

Notice of Board Meeting - via Zoom Video Call

Date: June 25, 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 on **Thursday, July 9, 2020 at 8:30 a.m.**

The draft minutes and video will be posted on the website at www.jcldc.com following the meeting.

pss

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

ZOOM BOARD MEETING AGENDA
Thursday, July 9, 2020 – 8:30 a.m.

- I. Call to Order**
- II. Minutes - June 4, 2020**
- III. Treasurer's Report – June 30, 2020**
- IV. Committee Reports**
 - a. Finance Committee**
 - i. Consider 2020-2021 Proposed Budget**
 - b. Alternative Energy Committee**
 - c. Building and Grounds Committee**
- V. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VI. Unfinished Business**
- VII. Counsel**
- VIII. New Business**
- IX. Adjournment**

DRAFT

**Jefferson County Local Development Corporation
Zoom Video Call – Board Meeting Minutes
June 4, 2020**

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 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

Others – Ed Valentine, Daniel Samann, Robert Ferris

Media – Craig Fox from Watertown Daily Times

III. Public Comment:

(JCIDA)

- 1. Ed Valentine (Opal Development)** – Mr. Valentine said that he sent an email to IDA board members and Mr. Alexander last evening of history detailing the park covenants. He said that he has had regular communications with Mr. Alexander for the last year about having better communication for any projects in the park and providing as much information as possible in advance and said now the same thing happened again with two new projects. He said that what he hears is that everyone was shocked by these projects and he just found out about them last Friday. It is his understanding that the Town of Watertown Supervisor was not aware, nor the IDA; which he said sounds unbelievable, so he said he did some online research trying to figure out what was going on. He said the Town of Watertown website indicates that they are closed until further notice and noted that agendas are not updated and there is no mention of meetings. He said a meeting was held on May 4th, but nothing was posted. He said the County Planning Board website shows nothing and has no agenda listed since January 2020. He said that he received a bootlegged site plan that he was working from and said that it didn’t make sense because the parking was located in front of the building, which doesn’t meet town code because it’s supposed to be on the side or the rear. He said he eventually saw the County comments for the two projects, and he agreed about their parking comments. He said he discussed his issues during a public hearing held on Monday. He said he sent an email around asking for an IDA representative at the meeting, but noted there wasn’t one. He said he has no problem with the proposed businesses from what he knows of them because he has not seen the application. He said there is a minor issue with a sub-division of 2A and 2B for a parking issue that has been going on for a few years. He said that Penske doesn’t have enough room for parking and some of their trucks park in front of the building all the way out to the road line. He said that he sent a friendly email to Pam

Desormo about tweaking the sub-division line for Penske trucks to continue parking on the side. Otherwise, if the lot is going to sub-divided, they are going to be forced to park out of compliance in front of the building and they are going to be over 50% coverage, and not be compliant with the town code. He said they completely dismissed his concerns and said it's an enforcement issue. He said the other issue is with Lot 10, but not with the warehouse. He said it violates town code and park covenants because parking should be in the rear or side. He said when they closed the public hearing and opened up the site plan review, they didn't even acknowledge his concerns nor the County's comments. He said they didn't even address the parking. He said Monday's public hearing by the Town Planning Board demonstrated why the park covenants are needed. He said the current board failed to address his concerns and the County's comments and disregarded their own town codes. He said that he still hasn't seen final plans and they haven't been shared with the public and according to the covenants there is a 90-day review period. He asked the IDA to talk with the park tenants and the town about their codes.

- IV. **Minutes:** Minutes of the zoom video call on May 7, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Gardner. All in favor. Carried.

- V. **Treasurer's Reports:** Mr. Aliasso reviewed the financials for the period ending May 31, 2020. A motion was made by Ms. Powers to accept the financial report as presented, seconded by Mr. Jennings. 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, Ms. L'Huillier – Yea, and Ms. Powers – Yea. Carried.

- VI. **Committee Reports:**
 - a. **Alternative Energy Committee** – Mr. Johnson said the committee met via zoom with OYA to discuss their two new projects. He said that they have agreed to the same terms as their previous projects. Mr. Alexander said that he talked with the General Brown School District and they are supportive for the IDA to proceed. He said that he has been trying to reach the Town of LeRay. Mr. Johnson said that Mr. Alexander set up a meeting this Friday with Nexamp to discuss their projects.

