

## **Notice of Board Meeting**

**Date:** October 22, 2020

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

**From:** Chairman David Converse

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

---

---

The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, November 5, 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

**BOARD MEETING AGENDA**  
**Thursday, November 5, 2020 – 8:00 a.m.**  
146 Arsenal Street, Watertown, NY

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – October 1, 2020**
- V. Treasurer’s Report – October 31, 2020**
- VI. Committee Reports**
  - a. Audit Committee**
    - i. Consider Resolution No. 11.05.2020.01 to Engage Auditors for Annual Audit**
  - b. Personnel Committee**
    - i. Employee Handbook**
  - c. Alternative Energy Committee**
  - d. Building and Grounds Committee**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
  - 1. Consider Resolution No. 11.05.2020.02 to Adopt Retention and Disposition Schedule LGS-1**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Annual Board Meeting Minutes  
October 1, 2020**

**DRAFT**

The Jefferson County Local Development Corporation held their annual board meeting on Thursday, October 1, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

**Present:** David Converse, Chair, Paul Warneck, Robert E. Aliasso, Jr., Lisa L'Huillier, William Johnson, Gregory Gardner, John Jennings, Christine Powers, W. Edward Walldroff (8:09 a.m.)

**Also Present:** Joseph Russell, Esq., Kevin McAuliffe, Esq., Katie Benoit from 7 News, and Craig Fox from the Watertown Daily Times, Matthew Moses, Esq. (8:35 a.m.), Ed Valentine (8:44 a.m.)

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

**Excused:** Kent Burto

**Absent:** None

- I. Call to Order:** Mr. Converse called the meeting to order at 8:05 a.m.
- II. 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 September 10, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. Carried.
- V. Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending September 30, 2020. Mr. Aliasso pointed out that the LCO Destiny loan should show as a moratorium on the monthly spreadsheet. 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. Personnel Committee**

- i. Resolution No. 10.01.2020.01 to Establish Percentage for Discretionary Contribution for YE 9/30/20** – After review and discussion, a motion was made by Mr. Aliasso to approve the attached resolution, seconded by Mr. Warneck. All in favor. Carried.

Mr. Walldroff entered the meeting.

- ii. CEO Resignation Letter** – Chairman Converse handed out Mr. Alexander's resignation letter. He said that Don will be retiring on December 31, 2020 and thanked him for all his years of service. A motion was made by Mr. Johnson to accept the resignation letter, seconded by Mr. Gardner. All in favor. Carried.

Mr. Walldroff congratulated Mr. Alexander and said that he is going out on a high.

**DRAFT**

- iii. **Extend CEO Employment Contract** – Chairman Converse asked for a motion to extend Don’s employment contract for 90 days until December 31, 2020. A motion was made by Ms. Powers, seconded by Mr. Aliasso. All in favor. Carried.

Chairman Converse said that the Personnel Committee will meet in the near future to discuss moving forward.

**b. Nominating Committee**

- i. **Resolution No. 10.01.2020.02 for Election of Officers for 2020-2021 FY** – After review and discussion, a motion was made by Ms. L’Huillier to approve the attached resolution, seconded by Mr. Jennings. All in favor. Carried.
- ii. **Resolution No. 10.01.2020.03 to Appoint Board Member Robert J. Aiken** – After review and discussion, a motion was made by Ms. L’Huillier to approve the attached resolution, seconded by Mr. Warneck. All in favor. Carried.

**c. Governance Committee**

- i. **Resolution No. 10.01.2020.04 for Annual Internal Policy and Procedure Review** – Mr. Zembiec said that the Performance Measurements were approved yearly, but said that we has not been reporting measurement results, so the form has been updated. Mr. Walldroff suggested putting the mission statement on a plaque in the office. After review and discussion, a motion was made by Mr. Walldroff to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.
- ii. **Employee Handbook** – Mr. Alexander said that modifications were discussed, and the Attorney from Barclay Damon inserted language from new federal regulations. He said the final version will be presented at a future meeting.

