

## **Notice of Annual Board Meeting**

**Date:** September 17, 2020

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

**From:** Donald C. Alexander, CEO

**Re:** Notice of Annual Board of Directors' Meeting

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The Jefferson County Local Development Corporation will hold their Annual Board Meeting on **Thursday, October 1, 2020 at 8:00 a.m.** in the board room at 146 Arsenal Street, Watertown, NY. The live stream link will be available at [www.jcida.com](http://www.jcida.com).

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

pss

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

**ANNUAL BOARD MEETING AGENDA**  
**Thursday, October 1, 2020 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – September 10, 2020**
- V. Treasurer’s Report – September 30, 2020**
- VI. Committee Reports**
  - a. Personnel Committee**
    - i. Consider Resolution No. 10.01.2020.01 to Establish Percentage for Discretionary Contribution for year ending 9/30/20**
  - b. Nominating Committee**
    - i. Consider Resolution No. 10.01.2020.02 for Election of Officers for 2020-2021 FY**
    - ii. Consider Resolution No. 10.01.2020.03 to Appoint Board Member**
  - c. Governance Committee**
    - i. Consider Resolution No. 10.01.2020.04 for Annual Internal Policy and Procedure Review**
    - ii. Employee Handbook**
  - d. Alternative Energy Committee**
  - e. Building and Grounds Committee**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
September 10, 2020**

**DRAFT**

The Jefferson County Local Development Corporation held their board meeting on Thursday, September 10, 2020 at the Rift Camp, Wellesley Island, NY.

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

**Also Present:** Joseph Russell, Esq., Tim Sturick, Bryan Olson, Abbey Buttacavoli from 7 News, and Craig Fox from the Watertown Daily Times

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

**Excused:** John Jennings, Kent Burto, Christine Powers

**Absent:** None

- I. Call to Order:** Mr. Converse called the meeting to order at 9:14 a.m.
- II. Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- III. Presentation:** Tim Sturick, CEO of the Thousand Islands Bridge Authority provided an overview of the Authority. He shared history of the Thousand Islands Bridge, said the Authority operates Boldt Castle, is in the water business and has boat facilities. He said there are 65 full-time employees (45-50 U.S. and 20 Canadian). Mr. Sturick said that revenue is down this year due to the pandemic; therefore, they’ve had to cut seasonal staff and hours at the Castle.
- IV. Minutes:** Minutes of the regular meeting held August 6, 2020 were presented. A motion to approve the minutes as presented was made by Ms. L’Huillier, seconded by Mr. Gardner. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Aliasso reviewed the financials for the period ending August 31, 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 the committee has not met recently. He did say that there are several projects for Omni Navitas on the IDA agenda today. Mr. Warneck asked Mr. Weir if there have been any updates made to the spreadsheet. Mr. Weir said not lately. Mr. Alexander said that there will probably be an uptick in activity because of the construction season.
  - b. Building and Grounds Committee** – Mr. Alexander said that a meeting is scheduled for September 16<sup>th</sup>. He said there have been issues at the building lately that are being addressed. He said that we hired P&M Construction to construct a temporary solution to the City Codes issue. He said that Jerry Countryman continues to do a tremendous job.

Mr. Alexander said that we will start holding the board meetings at the Arsenal Street board room starting in October since there is plenty of room to social distance. He said that he has also received requests from others in the community to use the room as well.

Mr. Aliasso wondered if there will be clarity for next year's budget after Wednesday's meeting. Mr. Alexander said he believes so.

Mr. Walldroff asked if the YMCA will make the IDA whole. Mr. Alexander said that he is hoping it will be part of the negotiations if the \$9 million federal grant is awarded. Mr. Zembiec said it has been discussed with Denise. Attorney Russell noted that we are still operating under a letter of intent at this time and that a contract will need to be agreed upon.

## **VII. Council Reports:**

### **a. Ag – Mr. Matteson reported on the following:**

NBC Watertown – Mr. Matteson said that he is helping them with an Ag program and will be recording promo spots. He said the first show will run on 9/14 at 6:30 a.m. and every Monday morning at 6:30 a.m. thereafter.

