteson reminded everyone of the upcoming Ag Conference on March 19<sup>th</sup> and March 20<sup>th</sup> and encouraged everyone to attend. He said that he has been working on proposals for opportunities in our area. Lastly, Mr. Matteson said that he is very happy with how the dairy video is being received.

- b. **Manufacturing** – Mr. Zembiec said the next meeting is scheduled for March 24<sup>th</sup>. He said that he and Marshall are scheduling a workshop for exporting resources to be held April 9<sup>th</sup> at the Hilton Garden Inn. Mr. Zembiec said that he submitted a grant last week for funding for inter-agency partnership using social media platforms to promote workforce development programs.
- c. **Marketing** – Mr. Weir said the grant Mr. Zembiec referred to will help create a landing page for all (whether you are a parent, student, looking for a job, etc.). He said they will be utilizing Facebook, YouTube, and Instagram. He noted that the export workshop will also include Lewis County and St. Lawrence County as co-sponsors. He said that he has made some website tweaks and noted that the annual report is done and is being printed. Lastly, Mr. Weir said that he has been working with David Paul whom is our Canadian outreach contact, and said that he has identified several leads/contacts.

**VIII. Unfinished Business:**

- 1. **Status of NYS REDI and Business Resiliency Program** – Mr. Alexander said that he continues to stay in contact with Molly Reilly from the Governor’s Office regarding the program. He said that we have received one application that will need a loan with or without the grant from the state. He said that he is continually trying to understand and develop the 5% local match. Ms. Powers asked if any information has been received by the applicants after submitting the grant applications. Mr. Alexander said it’s a slow process. Mr. Aliasso asked if we have asked for a list of applicants so we can be proactive and reach out. Mr. Alexander said that we have not asked for a list yet.

Clayton Loan Program – Ms. Powers said that the Clayton LDC meets tonight. She said that the program will be announced through the Chamber, but indicated that there hasn’t been much interest yet.

- 2. **Archive Room Project** – Ms. Sampson said the construction of the room is complete and the shelving and map tower were delivered and installed on Monday. She said she is waiting to hear from the records management consultants for their schedule to start the inventory process.

**IX. Counsel:** None.

**X. New Business:**

- 1. **Resolution Number 03.05.2020.01 for LCO Destiny LLC** – A motion was made by Mr. Warneck to approve the attached resolution, seconded by Ms. L’Huillier. Discussion ensued. Mr. Aliasso pointed out that he approved bypassing the loan review committee, so the request did not have to wait an additional month to be considered. It was noted that the request is to substitute policies. Mr. Alexander noted that they lost one of their major clients and that

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
March 5, 2020**

**DRAFT**

caused stress on the business. He said this modification will free up cash. On the motion, all in favor. Carried.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 8:41 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 03.05.2020.01**

**RESOLUTION FOR AUTHORIZING A MODIFICATION TO THE LOAN FOR  
LCO DESTINY, LLC**


**WHEREAS**, a request from Lisa Weber to release our lien on the Northwest Mutual Life Insurance Policy #16819505 to be replaced by Jackson National Life Insurance Company Policy #VIRE018946 as collateral for the outstanding loan with a balance due of \$99,813.65, and

**WHEREAS**, this request will be contingent upon receipt of the new policy and review by staff, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the request for the modification and that all other terms and conditions of the original loan remain in effect, 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.

  
\_\_\_\_\_  
David Converse  
Chairman

Jefferson County Local Development Corporation  
Conference Call – Board Meeting Minutes  
April 2, 2020

**DRAFT**

Due to the COVID-19 pandemic, the Jefferson County Local Development Corporation held their board meeting via conference call.

**I. Call to Order:** Chairman Converse called the meeting to order at 8:33 a.m.

**II. Roll call for attendance**

**Board Members** – Chairman David Converse, John Jennings, Paul Warneck, Robert E. Aliasso, Jr., W. Edward Walldroff, Lisa L’Huillier, William Johnson, Christine Powers, Kent Burto, Gregory Gardner

**Counsel** – Joseph Russell, Esq.

**Staff** – Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson

Chairman Converse said that all resolutions will be presented at the next in-person board meeting to be ratified.

**III. New Business:**

**1. Resolution Number 04.02.2020.01 to forgo loan payments for 90 days** – Chairman Converse read the resolution. He asked for a motion to discuss. A motion was made by Mr. Warneck, seconded by Mr. Gardner. Mr. Aliasso asked why we are making it automatic for all loans since some may want to continue to pay. He said that he is not opposed to the overall concept just wondering why we want to stop collecting money. Mr. Eaton said the original concept was to only do it for those who asked for it. Mr. Aliasso thought that there should be another step in the resolution.

Mr. Eaton said that North Branch Farms and LCO Destiny LLC are the only companies to make a request so far. Mr. Warneck said a written request should be made so we don’t have to waive them all automatically.

Mr. Converse suggested adding a sentence to the resolution authorizing staff to approve a written request.

Ms. Powers said that Watertown Savings Bank created a form to have clients fill out an impact statement that is emailed to them to be processed. Mr. Walldroff said he likes the idea of an email request/impact statement stating specifics. Mr. Aliasso said staff will vet requests.

Mr. Aliasso said there might be federal relief for our organization and we can use the impact statements.

Mr. Zembiec said that some businesses prefer to keep paying.

**DRAFT**

Roll call vote was taken for the amended resolution. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Yea, Mr. Jennings – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea, Ms. Powers – Yea. Carried.

- 2. Resolution Number 04.02.2020.02 for Clayton Island Tours** – Chairman Converse read the resolution. He asked for a motion to discuss. A motion was made by Mr. Aliasso, seconded by Mr. Warneck. Mr. Aliasso said we won’t know how long the grant will take to be received so he wonders if there needs to be a sunset period for the interest only period. Mr. Converse said we should leave it interest only for 12 months and if the grant receivable goes beyond that then we would look at it then. Mr. Aliasso suggested amending the sentence ‘or for a term to match receipt of the grant’ by adding ‘whichever occurs first’. Mr. Walldroff asked if whatever money comes in from the grant will be directly applied to the principal balance. Mr. Eaton said yes. Mr. Warneck asked if Mr. Kay has been approved by the grant yet. Mr. Alexander said the application was submitted and was accepted but there were a few issues that need to be resolved; it has not been officially approved as of yet.

Roll call vote was taken for the amended resolution. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Yea, Mr. Jennings – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea, Ms. Powers – Yea. Carried.

- 3. Resolution Number 04.02.2020.03 for LCO Destiny LLC** – Chairman Converse read the resolution. He asked for a motion to discuss. A motion was made by Mr. Burto, seconded by Ms. Powers. Mr. Aliasso pointed out that the email Mr. Alexander sent to the board from Lisa Weber asked for a six month hiatus of principal while she continues to pay interest. He said the proposed resolution is for a six month principal and interest moratorium. Mr. Eaton said that the request that was sent to him cited the loss of a major client was for a six month principal and interest moratorium with a new maturity date, so that’s the way he told Peggy to put together the resolution.

Mr. Alexander said that he has been talking with Lisa for several months when she lost her major client. He said that she was just beginning to put a plan in place when the COVID-19 pandemic started. He said her request came in advance of all of that. He said that she has done a number of things to continue to pay down her loan and is looking for help. He said recent events may change all of this. Mr. Aliasso said that the board just passed a resolution allowing suspension of principal and interest so she can send an impact statement. He said we can have her follow that and scrap this resolution because she is covered under the other one or what she asked for in writing to forgo principal for six months. Mr. Walldroff agrees. He doesn’t think we should treat one business different from another. Mr. Warneck thinks the board should hear her plans for restructuring. Mr. Converse suggested tabling the resolution and follow resolution 04.02.2020.01 that was approved earlier this morning. Mr. Aliasso pointed out that she was in trouble before the pandemic since her problem preexisted and said that she needs to be careful how she words the impact statement. Mr. Walldroff said that she should be able to justify her conditions before, during and after the outbreak.