- d. **Alternative Energy Committee** – Mr. Johnson said the committee met on September 23<sup>rd</sup>. He said they discussed reversing PILOT payments (i.e. highest to lowest) to benefit school districts and local sales tax. He said that Attorney Moses provided his interpretation. Mr. Alexander said that it was determined that the IDA is not deviating from the UTEP by reversing payments because the net benefit does not exceed 50% abatement over 15 years.

Attorney Moses joined the meeting via zoom.

- e. **Building and Grounds Committee** – Mr. Converse said that Mr. Burto could not attend the meeting today. He said an update will be provided at the IDA board meeting following this meeting. Mr. Alexander said that Mr. Zembiec and Denise Young did a great job on the DOD grant application which was awarded a \$9 million grant for the YMCA project at 146 Arsenal Street.

**DRAFT**

**VII. Council Reports:**

- a. **Ag** – Mr. Matteson said the October Farmers’ Luncheon series will focus on plant-based beverages and food substitutes. He said that previous webinars can be found at the ag events website.

Mr. Matteson thanked Mr. Alexander for his support for agriculture.

- b. **Manufacturing** – No report.
- c. **Marketing** – Mr. Weir said that he will be refreshing the website using the same vendor we have been working with. Mr. Weir expressed his gratefulness working with Mr. Alexander.

Ed Valentine joined the meeting via zoom.

**VIII. Unfinished Business:**

- **Clayton Loan Program** – Ms. Powers said that she will be sending out an informal survey to see if there is any interest in the program and will report back. She said despite the pandemic and construction, it was a busy season.
- **COVID Plan** – Mr. Warneck asked if the LDC has a COVID plan in place. Mr. Alexander said that one is being created.
- **Sexual Harassment Training** – Mr. Warneck asked if training will be provided this year or if it will be waived. Mr. Alexander said that board members can take it online at their leisure or at their respective employers and provide a certificate of completion. Mr. Weir said that he will look into online sessions and send out information.

**IX. Counsel:** None.

**X. New Business:** None.

**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 8:50 a.m.

Respectfully submitted,  
*Peggy Sampson*

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.

  
\_\_\_\_\_  
Donald C. Alexander  
CEO

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

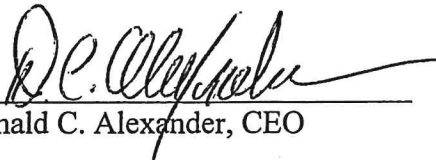
WHEREAS, the Nominating Committee met on September 3, 2020 and recommended the following slate of officers for the 2020-2021 fiscal year:

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.

  
\_\_\_\_\_  
Donald C. Alexander, CEO

**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**  
**Resolution Number 10.01.2020.04**  
**For Annual Internal Policy and Procedure Review**