Farmers Luncheon Series – Mr. Matteson said his next luncheon series scheduled for September 24<sup>th</sup> will be a panel discussion focused on young women in agriculture and will feature Casey Porter, Ashley Willits, and Allyson Jones Brimmer.

JCC Agribusiness Program – Mr. Matteson said the program has been moved to the Business Division. He said he has been working with faculty on the overall program to help make it successful.

Food Distribution – Mr. Matteson thanked Mr. Gardner and Mr. Zembiec for their assistance at one of the food distribution sites. Mr. Matteson said the next distribution will take place tomorrow at 10 a.m. in Clayton.

EEE Spraying – Mr. Matteson said his social media post about the spraying helped save two local organic farms. He said the farms received the notice and worked with Public Health and the pilot to avoid spraying the farms.

### **b. Manufacturing – Mr. Zembiec said he submitted the last reimbursement request for the safety training program. He said he is waiting to hear if a new program will be funded. Mr. Zembiec said plans are in motion to make Manufacturing Day a virtual event to keep students aware of manufacturing careers. He said it will be promoted and a video produced to help with the effort. Mr. Zembiec said the County's CEDS program is getting organized and a consultant will be brought on soon.**

Mr. Alexander said that Mr. Zembiec is working on what the workforce will look like after the pandemic.



- c. **Marketing** – Mr. Weir said the company that hosts our website is going back to word press, so he thinks it's a good time to revamp-redevelop our site. He also said that he has been working with I.T. about making changes to our network which will make it safer and more secure.

**VIII. Unfinished Business:** None.

**IX. Counsel:** None.

**X. New Business:**

- 1. **Resolution No. 09.10.2020.01 for LCO Destiny, LLC** – After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution as presented, seconded by Mr. Aliasso. Roll call vote was taken. Mr. Converse – Yea, Mr. Walldroff – Yea, Mr. Aliasso – Yea, Mr. Burto – Absent, Mr. Jennings – Absent, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L'Huillier – Yea, Ms. Powers – Absent. Carried.

**XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Warneck. All in favor. The meeting adjourned at 10:38 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 09.10.2020.01**

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

**WHEREAS**, due to the loss of a major client just prior to the COVID-19 pandemic, LCO Destiny, LLC is requesting interest only from June 1, 2020 through December 1, 2020, and


**WHEREAS**, in anticipation of a significant tax refund, LCO Destiny, LLC will pay off the remaining balance of the loan, and

**WHEREAS**, the Chair of the Loan Review Committee agreed to move the request 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 approves the modification request and that all terms and conditions of the original loan remain in effect, and be it further,

**RESOLVED**, that the Chairman, Vice Chairman, Secretary and/or CEO 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.


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Donald C. Alexander  
CEO

**Roll Call Vote:**

NAME	YEA	NAY	ABSENT
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**  
**Income Statement for the Twelve Month Period Ending September 30, 2020**