A motion to table the resolution was made by Mr. Warneck, seconded by Mr. Gardner. Roll call vote was taken. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Yea, Mr. Jennings – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea, Ms. Powers – Yea. Carried.

**4. Other –**

**1. New Grant/Loan Program during the COVID-19 Pandemic –** Mr. Alexander said that staff is receiving calls from businesses who are struggling as we move through the circumstances. He said that he created the Jefferson County Economic Development Recovery Team which is in the formative stages. He said that he hopes it doesn’t turn into a political issue because we need action and we need it today. He said that once it’s formed it’s going to need teeth to present to businesses. He said that Marshall has gathered resources and put them on our website. He said the Trust, DANC, ANCA and our agencies will need to push cash into small businesses immediately. He said that the Trust agreed to set aside money for a grant/loan program. He said that we are looking for others to put money into the pot as well. Mr. Alexander said that we have to be creative and he would like the board to consider the program (i.e. 25% grant 75% loan no P/I for first 6 months). He said that everyone is looking for development organization’s to step up and take the lead. He said that he knows it’s unusual and risky but we need to do it.

Mr. Warneck asked if the structure of the Recovery Team has been formed yet. He thinks we can take their recommendations and we provide the resources. Mr. Warneck asked how we set our structure up to expedite the process (i.e. Loan Review act on behalf of the full board to expedite the process). Mr. Walldroff said that we need to identify what pool of money we have to put on the table.

Attorney Russell said his firm is working on an executive order to allow IDA’s to make loans during this crisis but indicated that nothing has been approved yet.

Mr. Warneck suggested that the Executive Committee work with staff to come up with recommendations from the LDC and IDA should an executive order be signed that we can make available for that fund and figure out what we can put in the pot to make it happen.

Mr. Aliasso asked if other LDC’s will be asked to participate so that our LDC isn’t bearing the full brunt. Mr. Warneck said that is a good point. Mr. Alexander said there have been discussions with some of the LDC’s and some are willing to participate. Mr. Alexander said he is pushing for a local commitment that can be used in concert with federal and state activities. Ms. Powers said that she whole heartedly supports the LDC coming up with a program. Mr. Converse suggested earmarking up to \$500,000 and try to get other LDC’s to pitch in with a goal of \$1,000,000. Mr. Warneck said he thinks the groups need to get together to find out all the aspects to determine how much is out there and then we can determine how much our organization can put forward while keep our organization viable. Ms. Powers said the Clayton LDC would love to be a part of the program but said that they do not have any money. Mr. Warneck thinks we need to get a global view of the LDC and IDA to see what kind of resources we have available.

Mr. Warneck said he will support that on the approval of the Executive Committee after they get together and come up with a number since we are not going to know how much we can afford to put on the table until the Executive Committee meets. After further discussion, he said he feels comfortable letting that number (up to \$500,000) go forward upon consensus of the Executive Committee because they are there to make the quick and tough decisions. Mr. Walldroff asked if the pool of money is just for loans. Mr. Alexander said it is being discussed for a small percentage to be a grant while the larger percentage will be a loan to be paid back. Mr. Converse asked for uniform criteria for application and loan/grant procedures.

Roll call vote was taken for the amended resolution. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Yea, Mr. Jennings – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea, Ms. Powers – Yea.  
Carried.

2. **Survey** – Mr. Zembiec said that as part of the Economic Development Recovery Team, Mr. Gardner will be working with Joe LaLone at JCC on collecting data from businesses to find out what their priorities are to figure out what is needed and how best to deploy it. Mr. Gardner said he is hoping the survey goes out early next week. The data will be put together to see what the damage looks like what it’s going to look like in the future and use that to see if we can drive some recommendations. Mr. Warneck asked if the Recovery Team will decide how to deploy the assets for the pool of money. Mr. Gardner said the only real specific action so far is to identify a business leader. He said that the team asked Scott Gray and Jeff Smith to reach out to a specific person. He said in his opinion right now he doesn’t feel like the recovery team can field this very central leadership role because the theme is not there yet. Mr. Warneck asked Mr. Alexander if the team does get there, does he see this as being part of their role. Mr. Alexander said yes in some ways because we need an overall community strategy to be effective. Mr. Alexander said he will continue to keep everyone in the loop. He said he doesn’t want it to become another impediment to get things done.

3. **Milk dumping** – Mr. Warneck ask if our local farms are dumping milk. Mr. Matteson said it is happening locally and nationally. He said that every cooperative that he is aware of is currently dumping milk. Mr. Walldroff said the same thing that happened to oil is happening to the dairy industry and said processing plants are shutting down. He said it’s going to be another blow to our economy and thinks it’s going to carry over into pork and beef. Mr. Walldroff said that Mr. Matteson has done a good job in his analysis.

- IV. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Gardner, seconded by Ms. Powers. All in favor. The conference call adjourned at 9:48 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 04.02.2020.01**

**WHEREAS**, due to the recent COVID-19 pandemic, Staff recommends board approval to forgo principal and interest payments for 90 days effective immediately for all Revolving loans with a written request/impact statement, and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the recommendation, and be it further,

**RESOLVED**, that the Board of Directors authorizes Staff to vet the written request/impact statements and is directed to execute any and all documents necessary to carry out the purposes of this Resolution.

By: s/ Kent Burto  
Kent Burto, Secretary

**Roll Call Vote:**

NAME	YEA	NAY
David Converse	X	
W. Edward Walldroff	X	
Robert E. Aliasso, Jr.	X	
Kent Burto	X	
John Jennings	X	
Gregory Gardner	X	
Paul Warneck	X	
William Johnson	X	
Lisa L'Huillier	X	
Christine Powers	X	

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 04.02.2020.02**

**RESOLUTION FOR AUTHORIZING A REVOLVING LOAN TO  
 CLAYTON ISLAND TOURS**

**WHEREAS**, Clayton Island Tours has requested a loan in the amount of Forty Thousand Dollars (\$40,000.00) to be used for repair of flood damage and to prevent future damage, and

**WHEREAS**, Staff has reviewed this request and recommends approval of a Revolving Loan in the amount of \$40,000.00. Staff recommendation for the loan to be advanced on a demand note, bearing interest only for 12 months, or for a term to match receipt of the grant, whichever occurs first. Subsequent to receipt of the grant, the balance will be termed out for 5 years at 5%. Collateral will be a personal guarantee of David Kay and lien on the assets of the business. Staff does not recommend the loan be contingent upon approval of the Resiliency Grant, and

**WHEREAS**, due to the COVID-19 pandemic the Loan Review Committee was bypassed and the request was moved directly to the full Board of Directors for consideration, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the request for a Forty Thousand Dollar (\$40,000.00) loan to Clayton Island Tours with all terms and conditions 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.

By: s/ Kent Burto  
 Kent Burto, Secretary

**Roll Call Vote:**

NAME	YEA	NAY
David Converse	X	
W. Edward Walldroff	X	
Robert E. Aliasso, Jr.	X	
Kent Burto	X	
John Jennings	X	
Gregory Gardner	X	
Paul Warneck	X	
William Johnson	X	
Lisa L'Huillier	X	
Christine Powers	X	

Jefferson County Local Development Corporation  
Zoom Video Call – Board Meeting Minutes  
April 16, 2020

**DRAFT**

Due to the COVID-19 pandemic, the Jefferson County Local Development Corporation held their board meeting via zoom video call. The meeting was recorded for posting to the website.

