

## **Notice of Board Meeting**

**Date:** December 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

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The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, January 7, 2021 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

**Zoom:**

<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>  
Meeting ID: 843 5525 0468  
Passcode: 011440  
1-929-205-6099 US (New York)

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, CEO  
Lyle Eaton  
Jay Matteson  
Marshall Weir  
Joseph Russell, Esq.  
Media

**REVISED BOARD MEETING AGENDA**

**Thursday, January 7, 2021 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – December 3, 2020**
- V. Treasurer’s Report – December 31, 2020**
- VI. Committee Reports**
  - a. Alternative Energy Committee**
  - b. Building and Grounds Committee**
  - c. Loan Review Committee**
    - i. Consider Resolution No. 01.07.2021.01 for DiPrinzio’s Kitchen**
    - ii. Consider Resolution No. 01.07.2021.02 for DiPrinzio’s Market**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
  - 1. Consider Resolution No. 01.07.2021.03 for LCO Destiny, LLC**
  - 2. Lake Champlain Lake George COVID-19 Small Business Recovery Program**
  - 3. COVID-19 Business Assistance Relief**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
December 3, 2020**

**DRAFT**

The Jefferson County Local Development Corporation held their board meeting on Thursday, December 3, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

**Present:** David Converse, Chair, W. Edward Walldroff, Robert Aiken

**Zoom:** William Johnson, Paul Warneck, Christine Powers, Robert E. Aliasso, Jr., Lisa L’Huillier, Kent Burto

**Excused:** Gregory Gardner, John Jennings

**Absent:** None

**Also Present:** Joseph Russell, Esq., Liz Bush, and Craig Fox from the Watertown Daily Times

**Zoom:** Andrew Swords, Matthew Moses, Esq. (8:30 a.m.)

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

**Zoom:** Jay Matteson

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:06 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 November 5, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Ms. L’Huillier. All in favor. Carried.
- V. **Audit Report for 2019-2020 (Bowers & Company):** Liz Bush reviewed the audit. She declared a clean unmodified opinion and said it was a good audit. She said the new revenue recognition change has had a minimal affect on JCLDC. She said the independent auditors report on internal controls showed no deficiencies and had no opinions and indicated that there were no adjusting entries.

Mr. Aliasso asked how the agency did. Ms. Bush said Note 9 in the audit report is a real indicator of how well the agency did. She said there was enough to meet operational needs and said that the internal financial statements are reflective of the external reports.

A motion was made by Mr. Warneck to accept the audit as presented, seconded by Ms. L’Huillier. All in favor. Carried.

JCIDA Audit Report for 2019-2020 (Bowers & Company) – Ms. Bush reviewed the audit. She presented a clean unmodified opinion. She said that board members can review the Management’s Discussion and Analysis at their own leisure. She said the independent auditors report on internal controls showed no deficiencies and had no opinions. She said the investment report was included as requested by ABO, but said that there were no investments. Ms. Bush said that the internal financial reports are reflective of the external reports. Action to be taken at the IDA board meeting later today. Ms. Bush left the meeting at 8:39 a.m.

**VI. Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending November 30, 2020. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Ms. Powers. All in favor. Carried.

**VII. Committee Reports:**

**a. Alternative Energy Committee** – Mr. Johnson said the committee met recently to discuss the current applications and where they stand. He said Nexamp has two projects (Adams Renewables and Black River Solar) that recently closed. He said that the Omni projects (ASA Clayton, GSPP North and GSPP South) are moving along. He said there is an issue with the Town that needs to be resolved for the decommissioning plan, but said that it's expected to be worked out. Mr. Johnson said the proposed David Norbut project in the Town of Lyme was sold to Convergent and indicated that we are waiting to hear from them. He said we have received six new applications from U.S. Light Energy that consists of four projects in Philadelphia and two in Champion. He said there are issues and the board may need to discuss them.

Mr. Johnson said the committee talked about including the Loan Review Committee in their review of alternative energy projects and indicated that they will work on putting a process in place.

**b. Building and Grounds Committee** – Mr. Burto said that the committee is continuing to work on the white box concept for the potential tenant at 146 Arsenal Street. He said that Mr. Alexander continues to work with Denise Young from YMCA.