Prepared by Joy Nuffer, September 23, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 600,377.00	600,376.92	\$ 50,031.41	50,031.41	0.08
JC Grant Marketing	275,400.00	275,400.00	22,950.00	22,950.00	0.00
JC Grant Ag Program	138,720.00	138,720.00	11,560.00	11,560.00	0.00
RLF Interest Income	45,000.00	27,321.41	1,976.00	2,325.92	17,678.59
Grant Income NYS	0.00	63,097.48	0.00	5,370.48	(63,097.48)
Interest Income	4,200.00	2,847.74	0.00	108.19	1,352.26
Late Fee	0.00	3.20	0.00	0.00	(3.20)
N. Grid Statebook Grant	0.00	1,800.00	0.00	0.00	(1,800.00)
Grant Income NYS-HAB	14,102.00	8,822.00	0.00	0.00	5,280.00
Miscellaneous Income	500.00	36,928.42	2,583.60	2,583.60	(36,428.42)
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>1,164,527.17</b>	<b>89,101.01</b>	<b>94,929.60</b>	<b>(81,228.17)</b>
<b>Expenses</b>					
Salaries	538,205.00	540,462.71	43,398.44	43,398.44	(2,257.71)
Benefits	219,819.00	202,955.25	17,146.18	16,754.76	16,863.75
<b>Operations</b>					
Marketing Program	360,744.00	315,494.85	22,997.36	24,315.85	45,249.15
AG Program	191,822.00	177,751.98	13,349.72	13,677.22	14,070.02
Office Expense	10,000.00	16,773.66	129.72	1,387.33	(6,773.66)
Payroll Processing	1,800.00	1,842.73	191.66	132.20	(42.73)
Office Rent	17,600.00	17,518.44	1,459.87	1,459.87	81.56
Project Loan Rent	55,943.00	55,942.44	4,661.87	4,661.87	0.56
Office Cleaning	12,000.00	10,863.38	848.84	862.68	1,136.62
Telephone	6,000.00	6,750.75	418.66	644.78	(750.75)
Equipment Rental	3,400.00	3,542.74	287.48	287.48	(142.74)
Equipment Maintenance	5,500.00	3,005.80	0.00	754.00	2,494.20
System Maintenance	3,600.00	2,573.40	214.45	214.45	1,026.60
Electric Service	3,600.00	3,289.00	0.00	441.08	311.00
Gas Service	3,200.00	1,870.14	0.00	24.52	1,329.86
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	3,208.49	0.00	0.00	2,791.51
Staff Training & Seminars	3,000.00	1,320.00	0.00	0.00	1,680.00
Depreciation Distillery Equip.	14,143.00	14,142.84	1,178.57	1,178.57	0.16
Depreciation F&F	8,518.00	7,672.20	427.85	427.85	845.80
Board Functions	0.00	238.54	238.54	0.00	(238.54)
Dues & Publications	5,000.00	7,387.00	0.00	175.00	(2,387.00)
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	8,820.00	0.00	0.00	(8,820.00)
Covid Grant	0.00	2,500.00	2,500.00	0.00	(2,500.00)
Reallocated Program Expenses	(431,199.00)	(426,081.19)	(35,180.18)	(35,056.31)	(5,117.81)
Miscellaneous - Unrestricted	300.00	0.00	0.00	0.00	300.00
<b>Total Operations</b>	<b>1,069,197.00</b>	<b>992,025.15</b>	<b>74,269.03</b>	<b>75,741.64</b>	<b>77,171.85</b>
<b>Total Revenue</b>	<b>1,083,299.00</b>	<b>1,164,527.17</b>	<b>89,101.01</b>	<b>94,929.60</b>	<b>(81,228.17)</b>
<b>Total Expenses</b>	<b>1,069,197.00</b>	<b>992,025.15</b>	<b>74,269.03</b>	<b>75,741.64</b>	<b>77,171.85</b>

For Internal Use Only

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

Prepared by Joy Nuffer, September 23, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	1,248.59	\$ 0.00	0.00	3,751.41
AG Office Expense	1,000.00	762.17	0.00	140.39	237.83
AG Advertising	4,000.00	4,797.91	0.00	0.00	(797.91)
AG Printed Material	1,000.00	295.00	0.00	0.00	705.00
AG Membership/Dues	400.00	242.00	0.00	0.00	158.00
AG Business Attraction	3,500.00	1,275.00	0.00	0.00	2,225.00
AG Subscriptions	200.00	862.00	0.00	0.00	(662.00)
AG Travel/Meals/Lodging	4,000.00	1,500.53	0.00	350.88	2,499.47
AG Web Site Development	2,000.00	665.05	39.90	0.00	1,334.95
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	86,356.14	6,642.78	6,642.78	846.86
FICA Overhead	5,232.00	5,058.04	389.08	389.08	173.96
Medicare Overhead	1,221.00	1,183.00	91.00	91.00	38.00
Health/Dental Ins Overhead	27,221.00	25,742.84	2,438.59	2,314.72	1,478.16
Retirement Overhead	7,848.00	5,181.28	398.56	398.56	2,666.72
Indirect Labor Allocation	35,391.00	35,391.24	2,949.27	2,949.27	(0.24)
Non Labor Allocated Overhead	4,806.00	4,806.48	400.54	400.54	(0.48)
<b>Total Operations</b>	<b>191,822.00</b>	<b>177,751.98</b>	<b>13,349.72</b>	<b>13,677.22</b>	<b>14,070.02</b>