**I. Call to Order:** Chairman Converse called the meeting to order at 9:04 a.m.

**II. Roll call for attendance**

**Board Members** – Chairman David Converse, John Jennings, Paul Warneck, Robert E. Aliasso, Jr., W. Edward Walldroff, Lisa L’Huillier, William Johnson

**Absent** – Christine Powers, Kent Burto, Gregory Gardner

**Counsel** – Joseph Russell, Esq.

**Staff** – Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson

**III. New Business:**

**1. Resolution Number 04.16.2020.01 to the COVI-19 Emergency Loan Program** – Chairman Converse read the resolution. He asked for a motion to discuss. A motion was made by Mr. Warneck, seconded by Mr. Jennings.

Mr. Zembiec said that Mr. Warneck raised the question yesterday whether or not Not-for-Profit (NFP) businesses should be included as an eligible business for the program. Mr. Warneck said if you allow NFPs like churches than it can be a slippery slope and that’s his concern. Mr. Zembiec said that the SBA and North Country Alliance programs allow NFPs so it was included in the draft; but agreed that Mr. Warneck raised a valid point. Mr. Warneck said NFPs could be included in round two if the pot goes over \$200,000 and the demand grows. Mr. Walldroff agreed. Mr. Walldroff pointed out that we have a limited pool of money to work with and likes the round two approach.

Mr. Walldroff asked if agriculture will be included as an eligible business. He said he doesn’t think we’ll be able to accommodate NFPs if agriculture is included because of the volume of requests we may receive. Mr. Warneck asked if we should have a dedicated pot for agriculture. Mr. Walldroff said he doesn’t believe we have enough money to do that. He said that small family farms will utilize the \$10,000 loan because it might make a difference.

Ms. L’Huillier asked if priority will be set to direct funds or if they will be first come first serve. Mr. Alexander said they will be first come first serve. Mr. Aliasso suggested using a percentage portion for different industries. Mr. Jennings said that if Ag is included, it might be overwhelming. Mr. Walldroff suggested using \$200,000 for small business and \$200,000 for Ag. Mr. Aliasso said he would support doing 50/50 for the first round of the \$200,000. Mr. Zembiec commented that he’s not sure where the demand will be until we start receiving requests, and that we could always adjust allocations once we begin to see any trends. Mr. Warneck suggested working with our partners like the Trust for greater impact. Mr.

Jefferson County Local Development Corporation  
Conference Call - Board Meeting Minutes  
April 16, 2020

**DRAFT**

Alexander said he is worried about timing and is hoping the board will give staff flexibility. After much discussion, Mr. Zembiec suggested using half of the money for small business and the other half for Ag and see where it goes. Mr. Walldroff agreed.

Mr. Warneck asked what the timeframe would look like. Mr. Eaton said he could process an individual application in one day. Mr. Warneck feels that we should act early and help the businesses now so they are ready to open back up. Mr. Alexander concurred.

Mr. Warneck made a motion to remove Not-for-Profit businesses from the loan program, seconded by Mr. Aliasso. All in favor.

Mr. Converse instructed Staff to keep the board up-to-date. Mr. Warneck asked how the program will be rolled out to the community. Mr. Weir said that he will send out a news release, use Newzjunky and social media, and upload the application to the website.

Mr. Aliasso said the process would be to have Mr. Eaton review the application and send it to Mr. Alexander and staff for approval. He said that if it is deemed acceptable then Mr. Alexander can approve it and the loan documentation will be prepared by Mr. Eaton. Mr. Eaton said that he will keep the board informed.

Mr. Aliasso asked if the board should discontinue the previously approved Clayton Loan Program. Mr. Converse said he didn't think we need to discontinue it, but noted that a business would not be approved for two loans.

Mr. Converse said that once we roll out the program, he thinks we will see enough pressure from the community for the other organizations to come on board with a program similar to ours.

Roll call vote was taken for the resolution and amended application. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Absent, Mr. Jennings – Yea, Mr. Gardner – Absent, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L'Huillier – Yea, Ms. Powers – Absent. Carried.

- IV. **Adjournment:** With no further business before the board, Mr. Converse adjourned the zoom video call. All in favor. The video call adjourned at 9:50 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 04.16.2020.01**

**WHEREAS**, due to the recent COVID-19 pandemic, Staff recommends approval of the attached application for the COVID-19 Loan Program, and

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

By: s/ David J. Converse  
David J. Converse  
Chairman

**Roll Call Vote:**

NAME	YEA	NAY
David Converse	X	
W. Edward Walldroff	X	
Robert E. Aliasso, Jr.	X	
Kent Burto	Absent	
John Jennings	X	
Gregory Gardner	Absent	
Paul Warneck	X	
William Johnson	X	
Lisa L'Huillier	X	
Christine Powers	Absent	

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORP.**

**COVID-19 Emergency Working Capital Loan Program**

**CONTACT:**

Lyle Eaton  
Jefferson County Local Development Corporation  
800 Starbuck Ave.  
Watertown, NY 13601  
Telephone: (315) 767-8402  
Email: [leaton@jcida.com](mailto:leaton@jcida.com)

*Application also available as a fillable pdf at [www.GrowWithJeffersonCounty.com](http://www.GrowWithJeffersonCounty.com)*



**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**COVID-19 Emergency Working Capital Loan Program**

<b>Eligible Applicants:</b>	For-profit businesses with less than 20 employees (including agribusiness)
<b>Eligible Service Area:</b>	Jefferson County, NY
<b>Maximum Loan Amount:</b>	\$10,000 (25% Grant = Net maximum loan of \$7,500)
<b>Owner Cash/Equity:</b>	None
<b>Maximum Term:</b>	72 months (5 years)
<b>Interest Rate:</b>	3%
<b>Repayment terms:</b>	Interest only for 12 months, then 60 months of Principal & Interest.
<b>Grant terms:</b>	Grant portion of loan forgiven at end when loan is paid down to 25% of remaining principal.
<b>Collateral:</b>	Personal Guarantees/Corporate Guarantees
<b>Ineligible Business:</b>	Newspapers, broadcasting, media, healthcare, civic and community centers, libraries, start-up businesses (those in business less than 12 months), and real-estate based businesses.
<b>Prepayment Penalty:</b>	None
<b>Fees:</b>	Waived

**Other Conditions/Requirements:**

- Applicant must be able to provide at least (2) years of tax returns or two years of Schedule C from annual income tax filing. Those in business more than one (1) year, but less than two years, must provide 1-year tax return or Schedule C.
- FICO credit score between 580 – 669.
- Funds may not be used to finance existing debt.
- Statement of Need explaining why the funds are needed and how they will be used.

**SCHEDULE "A"**

Borrower (Legal Name): \_\_\_\_\_ EIN/TIN: \_\_\_\_\_

D/B/A if any: \_\_\_\_\_ State Unemployment Insurance No. \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Organization (i.e. sole proprietorship, partnership, corporation, etc.) \_\_\_\_\_

North American Industrial Classification System Number (NAICS): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**OWNERSHIP INFORMATION:** Indicate names and addresses including percentage of ownership of all principals and officers.

*Owners/Principals*

Name	% Ownership	Officer/Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LOAN INFORMATION:**

Number of Full Time Employees at 12/31/19: \_\_\_\_\_ 1FT=1FTE #FTE on 12/31/2019 \_\_\_\_\_

Number of Part Time Employees at 12/31/19: \_\_\_\_\_ 2 PT=1FTE #FTE on 12/31/2019 \_\_\_\_\_

Total Number of Employees at 12/31/19: \_\_\_\_\_ Total Number of FTE on 12/31/2019 \_\_\_\_\_

If FTE on 12/31/19 less than 20 then maximum loan amount is \$10,000.00

**TOTAL LOAN AMOUNT REQUESTED** \_\_\_\_\_

Will you be applying for, or have you received, U.S. Small Business Administration financing? Yes/No \_\_\_\_\_

If yes, for how much and when?