**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.

  
\_\_\_\_\_  
Donald C. Alexander, CEO

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

Prepared by Joy Nuffer, October 28, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 662,665.00	55,222.08	\$ 55,222.08	50,031.41	607,442.92
JC Grant Marketing	275,400.00	22,950.00	22,950.00	22,950.00	252,450.00
JC Grant Ag Program	138,720.00	11,560.00	11,560.00	11,560.00	127,160.00
RLF Interest Income	30,000.00	2,607.63	2,607.63	1,976.00	27,392.37
Grant Income NYS	0.00	60.00	60.00	114.99	(60.00)
Interest Income	3,500.00	0.00	0.00	104.12	3,500.00
Grant Income NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Miscellaneous Income	20,000.00	4,984.03	4,984.03	2,583.60	15,015.97
AG Conference	8,650.00	0.00	0.00	0.00	8,650.00
<b>Total Revenues</b>	<b>1,153,935.00</b>	<b>97,383.74</b>	<b>97,383.74</b>	<b>89,320.12</b>	<b>1,056,551.26</b>
<b>Expenses</b>					
Salaries	580,168.00	38,460.67	38,460.67	70,125.43	541,707.33
Benefits	242,474.00	14,309.62	14,309.62	39,896.40	228,164.38
<b>Operations</b>					
Marketing Program	366,798.00	23,646.00	23,646.00	25,022.41	343,152.00
AG Program	197,302.00	18,122.19	18,122.19	13,474.72	179,179.81
Office Expense	19,000.00	1,109.35	1,109.35	902.14	17,890.65
Payroll Processing	1,900.00	365.88	365.88	191.66	1,534.12
Office Rent	17,753.00	1,479.37	1,479.37	1,459.87	16,273.63
Project Loan Rent	55,943.00	4,661.87	4,661.87	4,661.87	51,281.13
Office Cleaning	9,000.00	862.68	862.68	897.68	8,137.32
Telephone	7,000.00	401.26	401.26	599.52	6,598.74
Equipment Rental	3,500.00	287.48	287.48	287.48	3,212.52
Equipment Maintenance	5,000.00	0.00	0.00	0.00	5,000.00
System Maintenance	2,500.00	214.45	214.45	214.45	2,285.55
Electric Service	3,000.00	0.00	0.00	318.60	3,000.00
Gas Service	3,000.00	0.00	0.00	33.92	3,000.00
Manufacturers Workshop	2,500.00	0.00	0.00	0.00	2,500.00
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Manufacturing Day	1,000.00	0.00	0.00	0.00	1,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Safety Training	15,000.00	0.00	0.00	0.00	15,000.00
Travel/Promotion/Meals	7,500.00	0.00	0.00	228.75	7,500.00
Staff Training & Seminars	3,000.00	100.00	100.00	0.00	2,900.00
Depreciation Distillery Equip.	3,536.00	1,178.57	1,178.57	1,178.57	2,357.43
Depreciation F&F	5,134.00	427.85	427.85	427.85	4,706.15
Board Functions	0.00	0.00	0.00	238.54	0.00
Dues & Publications	7,500.00	2,608.00	2,608.00	0.00	4,892.00
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	7,200.00	0.00	0.00	0.00	7,200.00
CEDS Update	7,500.00	0.00	0.00	0.00	7,500.00
Fees Expense	300.00	0.00	0.00	0.00	300.00
Grant Expense NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Covid Grant	0.00	0.00	0.00	2,500.00	0.00
Reallocated Program Expenses	(444,574.00)	(39,471.24)	(39,471.24)	(35,180.18)	(405,102.76)
Miscellaneous - Unrestricted	501.00	0.00	0.00	0.00	501.00
<b>Total Operations</b>	<b>1,153,935.00</b>	<b>68,764.00</b>	<b>68,764.00</b>	<b>127,479.68</b>	<b>1,085,171.00</b>
Total Revenue	1,153,935.00	97,383.74	97,383.74	89,320.12	1,056,551.26
Total Expenses	1,153,935.00	68,764.00	68,764.00	127,479.68	1,085,171.00
<b>Net Income Over Expenditures</b>	<b>\$ 0.00</b>	<b>28,619.74</b>	<b>\$ 28,619.74</b>	<b>(38,159.56)</b>	<b>(28,619.74)</b>

For Intern-10-se Only

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****AG Program Expense Statement for the One Month Period Ending October 31, 2020**

Prepared by Joy Nuffer, October 28, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
AG Office Expense	1,000.00	0.00	0.00	0.00	1,000.00
AG Advertising	4,000.00	1,160.00	1,160.00	0.00	2,840.00
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	0.00	0.00	125.00	400.00
AG Business Attraction	3,500.00	0.00	0.00	0.00	3,500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	0.00	0.00	0.00	4,000.00
AG Web Site Development	2,000.00	19.95	19.95	39.90	1,980.05
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	88,947.00	9,964.17	9,964.17	6,642.78	78,982.83
FICA Overhead	5,337.00	582.99	582.99	389.08	4,754.01
Medicare Overhead	1,245.00	136.35	136.35	91.00	1,108.65
Health/Dental Ins Overhead	29,727.00	2,232.57	2,232.57	2,438.59	27,494.43
Retirement Overhead	8,005.00	597.84	597.84	398.56	7,407.16
Indirect Labor Allocation	36,520.00	3,043.32	3,043.32	2,949.27	33,476.68
Non Labor Allocated Overhead	4,621.00	385.00	385.00	400.54	4,236.00
<b>Total Operations</b>	<b>197,302.00</b>	<b>18,122.19</b>	<b>18,122.19</b>	<b>13,474.72</b>	<b>179,179.81</b>