Building and Grounds Committee – Mr. Burto said that the committee held a zoom meeting on Tuesday. He said that the committee asked Mr. Alexander to have Attorney Russell finalize the Purchase Agreement with the YMCA; they are waiting on the YMCA Attorney. They also asked him to send a letter to the County to find out their interest in the extra space and prepare an RFP to market the space. Mr. Walldroff asked if the space will be marketed for purchase or lease. Mr. Alexander said both. Mr. Jennings asked if staff should check with JCC one final time to see if there is any interest in the space. Mr. Alexander agreed.

Mr. Alexander said that he has been eliminating expenses related to the building. He said that he has Jerry Countryman mowing lawns to minimize expenses.

VII. Council Reports:

- a. **Manufacturing** – Mr. Zembiec said he is resuming the safety training program. He said there are 44 hours left and they plan to offer COVID-19 safety workshops. Mr. Zembiec said we continue to host weekly inter-agency calls sharing information. He said we will support tourist businesses during this short season.

Mr. Jennings left the meeting at 9 a.m.

Mr. Walldroff asked when the border will reopen. Mr. Zembiec said that he was unsure and said that it is still restricted at this point.

Robert Ferris entered the meeting at 9:02 a.m.

- b. **Marketing** – Mr. Weir said that he has been working with agency partners on a branded support campaign for retail and tourism. He said the focus will be to buy from local whenever possible because there is a lot of opportunity and they are working with Chambers. He said there will be posters, a landing page, and brand. He said it is a low cost – high impact piece. He said it will be an add-on (manufactured locally – sold locally).
- c. **Jefferson County Agricultural Development** – Mr. Matteson said that he sent out a one-page summary yesterday that he and Mr. Gardner worked on. He said this is the perfect opportunity because of the demand in product due to the virus. He said producers will utilize a label to put on their product.

Mr. Gardner said he would call it a ‘flagging campaign’, which will make it easy to identify locally made products. He said he will send his report out tomorrow morning but concluded that during these last few months people are shopping online, but said that we need to get them offline because people suddenly became interested in local foods. He said we need to find out the cost to print the labels and get the word out. Mr. Matteson said that the process should be simple and effective. Mr. Zembiec pointed out that the label will identify the product as local and not replace the brand.

Mr. Warneck asked what we need to do to get the local products in stores. Mr. Matteson said that they must be GAP certified to get into stores and said that most local producers prefer food stands, farmers markets or other means to sell their products. Mr. Walldroff said he personally doesn’t look at supermarkets for his products because of their price markups, so he chooses direct selling.

Mr. Matteson said the time is right and said that he needs to move quickly and noted that the Chamber involvement makes it easier.

VIII. Unfinished Business: None.

IX. Counsel: None.

X. New Business:

1. **COVID-19 Business Assistance** – Mr. Alexander said that the board originally allocated \$500,000 and initially set aside \$200,000 for the loan/grant program. He said an extra \$100,000 was added. Mr. Eaton said that \$290,000 has been lent to 30 businesses (2 participated with the Sackets Harbor LDC) with \$10,000 remaining. Mr. Zembiec said it represents 122 jobs. There have not been no new inquiries.

Mr. Gardner said that during his research for background survey questions the healthcare/frontline workers were listed as the hero's; however, he said the new round of hero's are going to be the economic developers.

- XI. **Adjournment:** With no further business before the board, a motion was made by Mr. Gardner to adjourn the video call, seconded by Ms. L'Huillier. All in favor. The video call adjourned at 9:35 a.m.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Income Statement for the Nine Month Period Ending June 30, 2020**