**SCHEDULE "B"**

**Business Description / Statement of Need**

**Please describe your business, why the funds are needed, and how you intend to use them.**

**Schedule "C"**  
**PERSONAL FINANCIAL STATEMENT**

As of: \_\_\_\_\_

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

Name \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
 Residence Address \_\_\_\_\_ Residence Phone: ( ) \_\_\_\_\_  
 City, State, & Zip Code \_\_\_\_\_  
 Business Name of Applicant/Borrower \_\_\_\_\_

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hands & in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks and Others	\$ _____
IRA or Other Retirement Account	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable	\$ _____	Installment Account (Auto)	\$ _____
Life Insurance-Cash Surrender Value Only	\$ _____	Mo. Payment \$ _____	
(Complete Section 8)		Installment Account (other)	\$ _____
Stocks and Bonds	\$ _____	Mo. Payment \$ _____	
(Describe in Section 3)		Loan on Life Insurance	\$ _____
Real Estate	\$ _____	Mortgages on Real Estate	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value	\$ _____	Other Liabilities	\$ _____
Other Assets	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$ _____
		Net Worth	\$ _____
<b>Total</b>	\$ _____	<b>Total</b>	\$ _____

Section 1. Source of income		Contingent Liabilities	
Salary	\$ _____	As Endorser or Co-Maker.	\$ _____
Net Investment Income	\$ _____	Legal Claims & Judgments	\$ _____
Real Estate Income	\$ _____	Provision for Federal Income Tax	\$ _____
Other Income (Describe below)*	\$ _____	Other Special Debt	\$ _____

Description of Other Income in Section 1.  
 \_\_\_\_\_  
 \_\_\_\_\_

Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

**Section 2. Notes Payable to Banks and Others.**

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency	Security Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Type of Property	Property A	Property B	Property C
Name & Address of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

Section 7. Other Liabilities. (Describe in detail).

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

I authorize the Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**SCHEDULE "D"**  
**BANKRUPTCY, LITIGATION AND FELONY HISTORY**

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity associated with the owners, management, or officers of the business.

1. Are any of the officers, owners, or management of the business presently under indictment, on parole, or probation?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe:

\_\_\_\_\_  
\_\_\_\_\_

2. Have any of the owners, officers, or management of the business ever been charged with or arrested for any criminal offense other than a minor traffic infraction?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe:

\_\_\_\_\_  
\_\_\_\_\_

3. Have any of the owners, officers, or management of the business ever been convicted of any criminal offense, other than a minor traffic infraction?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

4. Has the business, its present owners, officers, or management ever been the subject of bankruptcy proceedings?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

Signed, \_\_\_\_\_

**CERTIFICATION**  
**AND**  
**AUTHORIZATION TO RELEASE CREDIT INFORMATION**

\_\_\_\_\_, being duly sworn, deposes and says: that (s)he is the president of \_\_\_\_\_, the Project occupant (the Company) described in the foregoing application; that (s)he has read the foregoing application and knows the contents thereof; that the same is true to his/her own knowledge except as to the matters stated therein to be alleged upon his/her information and belief, and as to those matters (s)he believes it to be true; that to the best of here/his knowledge (s)he is in compliance with all federal and state legislation dealing with the hiring of illegal aliens and equal employment opportunity; that (s)he has read and understood rule 1 of the \_\_\_\_\_ as heretofore set forth; and that the execution of this application has (lender) been duly authorized by the board of directors of the Company; and authorizes the lender to investigate and obtain a report concerning my (our) credit for the purpose of processing and underwriting my (our) loan application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Applicant's Street Address

\_\_\_\_\_ Applicant's previous address

\_\_\_\_\_ City/State(province)/Country, Postal Code

\_\_\_\_\_ Current Place of Employment

\_\_\_\_\_ Current Employment address

\_\_\_\_\_ Previous employer

\_\_\_\_\_ Address previous employer

\_\_\_\_\_ Applicant's SS# or SIN#

\_\_\_\_\_ Applicant's Date of Birth

\_\_\_\_\_ Spouse's name

\_\_\_\_\_ Credit Reporting Agency

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Income Statement for the Six Month Period Ending March 31, 2020**

Prepared by Lyle Eaton, April 27, 2020

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 600,377.00	300,188.46	\$ 50,031.41	50,031.41	300,188.54
JC Grant Marketing	275,400.00	137,700.00	22,950.00	22,950.00	137,700.00
JC Grant Ag Program	138,720.00	69,360.00	11,560.00	11,560.00	69,360.00
RLF Interest Income	45,000.00	12,993.11	1,210.35	2,109.82	32,006.89
Grant Income NYS	0.00	31,794.07	9,325.00	960.00	(31,794.07)
Interest Income	4,200.00	2,040.79	304.22	332.50	2,159.21
N. Grid Statebook Grant	0.00	1,800.00	0.00	1,800.00	(1,800.00)
Grant Income NYS-HAB	14,102.00	4,202.00	0.00	1,400.00	9,900.00
Miscellaneous Income	500.00	17,000.32	2,594.87	2,594.87	(16,500.32)
AG Conference	5,000.00	8,650.00	0.00	4,150.00	(3,650.00)
Misc Income AG Program	0.00	560.00	0.00	300.00	(560.00)
<b>Total Revenues</b>	<b>1,083,299.00</b>	<b>586,288.75</b>	<b>97,975.85</b>	<b>98,188.60</b>	<b>497,010.25</b>
<b>Expenses</b>					
Salaries	538,205.00	258,552.85	43,398.44	43,408.44	279,652.15
Benefits	219,819.00	100,747.49	16,630.40	16,747.24	119,071.51
<b>Operations</b>					
Marketing Program	360,744.00	157,892.44	24,598.11	23,890.66	202,851.56
AG Program	191,822.00	91,422.91	15,699.28	18,043.40	100,399.09
Office Expense	10,000.00	9,570.66	1,743.47	622.10	429.34
Payroll Processing	1,800.00	923.97	190.49	120.29	876.03
Office Rent	17,600.00	8,759.22	1,459.87	1,618.39	8,840.78
Project Loan Rent	55,943.00	27,971.22	4,661.87	4,661.87	27,971.78
Office Cleaning	12,000.00	5,856.98	1,673.84	97.68	6,143.02
Telephone	6,000.00	3,009.16	513.44	477.28	2,990.84
Equipment Rental	3,400.00	1,817.86	287.48	287.48	1,582.14
Equipment Maintenance	5,500.00	2,251.80	0.00	0.00	3,248.20
System Maintenance	3,600.00	1,286.70	214.45	214.45	2,313.30
Electric Service	3,600.00	1,530.63	274.94	313.45	2,069.37
Gas Service	3,200.00	1,500.77	214.07	270.72	1,699.23
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Manufacturers Comm. Expense	500.00	0.00	0.00	0.00	500.00
Workforce Development	2,500.00	5,060.00	0.00	0.00	(2,560.00)
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
Travel/Promotion/Meals	6,000.00	2,949.57	524.18	1,323.85	3,050.43
Staff Training & Seminars	3,000.00	1,320.00	0.00	0.00	1,680.00
Depreciation Distillery Equip.	14,143.00	7,071.42	1,178.57	1,178.57	7,071.58
Depreciation F&F	8,518.00	4,259.10	709.85	709.85	4,258.90
Dues & Publications	5,000.00	6,416.00	0.00	0.00	(1,416.00)
Commercial Insurance	800.00	0.00	0.00	0.00	800.00
Legal Unrestricted	1,000.00	945.00	945.00	0.00	55.00
Accounting & Auditing	6,000.00	5,900.00	0.00	0.00	100.00
Fees Expense	300.00	275.00	0.00	0.00	25.00
Grant Expense NYS-HAB	0.00	4,200.00	0.00	1,400.00	(4,200.00)
Reallocated Program Expenses	(431,199.00)	(211,858.75)	(35,056.31)	(34,974.16)	(219,340.25)
Miscellaneous - Unrestricted	300.00	0.00	0.00	0.00	300.00
<b>Total Operations</b>	<b>1,069,197.00</b>	<b>499,632.00</b>	<b>79,861.44</b>	<b>80,411.56</b>	<b>569,565.00</b>
Total Revenue	1,083,299.00	586,288.75	97,975.85	98,188.60	497,010.25
Total Expenses	1,069,197.00	499,632.00	79,861.44	80,411.56	569,565.00
<b>Net Income Over Expenditures</b>	<b>\$ 14,102.00</b>	<b>86,656.75</b>	<b>\$ 18,114.41</b>	<b>17,777.04</b>	<b>(72,554.75)</b>