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

Prepared by Joy Nuffer, September 23, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
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
	<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 Twelve Month Period Ending September 30, 2020**

Prepared by Joy Nuffer, September 23, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 41,600.00	38,795.15	\$ 1,127.00	2,011.25	2,804.85
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	485.52	0.00	84.00	2,514.48
Seminars Workshops Publicatio	2,000.00	315.00	0.00	0.00	1,685.00
Travel/Meals/Promotion	3,000.00	849.50	0.00	26.06	2,150.50
Public Relations	3,000.00	2,099.18	0.00	99.18	900.82
Web Site Dev & Promo Design	5,000.00	3,394.99	0.00	225.00	1,605.01
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	262,444.32	21,870.36	21,870.36	(0.32)
<b>Total Operations</b>	<b>360,744.00</b>	<b>315,494.85</b>	<b>22,997.36</b>	<b>24,315.85</b>	<b>45,249.15</b>

Jefferson County Local Development Corp  
Balance Sheet  
September 30, 2020

ASSETS

Current Assets		
General Checking	\$	54,966.54
Savings Account		1,049,031.63
RLF Savings		1,455,821.52
Grants Receivable - HAB		6,020.00
RLF Loans Receivable		487,709.98
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		279,848.33
Miscellaneous Recievable		7,500.00
Prepaid Expense		7,833.76
		3,361,231.76
Total Current Assets		
Property and Equipment		
Depreciation Distillery		(94,285.60)
Accumulated Depreciation		(48,566.25)
		(142,851.85)
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	\$	3,450,782.07

LIABILITIES AND CAPITAL

Current Liabilities		
Deferred Income Records	\$	(8,713.48)
JC Grant Agriculture Program		34,680.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		39,066.52
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		39,066.52
Capital		
General Fund Bal - Unrestrict.		3,239,213.53
Net Income		172,502.02
		3,411,715.55
Total Capital		
Total Liabilities & Capital	\$	3,450,782.07

**Jefferson County Local Development Corp**

**Receivables**

**As of September 30, 2020**

<b>Customer</b>	<b>Orig Loan</b>	<b>Balance</b>	<b>Issued</b>	<b>Maturity</b>	<b>Terms</b>	<b>Status</b>	<b>Payment</b>
JAY CANZONIER	100,000.00	48,436.85	4/26/17	7/1/2026	3%- 84 Months	Current	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	128,970.65	12/14/11	1/1/2032	5% 240 Months	Current	1,237.42
LCO DESTINY, LLC	600,000.00	88,673.83	9/29/15	10/1/2020	5%, 60 Months	Review	11,322.74
WICLDC	200,000.00	117,536.23	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	64,092.42	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
<b>Report Total</b>		<b>487,709.98</b>					



Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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 FARM	2086	48,436.85
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FAR		48,436.85
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	40,000.00
CLAYTON ISLAND CLAYTON ISLAND TOURS		40,000.00
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	128,970.65
CURRENT CURRENT APPLICATIONS		128,970.65
LCO LCO DESTINY, LLC	2013	88,673.83
LCO LCO DESTINY, LLC		88,673.83
WIC WICLDC	1907 RLF LOAN	117,536.23 64,092.42
WIC WICLDC		181,628.65
<b>Report Total</b>		<b>487,709.98</b>

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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	9,900.00
BROTHERTON STEVEN BROTHERTON		9,900.00
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 Sep 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 Sep 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
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
NORTH BRANCH NORTH BRANCH FARMS		10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	10,000.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
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
SAMPSON-MELISSA MELISSA SAMPSON	2254	10,000.00
SAMPSON-MELISSA MELISSA SAMPSON		10,000.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
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
WEST WINDS WEST WINDS COTTAGES & MOTEL	2259	10,000.00
WEST WINDS WEST WINDS COTTAGES & MOTEL		10,000.00
WILLS GREG WILLS	2246	10,000.00
WILLS GREG WILLS		10,000.00