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

Prepared by Joy Nuffer, October 28, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total		Current Month	Previous Month	Balance Remaining
<b>Operations</b>						
Manufacturers Workshop	\$ 2,500.00	0.00	\$	0.00	0.00	2,500.00
Business Support	5,000.00	0.00		0.00	0.00	5,000.00
Manufacturing Day	1,000.00	0.00		0.00	0.00	1,000.00
Workforce Development	2,500.00	0.00		0.00	0.00	2,500.00
Safety Training	15,000.00	0.00		0.00	0.00	15,000.00
	<hr/>	<hr/>		<hr/>	<hr/>	<hr/>
<b>Total Operations</b>	<b>26,000.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>26,000.00</b>

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

Prepared by Joy Nuffer, October 28, 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	\$ 41,000.00	832.00	\$ 832.00	2,581.25	40,168.00
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	0.00	0.00	0.00	2,000.00
Seminars Workshops Publicatio	2,000.00	0.00	0.00	195.00	2,000.00
Travel/Meals/Promotion	3,000.00	0.00	0.00	225.80	3,000.00
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	15,000.00	285.00	285.00	150.00	14,715.00
Events Sponsorship	10,250.00	0.00	0.00	0.00	10,250.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	270,348.00	22,529.00	22,529.00	21,870.36	247,819.00
<b>Total Operations</b>	<b>366,798.00</b>	<b>23,646.00</b>	<b>23,646.00</b>	<b>25,022.41</b>	<b>343,152.00</b>

Jefferson County Local Development Corp  
Balance Sheet  
October 31, 2020

ASSETS

Current Assets		
General Checking	\$	19,301.66
Savings Account		1,304,475.32
RLF Savings		1,462,252.07
Grants Receivable Records		29,199.79
RLF Loans Receivable		484,272.49
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		279,523.33
Miscellaneous Recievable		8,877.92
Prepaid Expense		7,833.76
		3,608,236.34
Total Current Assets		
Property and Equipment		
Depreciation Distillery		(95,464.17)
Accumulated Depreciation		(48,994.10)
		(144,458.27)
Total Property and Equipment		
Other Assets		
Distillery Equipment		99,000.00
Furniture & Fixtures		70,387.89
WIP Record Storage		63,189.26
		232,577.15
Total Other Assets		
Total Assets		\$ 3,696,355.22

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	30.15
Deferred Income Records		20,311.32
JC Grant-Marketing		252,450.00
JC Grant Agriculture Program		23,120.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		309,011.47
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		309,011.47
Capital		
General Fund Bal - Unrestrict.		3,358,724.01
Net Income		28,619.74
		3,387,343.75
Total Capital		
Total Liabilities & Capital		\$ 3,696,355.22

**Jefferson County Local Development Corp**

**Receivables**

**As of October 31, 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	47,831.21	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	127,736.15	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	Interest only	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	62,495.07	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
<b>Report Total</b>		<b>484,272.49</b>					

**Jefferson County Local Development Corp  
Aged Receivables  
As of Oct 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 #	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	10,000.00
AUBREYS AUBREYS SHOPPING CENTER		10,000.00
BOATHOUSE BOATHOUSE MARINE, LLC	2265	9,900.00
BOATHOUSE BOATHOUSE MARINE, LLC		9,900.00
BROTHERTON STEVEN BROTHERTON	2252	9,700.00
BROTHERTON STEVEN BROTHERTON		9,700.00
CCTI COLLEENS CHERRY TREE INN	2238	10,000.00
CCTI COLLEENS CHERRY TREE INN		10,000.00
CORNELIA LAURIE A. CORNELIA	2240	9,975.00
CORNELIA LAURIE A. CORNELIA		9,975.00
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	5,000.00