For Interr-24- se Only



## JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

## AG Program Expense Statement for the Six Month Period Ending March 31, 2020

Prepared by Lyle Eaton, April 27, 2020

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	1,232.74	\$ 679.15	553.59	3,767.26
AG Office Expense	1,000.00	421.78	0.00	32.36	578.22
AG Advertising	4,000.00	3,969.91	500.00	3,469.91	30.09
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	242.00	0.00	0.00	158.00
AG Business Attraction	3,500.00	25.00	0.00	0.00	3,475.00
AG Subscriptions	200.00	862.00	135.00	0.00	(662.00)
AG Travel/Meals/Lodging	4,000.00	1,149.65	371.33	0.00	2,850.35
AG Web Site Development	2,000.00	416.38	0.00	321.59	1,583.62
AG Misc Program Expenses	1,000.00	92.02	27.85	0.00	907.98
AG Development	0.00	1,492.69	0.00	480.00	(1,492.69)
Local Food Guide	800.00	800.00	800.00	0.00	0.00
Salary Overhead	87,203.00	43,178.07	6,642.78	6,642.78	44,024.93
FICA Overhead	5,232.00	2,529.02	389.08	389.08	2,702.98
Medicare Overhead	1,221.00	591.50	91.00	91.00	629.50
Health/Dental Ins Overhead	27,221.00	11,730.65	2,314.72	2,314.72	15,490.35
Retirement Overhead	7,848.00	2,590.64	398.56	398.56	5,257.36
Indirect Labor Allocation	35,391.00	17,695.62	2,949.27	2,949.27	17,695.38
Non Labor Allocated Overhead	4,806.00	2,403.24	400.54	400.54	2,402.76
<b>Total Operations</b>	<b>191,822.00</b>	<b>91,422.91</b>	<b>15,699.28</b>	<b>18,043.40</b>	<b>100,399.09</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Manuf. & Business Support Expense Statement for the Six Month Period Ending March 31, 2020**

Prepared by Lyle Eaton, April 27, 2020

UNRECONCILED

	<b>Current Year Budget</b>	<b>Year-to-Dat e Total</b>	<b>Current Month</b>	<b>Previous Month</b>	<b>Balance Remaining</b>
<b>Operations</b>					
Business Support	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
Manufacturers Comm. Expense	500.00	0.00	0.00	0.00	500.00
Workforce Development	2,500.00	5,060.00	0.00	0.00	(2,560.00)
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Operations</b>	<b>22,102.00</b>	<b>5,060.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,042.00</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Marketing Program Expense Statement for the Six Month Period Ending March 31, 2020**

Prepared by Lyle Eaton, April 27, 2020

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 41,600.00	16,850.65	\$ 2,007.75	557.00	24,749.35
Canadian Marketing	15,000.00	818.00	570.00	248.00	14,182.00
Euro Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	3,000.00	0.00	0.00	0.00	3,000.00
Seminars Workshops Publicatio	2,000.00	315.00	0.00	0.00	1,685.00
Travel/Meals/Promotion	3,000.00	823.44	0.00	530.30	2,176.56
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	5,000.00	1,570.00	150.00	435.00	3,430.00
Events Sponsorship	10,250.00	1,250.00	0.00	250.00	9,000.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Mkt Misc Expense	250.00	43.19	0.00	0.00	206.81
Allocated Overhead	262,444.00	131,222.16	21,870.36	21,870.36	131,221.84
<b>Total Operations</b>	<b>360,744.00</b>	<b>157,892.44</b>	<b>24,598.11</b>	<b>23,890.66</b>	<b>202,851.56</b>

Jefferson County Local Development Corp  
Balance Sheet  
March 31, 2020

ASSETS

Current Assets		
General Checking	\$	21,267.24
Savings Account		1,163,318.10
RLF Savings		1,651,797.09
Grants Receivable - HAB		1,960.00
RLF Loans Receivable		589,297.82
N Grid Mkt Grant European		12,500.00
Miscellaneous Recievable		7,500.00
Prepaid Expense		3,699.66
		3,451,339.91
Total Current Assets		3,451,339.91
Property and Equipment		
Depreciation Distillery		(87,214.18)
Accumulated Depreciation		(45,153.15)
		(132,367.33)
Total Property and Equipment		(132,367.33)
Other Assets		
Distillery Equipment		99,000.00
Furniture & Fixtures		70,387.89
WIP Record Storage		39,506.54
		208,894.43
Total Other Assets		208,894.43
Total Assets	\$	3,527,867.01

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	7,164.83
Withheld United Way		131.97
Deferred Income Records		9,219.93
JC Grant-Marketing		137,700.00
JC Grant Agriculture Program		34,680.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		201,996.73
Total Current Liabilities		201,996.73
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		0.00
Total Liabilities		201,996.73
Capital		
General Fund Bal - Unrestrict.		3,239,213.53
Net Income		86,656.75
		3,325,870.28
Total Capital		3,325,870.28
Total Liabilities & Capital	\$	3,527,867.01

**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
CANZONIER JAY CANZONIER D/B/A N	2086				50,244.72	50,244.72
CANZONIER JAY CANZONIER D/B/A					50,244.72	50,244.72
CURRENT CURRENT APPLICATION	11-30-11 LDCR				132,427.53	132,427.53
CURRENT CURRENT APPLICATION					132,427.53	132,427.53
JCLDC JCLDC	2226 2230	560.00	1,400.00			1,400.00 560.00
JCLDC JCLDC		560.00	1,400.00			1,960.00
LCO LCO DESTINY, LLC	2013				88,906.80	88,906.80
LCO LCO DESTINY, LLC					88,906.80	88,906.80
LODGE THE LODGE AT IVES HIL	1914				121,762.38	121,762.38
LODGE THE LODGE AT IVES HIL					121,762.38	121,762.38
NAT GRID-MULLER NATIONAL GRID	2206		500.00			500.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Mar 31, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
NAT GRID-MULLER NATIONAL GRID			500.00			500.00
National Grid EURO N GRID EURO GRANT 43	2152				7,000.00	7,000.00
National Grid EURO N GRID EURO GRANT 43					7,000.00	7,000.00
WIC WICLDC	1907 RLF LOAN				122,376.93 73,579.46	122,376.93 73,579.46
WIC WICLDC					195,956.39	195,956.39
<b>Report Total</b>		<b>560.00</b>	<b>1,900.00</b>		<b>596,297.82</b>	<b>598,757.82</b>

**Jefferson County Local Development Corp  
Cash Receipts Journal**

**For the Period From Mar 1, 2020 to Mar 31, 2020**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
3/5/20	125001	7224	Invoice: 2224		1,303.07
	125001		Invoice: 2225		50,031.41
	100001		JEFF COUNTY IDA	51,334.48	
3/12/20	125001	7029	Invoice: 2223		10.00
	100001		DON ALEXANDER	10.00	
3/26/20	125001	7237	Invoice: 2227		85.32
	100001		JEFF COUNTY IDA	85.32	
3/26/20	125001	7231	Invoice: 2228		1,291.80
	100001		JEFF COUNTY IDA	1,291.80	
				<u>52,721.60</u>	<u>52,721.60</u>