Prepared by Lyle Eaton, June 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 600,377.00	450,282.69	\$ 50,031.41	50,031.41	150,094.31
JC Grant Marketing	275,400.00	206,550.00	22,950.00	22,950.00	68,850.00
JC Grant Ag Program	138,720.00	104,040.00	11,560.00	11,560.00	34,680.00
RLF Interest Income	45,000.00	19,211.54	2,529.29	1,283.24	25,788.46
Grant Income NYS	0.00	34,219.07	0.00	2,425.00	(34,219.07)
Interest Income	4,200.00	2,481.74	0.00	211.04	1,718.26
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	28,571.49	4,714.52	2,981.25	(28,071.49)
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)
Total Revenues	1,083,299.00	860,568.53	91,785.22	91,441.94	222,730.47
Expenses					
Salaries	538,205.00	410,327.39	43,278.44	43,398.44	127,877.61
Benefits	219,819.00	151,931.29	16,453.80	16,566.11	67,887.71
Operations					
Marketing Program	360,744.00	233,176.27	23,827.36	26,625.11	127,567.73
AG Program	191,822.00	137,181.75	14,441.51	13,745.80	54,640.25
Office Expense	10,000.00	13,208.82	679.57	1,905.49	(3,208.82)
Payroll Processing	1,800.00	1,386.67	132.20	132.20	413.33
Office Rent	17,600.00	13,138.83	1,459.87	1,459.87	4,461.17
Project Loan Rent	55,943.00	41,956.83	4,661.87	4,661.87	13,986.17
Office Cleaning	12,000.00	8,205.34	862.68	722.68	3,794.66
Telephone	6,000.00	5,016.49	235.45	788.79	983.51
Equipment Rental	3,400.00	2,680.30	287.48	287.48	719.70
Equipment Maintenance	5,500.00	2,251.80	0.00	0.00	3,248.20
System Maintenance	3,600.00	1,930.05	214.45	214.45	1,669.95
Electric Service	3,600.00	1,949.12	0.00	262.74	1,650.88
Gas Service	3,200.00	1,796.58	0.00	83.84	1,403.42
Manufacturers Workshop	0.00	5,000.00	0.00	0.00	(5,000.00)
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	60.00	0.00	0.00	2,440.00
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
Travel/Promotion/Meals	6,000.00	3,025.18	0.00	58.08	2,974.82
Staff Training & Seminars	3,000.00	1,320.00	0.00	0.00	1,680.00
Depreciation Distillery Equip.	14,143.00	10,607.13	1,178.57	1,178.57	3,535.87
Depreciation F&F	8,518.00	6,388.65	709.85	709.85	2,129.35
Dues & Publications	5,000.00	7,212.00	286.00	510.00	(2,212.00)
Commercial Insurance	800.00	0.00	0.00	0.00	800.00
Legal Unrestricted	1,000.00	945.00	0.00	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	5,320.00	0.00	0.00	(5,320.00)
Reallocated Program Expenses	(431,199.00)	(320,774.00)	(35,041.92)	(35,056.31)	(110,425.00)
Miscellaneous - Unrestricted	300.00	0.00	0.00	0.00	300.00
Total Operations	1,069,197.00	751,416.49	73,667.18	78,255.06	317,780.51
Total Revenue	1,083,299.00	860,568.53	91,785.22	91,441.94	222,730.47
Total Expenses	1,069,197.00	751,416.49	73,667.18	78,255.06	317,780.51
Net Income Over Expenditures	\$ 14,102.00	109,152.04	\$ 18,118.04	13,186.88	(95,050.04)

For Intern-7-Jse Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**AG Program Expense Statement for the Nine Month Period Ending June 30, 2020**

Prepared by Lyle Eaton, June 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	1,248.59	\$ 0.00	0.00	3,751.41
AG Office Expense	1,000.00	621.78	0.00	0.00	378.22
AG Advertising	4,000.00	4,769.91	0.00	500.00	(769.91)
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	1,275.00	1,250.00	0.00	2,225.00
AG Subscriptions	200.00	862.00	0.00	0.00	(662.00)
AG Travel/Meals/Lodging	4,000.00	1,149.65	0.00	0.00	2,850.35
AG Web Site Development	2,000.00	605.20	19.95	59.85	1,394.80
AG Misc Program Expenses	1,000.00	92.02	0.00	0.00	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	0.00	0.00
Salary Overhead	87,203.00	66,427.80	6,642.78	6,642.78	20,775.20
FICA Overhead	5,232.00	3,890.80	389.08	389.08	1,341.20
Medicare Overhead	1,221.00	910.00	91.00	91.00	311.00
Health/Dental Ins Overhead	27,221.00	18,660.42	2,300.33	2,314.72	8,560.58
Retirement Overhead	7,848.00	3,985.60	398.56	398.56	3,862.40
Indirect Labor Allocation	35,391.00	26,543.43	2,949.27	2,949.27	8,847.57
Non Labor Allocated Overhead	4,806.00	3,604.86	400.54	400.54	1,201.14
Total Operations	191,822.00	137,181.75	14,441.51	13,745.80	54,640.25

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Manuf. & Business Support Expense Statement for the Nine Month Period Ending June 30, 2020**

Prepared by Lyle Eaton, June 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Manufacturers Workshop	\$ 0.00	5,000.00	\$ 0.00	0.00	(5,000.00)
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	60.00	0.00	0.00	2,440.00
Safety Training	14,102.00	0.00	0.00	0.00	14,102.00
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Total Operations	22,102.00	5,060.00	0.00	0.00	17,042.00

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

Prepared by Lyle Eaton, June 30, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 41,600.00	25,713.40	\$ 1,807.00	4,529.75	15,886.60
Canadian Marketing	15,000.00	818.00	0.00	0.00	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	2,380.00	150.00	225.00	2,620.00
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	196,833.24	21,870.36	21,870.36	65,610.76
Total Operations	360,744.00	233,176.27	23,827.36	26,625.11	127,567.73