**Jefferson County Local Development Corp  
Aged Receivables  
As of Oct 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 #	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 Oct 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 #	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 Oct 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 #	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 Oct 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 #	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 Oct 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 #	Amount Due
WINKLER STEPHEN WINKLER	2268	9,948.33
		<hr/> 9,948.33
WINKLER STEPHEN WINKLER		
		<hr/> 10,000.00
ZERO ZERO DOCK STREET, LLC	2280	
		<hr/> 10,000.00
ZERO ZERO DOCK STREET, LLC		
		<hr/> 279,523.33
Report Total		

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Oct 1, 2020 to Oct 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
10/1/20	407501 112501	2217	10/20 INTEREST AUBREYS SHOPPING CENTER	25.00	25.00
10/1/20	122250 112501	8440	Invoice: 2240 LAURIE A. CORNELIA	25.00	25.00
10/1/20	122025 407501 112501	3185	Invoice: 11-30-11 LDCRLF 9/20 INTEREST CURRENT APPLICATIONS	1,237.42	700.04 537.38
10/1/20	122250 112501	280	Invoice: 2265 BOATHOUSE MARINE, LLC	100.00	100.00
10/1/20	407501 112501	1622	10/20 INTEREST AMY S. DEMAR	25.00	25.00
10/1/20	407501 112501	7278	10/20 INTEREST CAROL THOMAS	25.00	25.00
10/1/20	407501 112501	1220	10/20 INTEREST ROBERT L. GOULD	25.00	25.00
10/1/20	122250 112501	5549	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
10/1/20	407501 112501	5486	9/20 & 10/20 INTEREST BONNIE HERMAN	34.64	34.64
10/1/20	407501 112501	1970	9/20 INTEREST RHODES GREENHOUSES, INC	25.00	25.00
10/1/20	125001 125001 100001	7353	Invoice: 2293 Invoice: 2294 JEFF COUNTY IDA	56,513.88	1,291.80 55,222.08
10/8/20	202401 202501 100001	1343	DUE JCLDC RLF DUE SHLDC MAIN STREET CRAFTS & DRAFTS	25.00	12.50 12.50
10/8/20	407501 112501	4951	11/20 INTEREST NORTH BRANCH FARMS	25.00	25.00
10/8/20	407501 112501	44348	10/20 INTEREST SCOTT P. SKINNER	25.00	25.00
10/8/20	407501 112501	1036	12/20 INTEREST NORTHERN COMMERCIAL CLEANING	25.00	25.00
10/8/20	407501 112501	5826	10/20 INTEREST RBM MANUFACRURING	25.00	25.00
10/8/20	122025 407501 112501	4950	Invoice: 2086 10/20 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	605.64 121.09
10/8/20	407501 112501	47107	9/20 INTEREST LCO DESTINY, LLC	370.45	370.45
10/22/20	407501 112501	5309	3/21-6/21 INTEREST PA_22_L ACRES	100.00	100.00