**Jefferson County Local Development Corp  
Aged Payables  
As of Mar 31, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
BARCLAY BARCLAY DAMON	5062538	945.00				945.00
<b>BARCLAY BARCLAY DAMON</b>		<b>945.00</b>				<b>945.00</b>
CITEC CITEC, INC	20-040	560.00				560.00
<b>CITEC CITEC, INC</b>		<b>560.00</b>				<b>560.00</b>
FP FP MAILING SOLUTION 800-341-6052	RI104424480	156.00				156.00
<b>FP FP MAILING SOLUTION</b>		<b>156.00</b>				<b>156.00</b>
KEY BANK KEY BANK 1-888-539-8336	MATTESON-3/ WEIR-3/20 ZEMBIEC 3/20 ALEXANDER 3	251.68 952.15 10.79 1,949.61				251.68 952.15 10.79 1,949.61
<b>KEY BANK KEY BANK</b>		<b>3,164.23</b>				<b>3,164.23</b>
NATIONAL NATIONAL GRID 800-664-6729	3262020 032620	214.07 274.94				214.07 274.94
<b>NATIONAL NATIONAL GRID</b>		<b>489.01</b>				<b>489.01</b>
QUAICH BUSINESS SER 67 QUAICH BUSINESS SER		142.50				142.50



**Jefferson County Local Development Corp  
Aged Payables  
As of Mar 31, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
QUAICH BUSINESS SE QUAICH BUSINESS SE		142.50				142.50
SPECTRUM REACH SPECTRUM REACH	30600740 30600377	1,000.00 450.75				1,000.00 450.75
SPECTRUM REACH SPECTRUM REACH		1,450.75				1,450.75
VERIZON WIRELESS VERIZON WIRELESS	9851078131	257.34				257.34
VERIZON WIRELESS VERIZON WIRELESS		257.34				257.34
<b>Report Total</b>		<b>7,164.83</b>				<b>7,164.83</b>

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Mar 1, 2020 to Mar 31, 2020**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/5/20	4949	200001 100001	Invoice: 24211 ASR SYSTEMS GROUP	9,325.00	9,325.00
3/5/20	4950	200001 100001	Invoice: 2019-12373 ATLAS INTEGRATED	285.00	285.00
3/5/20	4951	200001 100001	Invoice: 11560 AUBERTINE & CURRIER	960.00	960.00
3/5/20	4952	200001 100001	Invoice: 2/20 STMT BLUE MOUNTAIN SPRING WATER, INC.	34.00	34.00
3/5/20	4953	200001 100001	Invoice: 24018776 EXCELLUS BC/BS	597.10	597.10
3/5/20	4954	200001 100001	Invoice: RI104384887 FP MAILING SOLUTIONS	36.40	36.40
3/5/20	4955	200001 100001	Invoice: 018937197364 THE HARTFORD	325.10	325.10
3/5/20	4956	200001 200001 100001	Invoice: 69035-2/20 Invoice: 01046-2/20 NATIONAL GRID	270.72 313.45	584.17
3/5/20	4957	200001 100001	Invoice: 3-5-2020 RBC WEALTH MANAGEMENT	2,913.37	2,913.37
3/5/20	4958	200001 100001	Invoice: 20200228-8 SERVPRO OF JEFFERSON COUNTY	1,000.00	1,000.00
3/5/20	4959	200001 100001	Invoice: 1325 STATEBOOK INTERNATIONAL, INC.	150.00	150.00
3/5/20	4960	200001 100001	Invoice: 0017357 SYNTELA CONFERENCEING INC.	45.92	45.92
3/5/20	4961	200001 100001	Invoice: 3-5-2020 UNITED WAY OF NNY	134.97	134.97
3/5/20	4962	200001 100001	Invoice: 9848980338 VERIZON WIRELESS	257.34	257.34
3/5/20	4963	200001 100001	Invoice: 208035905 WB MASON CO INC.	169.34	169.34
3/5/20	4964	200001	Invoice: 6160	1,459.87	

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Mar 1, 2020 to Mar 31, 2020**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		100001	WICLDC		1,459.87
3/5/20	4965	200001 100001	Invoice: 19-20-6 WATERTOWN LOCAL DEVELOPMENT CORPORATION	4,661.87	4,661.87
3/5/20	4966	200001 100001	Invoice: 24121228 EXCELLUS BC/BS	11,044.44	11,044.44
3/5/20	4967	200001 100001	Invoice: 24112823 EXCELLUS BC/BS	773.74	773.74
3/16/20	4968	200001 100001	Invoice: 4044812669 CINTAS	48.84	48.84
3/16/20	4969	200001 100001	Invoice: 20-034 CITEC, INC	1,400.00	1,400.00
3/16/20	4970	200001 100001	Invoice: 2020 FOOD GUIDE CORNELL COOPERATIVE	800.00	800.00
3/16/20	4971	200001 100001	Invoice: 401105 DOCO QUICK PRINT	76.00	76.00
3/16/20	4972	200001 100001	Invoice: H1676 HILTON GARDEN INN	650.00	650.00
3/16/20	4973	200001 200001 200001 200001 100001	Invoice: ALEXANDER 2/20 Invoice: ZEMBIEC 2/20 Invoice: WEIR 2/20 Invoice: MATTESON 2/20 KEY BANK	50.14 1,969.74 303.93 762.59	3,086.40
3/16/20	4974	200001 100001	Invoice: 5025199-IN LIFETIME BENEFIT SOLUTIONS,INC.	98.71	98.71
3/16/20	4975	200001 100001	Invoice: 3/20 MILEAGE JAY MATTESON	311.65	311.65
3/16/20	4976	200001 100001	Invoice: 24889 NNY ONLINE	214.45	214.45
3/16/20	4977	200001 100001	Invoice: 83979 NORTHEAST DAIRY MAGAZINE	500.00	500.00
3/16/20	4978	200001 100001	Invoice: 240076045 PROSHRED	20.95	20.95
3/16/20	4979	200001 100001	Invoice: 3/20 STMT SAM'S CLUB	163.66	163.66
3/16/20	4980	200001 100001	Invoice: 55064A GWNC CHAN_35- OF COMMER	120.00	120.00