Jefferson County Local Development Corp
Balance Sheet
June 30, 2020

ASSETS

Current Assets		
General Checking	\$	17,025.04
Savings Account		1,069,510.33
RLF Savings		1,328,716.23
Grants Receivable - HAB		1,960.00
RLF Loans Receivable		618,897.50
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		289,948.33
Miscellaneous Recievable		11,162.62
Prepaid Expense		3,197.16
		3,352,917.21
Total Current Assets		
Property and Equipment		
Depreciation Distillery		(90,749.89)
Accumulated Depreciation		(47,282.70)
		(138,032.59)
Total Property and Equipment		
Other Assets		
Distillery Equipment		99,000.00
Furniture & Fixtures		70,387.89
WIP Record Storage		63,014.27
		232,402.16
Total Other Assets		
Total Assets	\$	3,447,286.78

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	10,044.31
Withheld United Way		131.97
Deferred Income Records		6,794.93
JC Grant-Marketing		68,850.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		98,921.21
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		98,921.21
Capital		
General Fund Bal - Unrestrict.		3,239,213.53
Net Income		109,152.04
		3,348,365.57
Total Capital		
Total Liabilities & Capital	\$	3,447,286.78

Jefferson County Local Development Corp

Receivables

As of June 30, 2020

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	50,244.72	4/26/17	7/1/2026	3%- 84 Months	Moratorium	726.73
CLAYTON ISLAND TOU	40,000.00	40,000.00	4/29/20	5/1/2026	5%-73 Months	Current-Int only	166.67
CURRENT APPS	187,500.00	130,362.03	12/14/11	1/1/2032	5% 240 Months	Current	1,237.42
LCO DESTINY, LLC	600,000.00	88,906.80	9/29/15	10/1/2020	5%, 60 Months	30 Days	11,322.74
LODGE AT IVES	139,606.89	120,561.64	5/1/17	4/1/2022	5%, 60 Months	60 Days	1,104.00
WICLDC	200,000.00	119,965.64	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	68,856.67	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		625,897.50					

Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FAR	2086	50,244.72
		50,244.72
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FAR		
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	40,000.00
		40,000.00
CLAYTON ISLAND CLAYTON ISLAND TOURS		
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	130,362.03
		130,362.03
CURRENT CURRENT APPLICATIONS		
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
		120,561.64
LODGE THE LODGE AT IVES HILL		
WIC WICLDC	1907 RLF LOAN	119,965.64 68,856.67

Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
WIC WICLDC		188,822.31
Report Total		618,897.50

**Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	10,000.00
AUBREYS AUBREYS SHOPPING CENTER		10,000.00
BOATHOUSE BOATHOUSE MARINE, LLC	2265	10,000.00
BOATHOUSE BOATHOUSE MARINE, LLC		10,000.00
BROTHERTON STEVEN BROTHERTON	2252	10,000.00
BROTHERTON STEVEN BROTHERTON		10,000.00
CCTI COLLEENS CHERRY TREE INN	2238	10,000.00
CCTI COLLEENS CHERRY TREE INN		10,000.00
CORNELIA LAURIE A. CORNELIA	2240	10,000.00
CORNELIA LAURIE A. CORNELIA		10,000.00
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	5,000.00

Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS		5,000.00
DEMAR AMY S. DEMAR	2237	10,000.00
DEMAR AMY S. DEMAR		10,000.00
ELMER KATHLEEN ELMER	2253	10,000.00
ELMER KATHLEEN ELMER		10,000.00
FIELD FIELD OF DREAMS, LLC	2267	10,000.00
FIELD FIELD OF DREAMS, LLC		10,000.00
GOULD ROBERT L. GOULD	2234	10,000.00
GOULD ROBERT L. GOULD		10,000.00
GRAPES BUSTED GRAPES,LLC	2250	10,000.00
GRAPES BUSTED GRAPES,LLC		10,000.00

**Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
HERMAN BONNIE HERMAN	2235	10,000.00
HERMAN BONNIE HERMAN		10,000.00
HILL SANDRA HILL	2244	10,000.00
HILL SANDRA HILL		10,000.00
MARCEAU ALAN MARCEAU	2260	10,000.00
MARCEAU ALAN MARCEAU		10,000.00
MILLER GAIL W. MILLER	2236	10,000.00
MILLER GAIL W. MILLER		10,000.00
MORGIA MORGIA MASONRY	2264	10,000.00
MORGIA MORGIA MASONRY		10,000.00
NORTH BRANCH NORTH BRANCH FARMS	2262	10,000.00

**Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
NORTH BRANCH NORTH BRANCH FARMS		10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING		10,000.00
NORTHROP MICHAEL NORTHROP	2245	10,000.00
NORTHROP MICHAEL NORTHROP		10,000.00
PAINFULL PAINFULL ACRES	2255	5,000.00
PAINFULL PAINFULL ACRES		5,000.00
RBM RBM MANUFACRURING	2233	10,000.00
RBM RBM MANUFACRURING		10,000.00
RHODES RHODES GREENHOUSES, INC	2261	10,000.00
RHODES RHODES GREENHOUSES, INC		10,000.00

Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
SAMPSON MELISSA SAMPSON	2254	10,000.00
SAMPSON MELISSA SAMPSON		10,000.00
SHELAND SHELAND FARMS	2239	10,000.00
SHELAND SHELAND FARMS		10,000.00
SKINNER SCOTT P. SKINNER	2248	10,000.00
SKINNER SCOTT P. SKINNER		10,000.00
THOMAS CAROL THOMAS	2243	10,000.00
THOMAS CAROL THOMAS		10,000.00
TILLSON ALISHA TILLSON	2249	10,000.00
TILLSON ALISHA TILLSON		10,000.00

**Jefferson County Local Development Corp
Aged Receivables
As of Jun 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/CM #	Amount Due
WEST WINDS WEST WINDS COTTAGES & MOTEL	2259	10,000.00
		<hr/> 10,000.00
WEST WINDS WEST WINDS COTTAGES & MOTEL		
		<hr/> 10,000.00
WILLS GREG WILLS	2246	10,000.00
		<hr/> 10,000.00
WILLS GREG WILLS		
		<hr/> 9,948.33
WINKLER STEPHEN WINKLER	2268	9,948.33
		<hr/> 9,948.33
WINKLER STEPHEN WINKLER		
		<hr/> 289,948.33 <hr/> <hr/>
Report Total		

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Jun 1, 2020 to Jun 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
6/3/20	407501	1215	INTEREST 6/20 & PARTIAL 7/20		25.00
	112501		NORTHERN COMMERCIAL CLEANING	25.00	
6/3/20	407501	1030	5/20-7/20 INTEREST ALISHA TILLSON	51.67	51.67
	112501				
6/3/20	407501	1534	6/20 INTEREST AMY S. DEMAR	25.00	25.00
	112501				
6/3/20	407501	6643	5/20-9/20 INTEREST STEVEN BROTHERTON	101.67	101.67
	112501				
6/3/20	407501	1205	6/20-12/20 INTEREST MELISSA SAMPSON	170.00	170.00
	112501				
6/3/20	125001	7275	Invoice: 2269 JEFF COUNTY IDA	1,291.80	1,291.80
	100001				
6/3/20	125001	7277	Invoice: 2270 JEFF COUNTY IDA	50,031.41	50,031.41
	100001				
6/3/20	407501	1481	6/20 INTEREST COLLEENS CHERRY TREE INN	25.00	25.00
	112501				
6/3/20	407501	1859	6/20 INTEREST AUBREYS SHOPPING CENTER	25.00	25.00
	112501				
6/3/20	407501	007148	6/20 INTEREST CAROL THOMAS	25.00	25.00
	112501				
6/11/20	122025	156331	Invoice: RLF LOAN 5/20 INTEREST WICLDC	1,784.29	1,578.85 205.44
	407501				
	112501				
6/11/20	407501	18283	INTEREST 6/20 & 7/20 FIELD OF DREAMS, LLC	39.17	39.17
	112501				
6/11/20	407501	1535	5/20 & 6/20 INTEREST GAIL W. MILLER	30.83	30.83
	112501				
6/11/20	407501	5777	6/20 INTEREST RBM MANUFACRURING	25.00	25.00
	112501				
6/18/20	125001	7285	Invoice: 2272 JEFF COUNTY IDA	1,291.90	1,291.90
	100001				
6/18/20	202401	1299	DUE JCLDC DUE SHLDC MAIN STREET CRAFTS & DRAFTS	20.00	10.00 10.00
	202501				
	100001				
6/18/20	202401	1850	DUE JCLDC DUE SHLDC PAINFULL ACRES	45.00	22.50 22.50
	202501				
	100001				
6/18/20	407501	5119	6/20 INTEREST MAIN STREET CRAFTS & DRAFTS	10.00	10.00
	112501				
6/18/20	407501	5129	6/2-21-'20 INTEREST		22.50

**Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Jun 1, 2020 to Jun 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
	112501		PAINFULL ACRES	22.50	
6/18/20	407501 112501	1922	6/20 INTEREST RHODES GREENHOUSES, INC	14.17	14.17
6/18/20	407501 112501	51068360	6/20 INTEREST KATHLEEN ELMER	20.00	20.00
6/18/20	407501 112501	31516218	6/20 INTEREST CLAYTON ISLAND TOURS	166.67	166.67
6/25/20	122025 407501 112501	3078	Invoice: 1907 6/20 INTEREST WICLDC	1,109.00	805.77 303.23
6/25/20	122025 407501 112501	3080	Invoice: 11-30-11 LDCRLF 6/20 INTEREST CURRENT APPLICATIONS	1,237.42	691.36 546.06
6/30/20	122250 407501 112501	7918	Invoice: 2268 INTEREST 5/20-6/21 STEPHEN WINKLER	360.00	51.67 308.33
6/30/20	407501 112501	5308	5/20-8/20. PARTIAL MONTH 9/20 BONNIE HERMAN	96.19	96.19
6/30/20	407501 112501	2794	MORGIA MASONRY	15.02	15.02
6/30/20	407501 112501	3392	7/20 INTEREST LAURIE A. CORNELIA	25.00	25.00
6/30/20	407501 112501	026958	5/20-7/20 INTEREST PARTIAL 8/20 SHELLAND FARMS	75.00	75.00
6/30/20	407501 112501	6647	10/20-1/21 INTEREST STEVEN BROTHERTON	100.00	100.00
6/30/20	407501 112501	1521	5/20-8/20 INTEREST BUSTED GRAPES,LLC	78.34	78.34
				<u>58,337.05</u>	<u>58,337.05</u>

Jefferson County Local Development Corp
Check Register
For the Period From Jun 1, 2020 to Jun 30, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5096	6/1/20	EXCELLUS BC/BS	100001	773.74
5097	6/1/20	WICLDC	100001	1,429.87
5098	6/1/20	WATERTOWN LOC	100001	4,661.87
5099	6/1/20	EXCELLUS BC/BS	100001	597.10
5100	6/1/20	EXCELLUS BC/BS	100001	11,044.44
5101	6/2/20	BLUE MOUNTAIN S	100001	34.00
5102	6/2/20	THE HARTFORD	100001	650.20
5103	6/2/20	KEY BANK	100001	1,080.68
5104	6/2/20	NATIONAL GRID	100001	346.58
5105	6/2/20	NNY COMMUNITY F	100001	50.00
5106	6/2/20	NNY ONLINE	100001	428.90
5107	6/2/20	NORTHEAST DAIRY	100001	500.00
5108	6/2/20	PROSHRED	100001	20.95
5109	6/2/20	QUALITY PRODUCT	100001	59.85
5110	6/2/20	SYNTELA CONFERE	100001	29.56
5111	6/2/20	VERIZON WIRELES	100001	230.83
5112	6/2/20	WB MASON CO INC.	100001	115.35
5113	6/2/20	WPBS	100001	557.00
5114	6/4/20	CINTAS	100001	48.84
5115	6/4/20	COUGHLIN PRINTIN	100001	174.25
5116	6/18/20	BLACK RIVER PAPE	100001	61.30
5117	6/18/20	CINTAS	100001	48.84
5118	6/18/20	DATA FACTS	100001	90.90
5119	6/18/20	JCLDC	100001	10.00
5120	6/18/20	NNY ONLINE	100001	214.45
5121	6/18/20	NORTHERN COMME	100001	765.00
5122	6/18/20	RBC WEALTH MAN	100001	2,913.37
5123	6/18/20	WATERTOWN ROT	100001	286.00
5124	6/18/20	SACKETS HARBOR	100001	10.00
5125	6/18/20	SPECTRUM REACH	100001	1,952.75
5126	6/18/20	WESTELCOM	100001	205.89
5127	6/18/20	WNYF	100001	400.00

**Jefferson County Local Development Corp
Check Register
For the Period From Jun 1, 2020 to Jun 30, 2020**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5128	6/18/20	WWNY	100001	1,620.00
5129	6/18/20	JCLDC	100001	22.50
5130	6/18/20	SACKETS HARBOR	100001	22.50
5131	6/18/20	UNITED WAY OF NN	100001	134.97
5132	6/30/20	AGRIVISIONS, LLC	100001	1,250.00
5133	6/30/20	FEDEX	100001	42.71
5134	6/30/20	NEWZJUNKY, INC.	100001	1,250.00
5135	6/30/20	PROSHRED	100001	20.95
5136	6/30/20	RBC WEALTH MAN	100001	2,913.37
5137	6/30/20	SPECTRUM BUSINE	100001	249.99
5138	6/30/20	STATEBOOK INTER	100001	150.00
5139	6/30/20	UNITED WAY OF NN	100001	134.97
5140	6/30/20	WB MASON CO INC.	100001	210.31
5141	6/30/20	WELLS FARGO FIN	100001	287.48
5142	6/30/20	WICLDC	100001	30.00
Total				<u>38,132.26</u>

Jefferson County Local Development Corp.