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

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

<b>Customer ID Customer Bill To Contact Telephone 1</b>	<b>Invoice/CM #</b>	<b>Amount Due</b>
WINKLER STEPHEN WINKLER	2268	9,948.33
		<hr/>
WINKLER STEPHEN WINKLER		9,948.33
		<hr/>
ZERO ZERO DOCK STREET, LLC	2280	10,000.00
		<hr/>
ZERO ZERO DOCK STREET, LLC		10,000.00
		<hr/>
<b>Report Total</b>		<b>279,848.33</b>
		<hr/> <hr/>

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Sep 1, 2020 to Sep 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
9/3/20	407501 112501	1034	10/20 & 11/20 INTEREST NORTHERN COMMERCIAL CLEANING	50.00	50.00
9/3/20	407501 112501	18358	8/20, 9/20, 10/20 INTEREST FIELD OF DREAMS, LLC	75.00	75.00
9/3/20	407501 112501	2846	9/20 INTEREST MORGIA MASONRY	25.00	25.00
9/3/20	407501 112501	7242	9/20 INTEREST CAROL THOMAS	25.00	25.00
9/3/20	407501 112501	1052	9/20 INTEREST ZERO DOCK STREET, LLC	25.00	25.00
9/3/20	407501 112501	5816	9/20 INTEREST RBM MANUFACRURING	25.00	25.00
9/3/20	407501 112501	2123	9/20 INTEREST AUBREYS SHOPPING CENTER	25.00	25.00
9/3/20	407501 112501	1552	9/20,10/20,11/20,12/20 INTEREST BUSTED GRAPES,LLC	100.00	100.00
9/3/20	122250 112501	5533	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
9/3/20	407501 112501	1600	9/20 INTEREST AMY S. DEMAR	25.00	25.00
9/3/20	407501 112501	3421	9/20 INTEREST LAURIE A. CORNELIA	25.00	25.00
9/3/20	122025 407501 112501	3150	Invoice: 11-30-11 LDCRLF 8/20 INTEREST CURRENT APPLICATIONS	1,237.42	697.14 540.28
9/10/20	407501 112501	51750717	9/20 INTEREST KATHLEEN ELMER	25.00	25.00
9/10/20	407501 112501	44347	9/20 INTEREST SCOTT P. SKINNER	25.00	25.00
9/10/20	407501 112501	4937	9/20 INTEREST NORTH BRANCH FARMS	25.00	25.00
9/10/20	122025 407501 112501	4938	Invoice: 2086 9/20 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	604.13 122.60
9/10/20	407501 112501	32377133	9/20 INTEREST CLAYTON ISLAND TOURS	166.67	166.67
9/10/20	122025 407501 112501	157297	Invoice: RLF LOAN 8/20 INTEREST WICLDC	1,784.29	1,592.71 191.58
9/10/20	125001 125001 100001	7338	Invoice: 2291 Invoice: 2290 JEF-20-UNTY IDA	51,323.21	50,031.41 1,291.80



**Jefferson County Local Development Corp  
Cash Receipts Journal  
For the Period From Sep 1, 2020 to Sep 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
9/17/20	407501 112501	1561	9/20 INTEREST GAIL W. MILLER	25.00	25.00
9/17/20	407501 112501	2507	9/20-12/20 INTEREST MICHAEL NORTHROP	100.00	100.00
9/17/20	122250 407501 112501	027218	Invoice: 2239 PAY OFF LOAN SHELAND FARMS	7,507.50	7,500.00 7.50
9/17/20	122250 721901	GRANT	Invoice: 2239 SHELAND FARMS	2,500.00	2,500.00
9/17/20	122025 407501 112501	3174	Invoice: 1907 9/20 INTEREST WICLDC	1,109.20	811.83 297.37
9/17/20	202401 202501 100001	19069	DUE JCLDC DUE SHLDC PAINFULL ACRES	100.00	50.00 50.00
9/17/20	125001 100001	7344	Invoice: 2292 JEFF COUNTY IDA	1,291.80	1,291.80
9/24/20	407501 112501	5267	11/20-2/21 INTEREST PAINFULL ACRES	50.00	50.00
				<b>68,496.82</b>	<b>68,496.82</b>