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Mar 1, 2020 to Mar 31, 2020**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			OF COMMERCE		
3/16/20	4981	200001 100001	Invoice: 107411-3/20 WESTELCOM	210.18	210.18
3/16/20	4982	200001 100001	Invoice: 17413 WPBS	557.00	557.00
3/16/20	4983	200001 100001	Invoice: 3/20 MILEAGE DAVID ZEMBIEC	396.25	396.25
3/19/20	4984	200001 100001	Invoice: 64 QUAICH BUSINESS SERVICES	427.50	427.50
3/19/20	4985	200001 100001	Invoice: 3-19-2020 RBC WEALTH MANAGEMENT	2,913.37	2,913.37
3/26/20	4986	200001 100001	Invoice: 20200325 SERVPRO OF JEFFERSON COUNTY	625.00	625.00
3/26/20	4987	200001 100001	Invoice: 849330702031820 SPECTRUM BUSINESS	239.99	239.99
3/26/20	4988	200001 100001	Invoice: 5009639482 WELLS FARGO FINANCIAL SERVICES	287.48	287.48
	<b>Total</b>			<b>47,905.06</b>	<b>47,905.06</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Income Statement for the Seven Month Period Ending April 30, 2020**  
 Prepared by Lyle Eaton, April 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 600,377.00	350,219.87	\$ 50,031.41	50,031.41	250,157.13
JC Grant Marketing	275,400.00	160,650.00	22,950.00	22,950.00	114,750.00
JC Grant Ag Program	138,720.00	80,920.00	11,560.00	11,560.00	57,800.00
RLF Interest Income	45,000.00	15,399.01	2,405.90	1,210.35	29,600.99
Grant Income NYS	0.00	31,794.07	0.00	9,325.00	(31,794.07)
Interest Income	4,200.00	2,040.79	0.00	304.22	2,159.21
N. Grid Statebook Grant	0.00	1,800.00	0.00	0.00	(1,800.00)
Grant Income NYS-HAB	14,102.00	4,202.00	0.00	0.00	9,900.00
Miscellaneous Income	500.00	20,875.72	3,875.40	2,594.87	(20,375.72)
AG Conference	5,000.00	8,650.00	0.00	0.00	(3,650.00)
Misc Income AG Program	0.00	560.00	0.00	0.00	(560.00)
<b>Total Revenues</b>	<b>1,083,299.00</b>	<b>677,111.46</b>	<b>90,822.71</b>	<b>97,975.85</b>	<b>406,187.54</b>
<b>Expenses</b>					
Salaries	538,205.00	323,650.51	65,097.66	43,398.44	214,554.49
Benefits	219,819.00	119,130.67	18,383.18	16,630.40	100,688.33
Operations					
Marketing Program	360,744.00	180,754.80	22,862.36	24,598.11	179,989.20
AG Program	191,822.00	108,669.57	17,246.66	15,699.28	83,152.43
Office Expense	10,000.00	9,802.46	231.80	1,743.47	197.54
Payroll Processing	1,800.00	1,122.27	198.30	190.49	677.73
Office Rent	17,600.00	10,219.09	1,459.87	1,459.87	7,380.91
Project Loan Rent	55,943.00	32,633.09	4,661.87	4,661.87	23,309.91
Office Cleaning	12,000.00	6,619.98	763.00	1,673.84	5,380.02
Telephone	6,000.00	3,735.29	726.13	513.44	2,264.71
Equipment Rental	3,400.00	2,105.34	287.48	287.48	1,294.66
Equipment Maintenance	5,500.00	2,251.80	0.00	0.00	3,248.20
System Maintenance	3,600.00	1,286.70	0.00	214.45	2,313.30
Electric Service	3,600.00	1,530.63	0.00	274.94	2,069.37
Gas Service	3,200.00	1,500.77	0.00	214.07	1,699.23
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Manufacturers Comm. Expense	500.00	0.00	0.00	0.00	500.00
Workforce Development	2,500.00	5,060.00	0.00	0.00	(2,560.00)
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
Travel/Promotion/Meals	6,000.00	2,949.57	0.00	524.18	3,050.43
Staff Training & Seminars	3,000.00	1,320.00	0.00	0.00	1,680.00
Depreciation Distillery Equip.	14,143.00	8,249.99	1,178.57	1,178.57	5,893.01
Depreciation F&F	8,518.00	4,968.95	709.85	709.85	3,549.05
Dues & Publications	5,000.00	6,416.00	0.00	0.00	(1,416.00)
Commercial Insurance	800.00	0.00	0.00	0.00	800.00
Legal Unrestricted	1,000.00	945.00	0.00	945.00	55.00
Accounting & Auditing	6,000.00	5,900.00	0.00	0.00	100.00
Fees Expense	300.00	275.00	0.00	0.00	25.00
Grant Expense NYS-HAB	0.00	5,320.00	1,120.00	0.00	(5,320.00)
Reallocated Program Expenses	(431,199.00)	(250,675.77)	(38,817.02)	(35,056.31)	(180,523.23)
Miscellaneous - Unrestricted	300.00	0.00	0.00	0.00	300.00
<b>Total Operations</b>	<b>1,069,197.00</b>	<b>595,741.71</b>	<b>96,109.71</b>	<b>79,861.44</b>	<b>473,455.29</b>
Total Revenue	1,083,299.00	677,111.46	90,822.71	97,975.85	406,187.54
Total Expenses	1,069,197.00	595,741.71	96,109.71	79,861.44	473,455.29
<b>Net Income Over Expenditures</b>	<b>\$ 14,102.00</b>	<b>81,369.75</b>	<b>\$ (5,287.00)</b>	<b>18,114.41</b>	<b>(67,267.75)</b>

For Intern-37-se Only

## JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

## AG Program Expense Statement for the Seven Month Period Ending April 30, 2020

Prepared by Lyle Eaton, April 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	1,232.74	\$ 0.00	679.15	3,767.26
AG Office Expense	1,000.00	421.78	0.00	0.00	578.22
AG Advertising	4,000.00	4,269.91	300.00	500.00	(269.91)
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	242.00	0.00	0.00	158.00
AG Business Attraction	3,500.00	25.00	0.00	0.00	3,475.00
AG Subscriptions	200.00	862.00	0.00	135.00	(662.00)
AG Travel/Meals/Lodging	4,000.00	1,149.65	0.00	371.33	2,850.35
AG Web Site Development	2,000.00	416.38	0.00	0.00	1,583.62
AG Misc Program Expenses	1,000.00	92.02	0.00	27.85	907.98
AG Development	0.00	1,492.69	0.00	0.00	(1,492.69)
Local Food Guide	800.00	800.00	0.00	800.00	0.00
Salary Overhead	87,203.00	53,142.24	9,964.17	6,642.78	34,060.76
FICA Overhead	5,232.00	3,112.64	583.62	389.08	2,119.36
Medicare Overhead	1,221.00	728.00	136.50	91.00	493.00
Health/Dental Ins Overhead	27,221.00	14,045.37	2,314.72	2,314.72	13,175.63
Retirement Overhead	7,848.00	3,188.48	597.84	398.56	4,659.52
Indirect Labor Allocation	35,391.00	20,644.89	2,949.27	2,949.27	14,746.11
Non Labor Allocated Overhead	4,806.00	2,803.78	400.54	400.54	2,002.22
<b>Total Operations</b>	<b>191,822.00</b>	<b>108,669.57</b>	<b>17,246.66</b>	<b>15,699.28</b>	<b>83,152.43</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Marketing Program Expense Statement for the Seven Month Period Ending April 30, 2020**

Prepared by Lyle Eaton, April 30, 2020

UNRECONCILED

	<b>Current Year Budget</b>	<b>Year-to-Date Total</b>	<b>Current Month</b>	<b>Previous Month</b>	<b>Balance Remaining</b>
<b>Operations</b>					
Advertising Expense	\$ 41,600.00	17,407.65	\$ 557.00	2,007.75	24,192.35
Canadian Marketing	15,000.00	818.00	0.00	570.00	14,182.00
Euro Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	3,000.00	0.00	0.00	0.00	3,000.00
Seminars Workshops Publicatio	2,000.00	315.00	0.00	0.00	1,685.00
Travel/Meals/Promotion	3,000.00	823.44	0.00	0.00	2,176.56
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	5,000.00	2,005.00	435.00	150.00	2,995.00
Events Sponsorship	10,250.00	1,250.00	0.00	0.00	9,000.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Mkt Misc Expense	250.00	43.19	0.00	0.00	206.81
Allocated Overhead	262,444.00	153,092.52	21,870.36	21,870.36	109,351.48
<b>Total Operations</b>	<b>360,744.00</b>	<b>180,754.80</b>	<b>22,862.36</b>	<b>24,598.11</b>	<b>179,989.20</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Manuf. & Business Support Expense Statement for the Seven Month Period Ending April 30, 2020**  
Prepared by Lyle Eaton, April 30, 2020 UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Business Support	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
Manufacturers Comm. Expense	500.00	0.00	0.00	0.00	500.00
Workforce Development	2,500.00	5,060.00	0.00	0.00	(2,560.00)
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
<b>Total Operations</b>	<u>22,102.00</u>	<u>5,060.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,042.00</u>