10/01/20- 9/30/21 Budget -

Approved : Finance Comm -

Board Approval

DRAFT

	FYE 9-30-20 Budget Unrestric	Proposed FYE 9-30-21 Budget Unrestric
Revenue		
Admin Fee	600,377	662,665
RLF Interest	45,000	30,000
Grant Marketing Program	275,400	275,400
County AG Grant	138,720	138,720
N Grid Euromarket Grant	-	-
Interest Income	4,200	3,500
Misc Income	500	20,000
HAB Grant NYS	14,102	15,000
AG Conference	5,000	8,650
Total	1,083,299	\$ 1,153,935

Expenses		
Salaries	538,205	580,168
Total Salaries	538,205	580,168
Benefits		
FICA & Medicare	39,827	42,932
DBL	4,825	5,725
Health/Group Ins	121,876	133,657
Dental	6,200	6,395
Workers Comp	3,000	2,500
401k	43,341	47,015
Unemployment Ins	750	750
Total Benefits	219,819	238,975

Office Expense	10,000	19,000	
Payroll Processing	1,800	1,900	
Office Rent	17,600	17,753	
Loan Rent	55,943	55,943	
Office Cleaning	12,000	9,000	
Telephone	6,000	7,000	
Equipment Rental	3,400	3,500	
Equipment Maintenance	5,500	5,000	
System Maintenance	3,600	2,500	
Electric Service	3,600	3,000	
Gas Service	3,200	3,000	
Travel	6,000	7,500	
Training & Seminars	3,000	3,000	
Dues & Publications	5,000	7,500	
Board Functions	0	-	
D&O Insurance	0	0	
Commercial Ins.	800	3,500	
Legal - Unres	1,000	1,000	
Legal Restructure	0	0	
Auditing	6,000	7,200	
CEDS Update	0	7,500	
PAAA Exp	0	0	
Fees	300	300	
Business Support(PTAC)	0	0	Mkt Budget
HAB Grant Expense NYS	14,102	15,000	
Depreciation Distillery	14,143	3,536	
Depreciation F&F	8,518	5,134	
Miscellaneous	0	500	
Ag Program Expenses	187,016	197,302	
Marketing/Mfg Program	382,846	392,798	
Reallocated Expenses	(426,393)	(444,574)	
Total	1,082,999	\$ 1,153,935	

Revenue	1,083,299	1,153,935
Expenses	1,082,999	1,153,935
Net	300	\$ (0)

Jefferson County LDC Marketing Program

10/01/20- 9/30/21 Budget

Prepared by Lyle Eaton

Revenue

Acct #	Description	FYE 9-30-2020		FYE 9-30-2021
		Budget	Actual	Budget
405000	JC Grant	275,400		275,400
415002	Grant N Grid -Euromarket			
415003	Statebook Grant		1,800	
420000	Interest Income			
425001	Fund Balance Transfer			
416501	Grant NYS-Workplace Training	14,102	4,202	15,000
	Total Revenue	289,502		290,400

David

Expenses

Acct #	Description	Budget	5/31/2020	FYE 9-30-2021
		FYE 9/30/20	Actual	Budget
Marketing Expenses				
500000	Advertising	41,600	24,463	41,000
500100	Printed Material	3,000		2,000
500200	Site Selector Visits.			
500300	Trail Coordinator			
500400	Seminars, Workshops, Publications	2,000	315	2,000
500050	Canadian Marketing Initiative	15,000	818	15,000
500060	Euromarket Consulting	10,000		0
500500	Manufactures Comm.			
500700	Business Awards			
500800	Travel/Meals/Promotion	3,000	823	3,000
500900	Member Services	0		
501512	Survey Monkey	200		200
501100	Public Relations(NYSEDC, etc.)	3,000		3,000
501200	Web Site Development	5,000	2,230	15,000
501400	Events Sponsorship	10,250	1,250	10,250
501700	Allocated Overhead(Salary W/S)	270,348	196,833	270,348
566000	Freight & Postage	0		
501600	Drum Country Business	5,000	5,000	5,000
566101	Misc Program Expenses	250	0	
	Total Marketing	368,648	231,732	366,798