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5236	9/3/20	BLUE MOUNTAIN S	100001	27.50
5237	9/3/20	CINTAS	100001	48.84
5238	9/3/20	EXCELLUS BC/BS	100001	773.74
5239	9/3/20	THE HARTFORD	100001	325.10
5241	9/3/20	LIFETIME BENEFIT	100001	275.00
5242	9/3/20	JAY MATTESON	100001	322.58
5243	9/3/20	NATIONAL GRID	100001	465.60
5244	9/3/20	NNY ONLINE	100001	214.45
5245	9/3/20	PROSHRED	100001	20.95
5246	9/3/20	RBC WEALTH MAN	100001	3,473.37
5247	9/3/20	SPECTRUM BUSINE	100001	17.36
5248	9/3/20	STATEBOOK INTER	100001	150.00
5249	9/3/20	SYNTELA CONFERE	100001	34.78
5250	9/3/20	UNITED WAY OF NN	100001	134.97
5251	9/3/20	VERIZON WIRELES	100001	181.79
5252	9/3/20	WB MASON CO INC.	100001	237.77
5253	9/3/20	WICLDC	100001	1,459.87
5254	9/3/20	WATERTOWN LOC	100001	4,661.87
5255	9/3/20	EXCELLUS BC/BS	100001	11,678.45
5256	9/3/20	EXCELLUS BC/BS	100001	597.10
5257	9/3/20	KEY BANK	100001	1,172.72
5258	9/17/20	CINTAS	100001	48.84
5259	9/17/20	QUALITY PRODUCT	100001	39.90
5260	9/17/20	RBC WEALTH MAN	100001	3,473.37
5261	9/17/20	THOUSAND ISLAND	100001	238.54
5262	9/17/20	UNITED WAY OF NN	100001	134.97
5263	9/17/20	WB MASON CO INC.	100001	108.77
5264	9/17/20	WESTELCOM	100001	383.88
5265	9/17/20	WPBS	100001	557.00
5266	9/17/20	NORTHERN COMME	100001	800.00
5274	9/23/20	UNITED WAY OF NN	100001	128.97
5267	9/24/20	JCLDC	100001	50.00

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5268	9/24/20	LIFETIME BENEFIT	100001	98.71
5269	9/24/20	PROSHRED	100001	20.95
5270	9/24/20	SACKETS HARBOR	100001	50.00
5271	9/24/20	SPECTRUM REACH	100001	1,454.25
5272	9/24/20	ST LAWRENCE SAL	100001	570.00
5273	9/24/20	WELLS FARGO FIN	100001	<u>287.48</u>
<b>Total</b>				<u><u>34,719.44</u></u>

**Jefferson County Local Development Corporation  
Personnel Committee Meeting Minutes via Zoom  
September 3, 2020**

The Jefferson County Local Development Corporation held a personnel committee zoom meeting on Thursday, September 3, 2020.

**Present:** David Converse, Lisa L'Huillier, Kent Burto, John Jennings

**Absent:** W. Edward Walldroff

**Also Present:** Donald Alexander, David Zembiec, Peggy Sampson, Lyle Eaton, Marshall Weir, William Johnson, Paul Warneck

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:05 a.m.
  
- II. **Pension Plan – Establish Percentage for Discretionary Contribution for year ending 9/30/20**  
– Mr. Eaton said the 401k budget was \$43,341, but the actual employer's contribution was \$28,823.60 which is \$14,517.40 under budget. He said that the committee recommended 3% last year. Mr. Eaton recommended staying at 3% of the salary budget (\$538,205) which amounts to \$16,146.  
  
A motion was made by Mr. Burto to recommend 3% which amounts to \$16,146 to the full board of directors, seconded by Mr. Jennings. All in favor.
  
- III. **Annual CEO Evaluation and Contract** – Mr. Converse said that an in-person meeting will be scheduled within the next two weeks to conduct Don's annual evaluation and to discuss the expiring contract.
  
- IV. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Burto seconded by Ms. L'Huillier. The meeting adjourned at 8:14 a.m.