### Jefferson County Local Development Corp Cash Receipts Journal For the Period From Oct 1, 2020 to Oct 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
10/22/20	407501 112501	5293	10/20 INTEREST MAIN STREET CRAFTS & DRAFTS	12.50	12.50
10/22/20	407501 112501	18410	11/20-2/21 INTEREST FIELD OF DREAMS, LLC	100.00	100.00
10/22/20	407501 112501	52078390	10/20 INTEREST KATHLEEN ELMER	25.00	25.00
10/22/20	407501 112501	1580	10/20 INTEREST GAIL W. MILLER	25.00	25.00
10/22/20	407501 112501	32685483	10/20 INTEREST CLAYTON ISLAND TOURS	166.67	166.67
10/22/20	122025 407501 112501	157636	Invoice: RLF LOAN 9/20 INTEREST WICLDC	1,784.29	1,597.35 186.94
10/22/20	125001 100001	7364	Invoice: 2296 JEFF COUNTY IDA	1,302.56	1,302.56
10/22/20	202401 202501 100001	19088	DUE JCLDC DUE SHLDC PAINFULL ACRES	200.00	100.00 100.00
10/22/20	260200 100101	26095	ANNUAL COUNTY SUBSIDY JEFFERSON COUNTY TREASURER	275,400.00	275,400.00
10/29/20	122250 112501	5604	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
10/29/20	122025 407501 112501	3213	Invoice: 11-30-11 LDCRLF 10/20 INTEREST CURRENT APPLICATIONS	1,237.42	534.46 702.96
10/29/20	425001  100001	10917	INSURANCE CLAIM FOR DAMAGED COMPUTER FOR ARCHIVE ROOM DRYDEN MUTUAL INSURANCE CO	1,011.75	1,011.75
				<b>340,823.31</b>	<b>340,823.31</b>

**Jefferson County Local Development Corp**  
**Check Register**  
**For the Period From Oct 1, 2020 to Oct 31, 2020**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5275	10/1/20	CINTAS	100001	48.84
5276	10/1/20	THE HARTFORD	100001	321.14
5277	10/1/20	NNY ONLINE	100001	214.45
5278	10/1/20	NYATEP	100001	100.00
5279	10/1/20	RBC WEALTH MAN	100001	3,473.37
5280	10/1/20	UNITED WAY OF NN	100001	134.97
5281	10/1/20	WB MASON CO INC.	100001	150.79
5282	10/1/20	WICLDC	100001	1,479.37
5283	10/1/20	WATERTOWN LOC	100001	4,661.87
5284	10/1/20	EXCELLUS BC/BS	100001	773.74
5285	10/1/20	EXCELLUS BC/BS	100001	149.26
5286	10/1/20	EXCELLUS BC/BS	100001	11,675.45
5287	10/2/20	JOY NUFFER	100001	62.45
5288	10/2/20	PEGGY SAMPSON	100001	46.35
5289	10/8/20	ATLAS INTEGRATE	100001	285.00
5290	10/8/20	CINTAS	100001	48.84
5291	10/8/20	FORT DRUM REGIO	100001	2,500.00
5292	10/8/20	FP MAILING SOLUTI	100001	156.00
5293	10/8/20	JCLDC	100001	12.50
5294	10/8/20	KEY BANK	100001	799.26
5295	10/8/20	NATIONAL GRID	100001	352.52
5296	10/8/20	QUALITY PRODUCT	100001	19.95
5297	10/8/20	SACKETS HARBOR	100001	12.50
5298	10/8/20	SPECTRUM REACH	100001	1,454.25
5299	10/8/20	STATEBOOK INTER	100001	150.00
5300	10/8/20	SYNELA CONFERE	100001	15.42
5301	10/8/20	VERIZON WIRELES	100001	180.86
5302	10/8/20	GWNC CHAMBER O	100001	275.00
5303	10/8/20	WB MASON CO INC.	100001	53.96
5304	10/8/20	MARSHALL WEIR	100001	225.80
5305	10/8/20	WPBS	100001	557.00
4743V	10/13/20	STATEBOOK INTER	100001	-150.00