Manufacturing Committee

	9/30/2020	5/30/2020	FYE 9-30-2021	
	Budget	Actual	Budget	
710500	Workshops	5,000	2,500	CHAMBER
710501	Business Support	5,000	5,000	PTAC
710513	Manufacturing Day		1,000	
710514	Workforce Dev & Promotion	2,500	60	2,500
710515	Safety Training	14,102	5,300	15,000
	Total Manufacturing Comm	21,602	26,000	

Total Income	289,502		290,400
Total Expenses	390,250		392,798
Program Balance	(100,748)		(102,398)

Monthly Allocated Overhead(D35)
Dr. 501700; Cr 731002

Jefferson County LDC Ag Program

10/01/2020- 9/30/21 Budget

Prepared by Lyle Eaton

Revenue

Acct #	Description	FYE 9/30/20 Budget	6/30/2020 Actual	FYE 9/30/21 Budget
405002	JC Grant	138,720		138,720
425003	AG Conference	5,000	8,650	8,650
425004	Fund Raising			
425004	Radio Adv.			
425004	Web Site Adv.			
	Total Revenue	<u>143,720</u>		<u>147,370</u>

Expenses

Acct #	Description	FYE 9/30/20 Budget	Actual 6/30/2020	FYE 9/30/21 Budget
502000	Annual Meeting	5,000	1,250	5,000
502001	Office Expenses	1,000	622	1,000
502005	Advertising	4,000	4,770	4,000
502006	Printed Material	1,000	0	1,000
502010	Legal	0	0	0
502015	Insurance	0	0	0
502020	Membership/Dues	400	242	400
502025	Business Attraction	3,500	25	3,500
502030	Subscriptions	200	862	200
502035	Travel/Mileage/Meals/Lodging	4,000	1,150	4,000
502040	Utilities	0	0	0
502045	Web Site Development& Promotion	2,000	605	2,000
502100	Program expenses(Dairy, JLI)	1,000	92	1,000
502101	Development		1,493	
502102	Local Food Guide	800	800	800
502309	Indirect Labor Allocation			36,520 From Salary W/S
502310	Non Salary Allocated Overhead			4,621
	Total Office	<u>22,900</u>		<u>64,041</u>

Assigned Staff Salary & Benefits
(Matteson 111401)

Acct. #	AG Program Salary & Benefits	FYE 9/30/20 Budget	Actual YTD 4/30/19	FYE 9/30/21 Budget
502300	Salary			88,947
502301	FICA			5,337
502302	Medicare			1,245
502303	Health			29,727
502304	Workers Comp.			
502305	Retirement			8,005
502306	UI			
502310	Life Ins.			
	Total Salary & Benefits	<u>0</u>		<u>133,261</u>

TOTAL REVENUE	143,720			147,370
TOTAL EXPENSES	22,900			197,302
Program Gain, (Loss)	<u>120,820</u>			<u>(49,932)</u>

AG Non-Labor Overhead

Operating

	FYE 9/30/21 Budget	
710100	Office Rent	17,753
710101	Project Loan Rent	55,943
710110	Office Cleaning	9,000
710150	Equipment Rental	3,500
710155	Equipment Maintenance	5,000
710156	System Maintenance	2,500
710160	Electric Service	3,000
710170	Gas Service	3,000
711002	Depreciation F&F	5,134
711101	Board Functions	0
712010	Auto Insurance	3,500
713001	Accounting & Auditing	7,200
		<u>115,530</u>
AG Program 4%		4,621
Monthly Accrual		385

Dr 502310 385
Cr. 731002 385
Monthly Recurring Entry

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	P	P			
Burto, Kent	P	P	P	P	P	E	P	E	P	P			
Converse, David	P	P	P	P	P	P	P	P	P	P			
Vacant	-	-	-	-	-	-	-	-	-	-			
Gardner, Gregory	E	E	P	P	P	E	P	E	P	P			
Jennings, John	P	P	P	P	P	E	P	P	P	P			
Johnson, William	E	P	P	P	E	P	P	P	P	P			
L'Huilier, Lisa	P	P	P	P	P	P	P	P	P	P			
Powers, Christine	P	E	P	P	P	P	P	E	P	P			
Walldroff, W. Edward	P	P	P	P	P	P	P	P	P	P			
Warneck, Paul	P	P	P	P	P	P	P	P	P	P			
Totals:	9	8	8	10	9	7	10	7	10	10			
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													