**DRAFT**

A regular meeting of the Jefferson County Local Development Corporation convened on Thursday, October 1, 2020 at 8:00 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 10.01.2020.01

**RESOLUTION OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (the "Corporation") TO MAKE A ONE TIME CONTRIBUTION OF \$16,146 (3%) TO THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION 401(K) PROFIT SHARING PLAN FOR THE PLAN YEAR 2020.**

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION THAT:**

**THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION MAKES A ONE-TIME CONTRIBUTION TO THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION 401(K) PROFIT SHARING PLAN OF \$16,146 FOR PLAN YEAR 2020.**

This Resolution is to take effect immediately.

---

Kent Burto, Secretary

**Jefferson County Local Development Corporation  
Nominating Committee Meeting Minutes via Zoom  
September 3, 2020**

A JCLDC nominating committee meeting was held via zoom on Thursday, September 3, 2020.

**Present:** Chairwoman Lisa L'Huillier, Bill Johnson, Kent Burto

**Excused:** None

**Also Present:** Donald Alexander, David Zembiec, Peggy Sampson, Marshall Weir, David Converse, W. Edward Walldroff, Paul Warneck, John Jennings

- I. **Call to Order:** Ms. L'Huillier called the meeting to order at 8:14 a.m.
- II. **Nominate Officers for 2020-2021** – Ms. L'Huillier indicated that the purpose of the meeting is to nominate officers for the 2020-2021 fiscal year. She said that the current slate of officers agreed to serve another year. They are as follows: Chairman – David J. Converse, Vice Chairman – W. Edward Walldroff, Treasurer – Robert E. Aliasso, Jr., Secretary – Kent Burto.

A motion was made by Mr. Burto to recommend the current slate of officers to the full board of directors, seconded by Mr. Johnson. All in favor.

- III. **Board Vacancy** – Ms. L'Huillier said that she thinks Robert Aiken will be a good nomination. She said he is the Director of Business Development at Aubertine and Currier Architects. She said he sits on the Adirondack Economic Development Corp. board and is active with the Jefferson County Historical Society and the City DRI Grant fund. She said he is very productive and always attends meetings. Committee members agreed to recommend Mr. Aiken to the full board. Ms. L'Huillier said she will circulate his resume.

Mr. Warneck asked if we have contracts with Aubertine and Currier. Mr. Alexander said occasionally but noted that they are with the IDA.

- IV. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Johnson, seconded by Mr. Burto. The meeting adjourned at 8:23 a.m.

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 10.01.2020.02  
For Election of Officers**

**WHEREAS**, the Nominating Committee met on September 3, 2020 and recommended the following slate of officers for the 2020-2021 fiscal year:

Chairman	David J. Converse
Vice Chairman	W. Edward Walldroff
Treasurer	Robert E. Aliasso, Jr.
Secretary	Kent Burto, and

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

---

Kent Burto, Secretary

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 10.01.2020.03**

**RESOLUTION TO APPOINT BOARD MEMBER**

**WHEREAS**, the Nominating Committee met on September 3, 2020 and recommended appointment of Robert J. Aiken to fill the vacancy of Richard Duvall with the term effective immediately and ending on 12/31/25, and

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

---

David J. Converse  
Chairman



**Jefferson County Local Development Corporation  
Governance Committee Meeting Minutes via Zoom  
September 3, 2020**

The JCLDC held a governance committee meeting via zoom on Thursday, September 3, 2020.

**Present:** W. Edward Walldroff, Paul Warneck, William Johnson

**Excused:** Greg Gardner

**Also Present:** Donald Alexander, David Zembiec, Peggy Sampson, Marshall Weir, David Converse, John Jennings

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 8:30 a.m.
- II. **Review Current Bylaws:** Committee members reviewed the current bylaws. There were no updates/changes.
- III. **Proposed Mission Statement/Performance Measurements:** Committee members reviewed the current mission statement. There were no updates/changes made. The Performance Measurements form was updated to include the results to the previous years goals. Staff is currently gathering the results and will have them ready before the October board meeting.
- IV. **Review Current Policies and Procedures:** There were no changes to the current policies and procedures.