**Jefferson County Local Development Corp  
Check Register  
For the Period From Oct 1, 2020 to Oct 31, 2020**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5081V	10/13/20	STATEBOOK INTER	100001	-150.00
5306	10/13/20	STATEBOOK INTER	100001	300.00
5307	10/20/20	BLUE MOUNTAIN S	100001	27.50
5308	10/20/20	BPAS	100001	2,240.00
5309	10/20/20	JCLDC	100001	100.00
5310	10/20/20	LIFETIME BENEFIT	100001	275.00
5311	10/20/20	NORTHERN COMME	100001	765.00
5312	10/20/20	PROSHRED	100001	60.00
5313	10/20/20	RBC WEALTH MAN	100001	19,619.38
5314	10/20/20	SAM'S CLUB	100001	1,068.93
5315	10/20/20	SACKETS HARBOR	100001	100.00
5316	10/20/20	UNITED WAY OF NN	100001	134.97
5317	10/20/20	WESTELCOM	100001	385.84
5318	10/20/20	DAVID ZEMBIEC	100001	139.85
5319	10/20/20	LIFETIME BENEFIT	100001	98.71
5320	10/29/20	BLACK RIVER PAPE	100001	61.30
5321	10/29/20	CINTAS	100001	48.84
5322	10/29/20	NORTHEAST DAIRY	100001	1,160.00
5323	10/29/20	RBC WEALTH MAN	100001	3,213.37
5324	10/29/20	UNITED WAY OF NN	100001	134.97
5325	10/29/20	WB MASON CO INC.	100001	56.97
5326	10/29/20	WELLS FARGO FIN	100001	287.48
<b>Total</b>				<u><u>60,369.02</u></u>

**Jefferson County Local Development Corporation  
Audit Committee Meeting Minutes  
October 6, 2020**

The Jefferson County Local Development Corporation held an audit committee meeting on Tuesday, October 6, 2020 in the board room, 800 Starbuck Avenue, Watertown, NY.

**Present:** John Jennings, Chair, Robert E. Aliasso, Jr.

**Also Present:** Donald Alexander, Lyle Eaton, Peggy Sampson, Joy Nuffer, Liz Bush and Andrew Swords from Bowers & Company

**Excused:** Paul Warneck

**I. Call to Order:** Mr. Jennings called the meeting to order at 8:00 a.m.

**II. Pledge of Allegiance**

**III. Engage Audit Firm:**

A pre-audit meeting to engage Bowers & Company to complete the 2019-2020 audit.

Ms. Bush asked if there was any litigation; no one was aware of any. Ms. Bush asked if there were any questionable/problem loans. Mr. Eaton said there is one potential loan. Mr. Eaton said that there was one new loan issued and several emergency COVID-19 loans issued.

Ms. Bush said there are new accounting standards to recognize deferred revenue. She said that she will look at the records management grant to see if anything needs to be changed.

The audit has been scheduled to start during the week of November 2, 2020. Liz Bush will be the lead partner (third year). Ms. Bush said that they will complete part of the audit virtually, but will look at loan files in the office.

Ms. Bush presented the engagement letter. The fee is \$5,800 plus \$350 for information returns. Mr. Eaton will provide Ms. Bush with a list of the loan balances and will present her with a trial balance soon.

A motion was made by Mr. Jennings to recommend approval of the engagement letter to the full board of directors, seconded by Mr. Aliasso. All in favor.

**IV. Adjournment:** With no further business before the committee, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Jennings. The meeting adjourned at 8:24 a.m.

Respectfully submitted,

*Peggy Sampson*

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 11.05.2020.01  
to Engage Auditors for Annual Audit**

**WHEREAS**, the Audit Committee met on October 6, 2020 to meet with Bowers & Company CPAs PLLC, and

**WHEREAS**, Bowers & Company presented an engagement letter to audit the financial statements for the year ended September 30, 2020. The fee will be \$5,800 for the audit and \$350 for the preparation of information returns, and

**WHEREAS**, the Audit Committee recommended approval of the engagement letter, 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.

---

Kent Burto, Secretary

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 11.05.2020.02**

**RESOLUTION TO ADOPT RETENTION AND DISPOSITION SCHEDULE LGS-1**

**RESOLVED**, By the Board of Directors of the Jefferson County Local Development Corporation that *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

---

David J. Converse  
Chairman

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

2020-2021 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Aiken, Robert	-											
Aliasso, Robert	P											
Burto, Kent	E											
Converse, David	P											
Gardner, Gregory	P											
Jennings, John	P											
Johnson, William	P											
L'Huillier, Lisa	P											
Powers, Christine	P											
Walldroff, W. Edward	P											
Warneck, Paul	P											
<b>Totals:</b>	<b>9</b>											
P - Present												
E - Excused												
A - Absent												