Jefferson County Local Development Corp  
Balance Sheet  
April 30, 2020

ASSETS

Current Assets		
General Checking	\$	32,663.63
Savings Account		1,143,318.10
RLF Savings		1,398,460.81
Grants Receivable - HAB		1,960.00
RLF Loans Receivable		665,040.00
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		140,000.00
Miscellaneous Recievable		8,791.80
Prepaid Expense		3,532.16
		<u>3,406,266.50</u>
Total Current Assets		3,406,266.50
Property and Equipment		
Depreciation Distillery		(88,392.75)
Accumulated Depreciation		(45,863.00)
		<u>(134,255.75)</u>
Total Property and Equipment		(134,255.75)
Other Assets		
Distillery Equipment		99,000.00
Furniture & Fixtures		70,387.89
WIP Record Storage		39,506.54
		<u>208,894.43</u>
Total Other Assets		208,894.43
Total Assets	\$	<u><u>3,480,905.18</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Withheld United Way	\$	131.97
Deferred Income Records		9,219.93
JC Grant-Marketing		114,750.00
JC Grant Agriculture Program		23,120.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		<u>160,321.90</u>
Total Current Liabilities		160,321.90
Long-Term Liabilities		
		<u>0.00</u>
Total Long-Term Liabilities		0.00
Total Liabilities		160,321.90
Capital		
General Fund Bal - Unrestrict.		3,239,213.53
Net Income		81,369.75
		<u>3,320,583.28</u>
Total Capital		3,320,583.28
Total Liabilities & Capital	\$	<u><u>3,480,905.18</u></u>

**Jefferson County Local Development Corp**  
**Aged Receivables**  
**As of Apr 30, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	50,244.72
		50,244.72
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	40,000.00
		40,000.00
CLAYTON ISLAND CLAYTON ISLAND TOURS		
CURRENT CURRENT APPLICATIONS	11-30-11 L	131,741.89
		131,741.89
CURRENT CURRENT APPLICATIONS		
HILL SANDRA HILL	2244	10,000.00
		10,000.00
HILL SANDRA HILL		
LCO LCO DESTINY, LLC	2013	88,906.80
		88,906.80
LCO LCO DESTINY, LLC		
LODGE THE LODGE AT IVES HILL	1914	120,561.64

**Jefferson County Local Development Corp  
Aged Receivables  
As of Apr 30, 2020**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
LODGE THE LODGE AT IVES HILL		120,561.64
NORTHROP MICHAEL NORTHROP	2245	10,000.00
NORTHROP MICHAEL NORTHROP		10,000.00
THOMAS CAROL THOMAS	2243	10,000.00
THOMAS CAROL THOMAS		10,000.00
WIC WICLDC	1907 RLF LOAN	121,575.17 72,009.78
WIC WICLDC		193,584.95
WILLS GREG WILLS	2246	10,000.00
WILLS GREG WILLS		10,000.00
Report Total		665,040.00

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Apr 1, 2020 to Apr 30, 2020**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
4/1/20	122025 407501 112501	155667	Invoice: RLF LOAN 3/20 INTEREST WICLDC	1,784.29	1,569.68 214.61
4/1/20	125001 100001	7241	Invoice: 2231 JEFF COUNTY IDA	50,031.41	50,031.41
4/9/20	125001 100001	7245	Invoice: 2229 JEFF COUNTY IDA	1,291.80	1,291.80
4/15/20	122025 407501 112501	2993	Invoice: 11-30-11 LDCRLF 4/20 INTEREST CURRENT APPLICATIONS	1,237.42	685.64 551.78
4/15/20	122025 407501 112501	2992	Invoice: 1914 4/20 INTEREST THE LODGE AT IVES HILL	1,104.00	601.62 502.38
4/15/20	122025 407501 112501	2980	Invoice: 1914 3/20 INTEREST THE LODGE AT IVES HILL	1,104.00	599.12 504.88
4/22/20	122025 407501 112501	3007	Invoice: 1907 4/20 INTEREST WICLDC	1,109.20	801.76 307.44
4/22/20	407501 112501	46952	2/20 INTEREST (PARTIAL) LCO DESTINY, LLC	324.81	324.81
4/22/20	125001 100001	7254	Invoice: 2232 JEFF COUNTY IDA	1,291.80	1,291.80
				<u>59,278.73</u>	<u>59,278.73</u>

**COVID LOAN PROGRAM RECAP**

All loans are \$10,000.00 Working Capital Loans

4/30/2020

Date	Company/Name	Business	FTE's 12/31/2019	Dollars Expended
4/22/2020	RBM Manufacturing	Manuf. Digital Advertising	11	
4/24/2020	The Scrub Hub	Medical Scrubs/Clothing	3	
4/24/2020	White Caps Winery	Start up winery-Chamount	2.5	
4/24/2020	Hearing Solutions NNY	Hearing Aids, etc.	3	
4/24/2020	Cherry Tree Inn	Restaurant	7	
4/24/2020	Sheland Farms	Dairy Farm	14.5	
4/24/2020	Ann's Fisherman's Fare	Restaurant	3	
4/24/2020	Aubrey's Shopping Center	Food Market	3	
4/24/2020	The UPS Store	UPS	3.5	
4/24/20	Thriftd	Thrift Store	2	
4/29/2020	Angel Rock Cottages	Vacation Rentals	3	
4/29/2020	Edible Arrangements	Retail Gift Baskets	1.6	
4/29/2020	Michael Northrop	Dairy Farm	5	
4/29/2020	The Mustard Seed	Retail Health Food	15	
4/29/2020	Greg Wills & Son Paving	Paving	3	
4/29/2020	Busted Grapes	Winery	4	
4/29/2020	Steven Brotherton	Dairy Farm	2	
				\$170,000

Seventeen loans processed as of 4/30/2020.

Pending - Not Processed

Painful Acres--Retail Amish Furniture- Participation SHLDC	\$5,000
Elmer Creel Farm- Dairy	\$10,000
Melissa Samson Daycare	\$10,000
SMF Construction	\$10,000
Stephen Winkler. Livestock Farmer 510 FICO	\$10,000
Rhodes Green Houses	\$10,000
Phinnies Automotive	\$10,000
West Wind Cottages Clayton	\$10,000

A. Merceau, Inc, - Landscaping		\$10,000	
Main Street Crafts & Drafts	Participation SHLDC	\$5,000	
Hernandez Commercial Cleaning		\$10,000	
			<u>\$100,000</u>
Total Needed as of 4/30/2020			\$270,000
Appropriated to date			\$200,000
Shortfall			<u><u>\$70,000</u></u>

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 05.07.2020.01**

**WHEREAS**, the initial \$200,000 allocation to the COVID-19 Emergency Loan Program fund has already been depleted, and

**WHEREAS**, due to the volume of new requests, Staff recommends approval of an additional \$100,000 to the fund, and

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

By: s/ David J. Converse  
David J. Converse  
Chairman

**Roll Call Vote:**

NAME	YEA	NAY
David Converse		
W. Edward Walldroff		
Robert E. Aliasso, Jr.		
Kent Burto		
John Jennings		
Gregory Gardner		
Paul Warneck		
William Johnson		
Lisa L'Huillier		
Christine Powers		

Jefferson County Local Development Corporation  
 800 Starbuck Avenue, Suite 800  
 Watertown, NY 13601  
 (315) 782-5865

2019-2020 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr 2*	Apr 16**	May	Jun	Jul	Aug	Sep
Aliasso, Robert	P	P	P	P	P	P	P	P					
Burto, Kent	P	P	P	P	P	E	P	E					
Converse, David	P	P	P	P	P	P	P	P					
Vacant	-	-	-	-	-	-	-	-					
Gardner, Gregory	E	E	P	P	P	E	P	E					
Jennings, John	P	P	P	P	P	E	P	P					
Johnson, William	E	P	P	P	E	P	P	P					
L'Huillier, Lisa	P	P	P	P	P	P	P	P					
Powers, Christine	P	E	P	P	P	P	P	E					
Walldroff, W. Edward	P	P	P	P	P	P	P	P					
Warneck, Paul	P	P	P	P	P	P	P	P					
<b>Totals:</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>9</b>	<b>7</b>	<b>10</b>	<b>7</b>					
P - Present													
E - Excused													
A - Absent													
Duvall, Richard resigned 3/4/20	P	A	A	E	A								
* Conference Call due to COVID-19 Pandemic													
**Zoom Video Call due to COVID-19 Pandemic													