After review and discussion, a motion was made by Mr. Warneck to recommend approval of all of the policies and procedures to the full board of directors, seconded by Mr. Johnson. All in favor.

- V. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Warneck, seconded by Mr. Johnson. The meeting adjourned at 8:38 a.m.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 10.01.2020.04**  
**For Annual Internal Policy and Procedure Review**

**DRAFT**

**WHEREAS**, on September 3, 2020 the JCLDC Governance Committee met to review the current policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Bylaws
- Mission Statement & Proposed Performance Measurements
- Audit and Finance Committee Charter
- CEO and CFO Annual Report Certification
- Certification of No Conflict of Interest
- Code of Ethics
- Compensation, Reimbursement and Attendance Policy
- Conflicts of Interest Policy
- Defense and Indemnification Policy
- Discretionary Funds Policy
- Disposition of Real Property Guidelines
- Equal Employment Opportunity Policy
- Extension of Credit to Board Members and Officers
- Fixed Asset Policy
- Governance Committee Charter
- Independent Director Certification
- Information Security Policy
- Investment Policy with Internal Controls
- Lending/Collection Policy and Procedures
- Policy for Charge Card Expenditures
- Policy Regarding Possession and Use of Electronic Devices
- Procurement Policy
- Real Property Acquisition Guidelines
- Records Retention and Disposition Schedule MI-1
- Sexual Harassment Policy
- Travel Policy
- Whistleblower Policy

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the above internal policies and procedures 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.

\_\_\_\_\_  
Kent Burto, Secretary

# Authority Mission Statement and Performance Measurements

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Name of Public Authority: Jefferson County Local Development Corporation

**DRAFT**

## Public Authority's Mission Statement:

To advance the job opportunities, health, general prosperity and economic welfare of the people of the County.

Date Adopted: April 7, 2011, Proposed 10/01/20

List of Performance Goals:	10/1/19-9/30/20 Results:
1. Loans approved	1. 31
<del>2. Tax incentives provided</del>	<del>2.</del>
2. Job Creation	2. 7 FT
3. Job Retention	3. 100 FT
4. Capital Investment Leveraged	4. \$0

## Additional questions:

1. **Have the board members acknowledged that they have read and understood the mission of the public authority?**

Yes, the Board of Directors of the JCLDC have read and understand the mission statement that was adopted on April 7, 2011.

2. **Who has the power to appoint the management of the public authority?**

The Board of Directors has the power to appoint the management of the JCLDC.

3. **If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?**

The JCLDC's bylaws give the Board of Directors authority to appoint a Chief Executive Officer following a competitive search process under the direction of the Executive Committee.

4. **Briefly describe the role of the Board and the role of management in the implementation of the mission.**

The role of the Board of Directors regarding the implementation of the JCLDC's mission is to provide oversight, input, policy setting and validation that serve to fulfill measurements and results. The Board annually reviews and approves the Corporation's mission.

The role of management in the implementation of the mission is to collaborate with the Board of Directors using established programs, policies, and activities as directed by the Board of Directors.

**5. Has the Board acknowledged that they have read and understood the responses to each of these questions?**

Yes, the Board of Directors acknowledged their understanding of the responses to each of these questions in public session.

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	P	P	P
Burto, Kent	P	P	P	P	P	E	P	E	P	P	E	P	E
Converse, David	P	P	P	P	P	P	P	P	P	P	P	P	P
Vacant	-	-	-	-	-	-	-	-	-	-	-	-	-
Gardner, Gregory	E	E	P	P	P	E	P	E	P	P	P	P	P
Jennings, John	P	P	P	P	P	E	P	P	P	P	E	P	E
Johnson, William	E	P	P	P	E	P	P	P	P	P	P	P	P
L'Huilier, Lisa	P	P	P	P	P	P	P	P	P	P	P	P	P
Powers, Christine	P	E	P	P	P	P	P	E	P	P	P	P	E
Walldroff, W. Edward	P	P	P	P	P	P	P	P	P	P	P	P	P
Warneck, Paul	P	P	P	P	P	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>	<b>10</b>	<b>10</b>	<b>8</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													