Mr. Alexander said that the IDA board will consider a Ground Lease with the Watertown Family YMCA later today. He said he is still unsure of the amount of space that will be left over for the proposed tenant. He said that he has talked with Denise and others about ways to compensate the IDA if the YMCA takes more space than originally planned.

Mr. Alexander said that he will recommend that the IDA hire a firm to oversee the construction process that will protect the IDA. He said he asked Aubertine & Currier to submit a proposal. Mr. Walldroff said that he agrees and recommends the hiring of a third party. Mr. Converse asked if there will be any timing issues relating to the grants. Mr. Zembiec said that the construction will start Summer 2021 and the project needs to be completed by August 2022. Mr. Warneck said it makes sense to hire a professional firm to make sure the quality is as expected.

**c. Governance Committee –**

**i. Summary Results of Confidential Evaluation of Board Performance** – Mr. Walldroff said the committee met to review and discuss the annual board performance evaluations. He said they were an improvement over last year. He said the committee recommends the oncoming CEO to put forth suggestions for the board to consider addressing areas of concern. Mr. Warneck said that the summaries have shown significant improvement over last year. A motion was made by Mr. Warneck to approve the summaries and the committee's recommendation, seconded by Mr. Walldroff. All in favor. Carried.

**DRAFT**

**VIII. Council Reports:**

- a. **Ag** – Mr. Matteson said that he sent his annual ag report out yesterday for review.
- b. **Manufacturing** – Mr. Zembiec said that he is working with the Regional Economic Development Council’s tradeable sectors work group to create virtual workshops for the Spring on export assistance for tradeable sectors.
- c. **Marketing** – Mr. Weir said that a meeting occurred for the Corporate Park sign and it appears that the sign will fit under the current zoning and will be addressed at an upcoming Town Planning board meeting.

Mr. Weir said that the refreshed website is moving forward and should be completed within the next couple of weeks.

**IX. Unfinished Business:** None.

**X. Counsel:** None.

**XI. New Business:**

1. **Resolution No. 12.03.2020.01 to Adopt Records Management Policy and Procedures** – A motion was made by Mr. Aliasso to approve the attached resolution, seconded by Mr. Johnson. All in favor. Carried.
2. **Resolution No. 12.03.2020.02 for Authorized Signers** – A motion was made by Ms. L’Huillier to approve the attached resolution, seconded by Mr. Burto. All in favor. Carried.

**XII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Ms. Powers. All in favor. The meeting adjourned at 9:08 a.m.


Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.03.2020.01**

**RESOLUTION TO ADOPT RECORDS MANAGEMENT POLICY AND PROCEDURES**

**RESOLVED**, By the Board of Directors of the Jefferson County Local Development Corporation that the *Records Management Policy and Procedures*, is hereby adopted to address the routine destruction of records, routine transfer of records to the inactive storage, retrieval and re-filing of records, and routine updates of the record database to insure ease of retrieval.

  
\_\_\_\_\_  
Donald Alexander  
CEO

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.03.2020.02**  
**For Authorized Signers**


**WHEREAS**, the following Officers and individuals were recommended to be authorized signers for all Accounts at Watertown Savings Bank effective January 1, 2021:

Chairman	David J. Converse
Treasurer	Robert E. Aliasso, Jr.
CEO	David J. Zembiec
Deputy CEO	Frank M. Weir, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the authorized signers 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**  
**Income Statement for the Three Month Period Ending December 31, 2020**

Prepared by Joy Nuffer, December 22, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 662,665.00	165,666.24	\$ 55,222.08	55,222.08	496,998.76
JC Grant Marketing	275,400.00	68,850.00	22,950.00	22,950.00	206,550.00
JC Grant Ag Program	138,720.00	34,680.00	11,560.00	11,560.00	104,040.00
RLF Interest Income	30,000.00	5,758.64	1,406.36	1,719.65	24,241.36
Grant Income NYS	0.00	46,963.88	24,503.88	22,400.00	(46,963.88)
Interest Income	3,500.00	225.67	0.00	114.71	3,274.33
Late Fee	0.00	3.00	0.00	3.00	(3.00)
Grant Income NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Miscellaneous Income	20,000.00	10,397.57	2,736.29	2,677.25	9,602.43
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>332,545.00</b>	<b>118,378.61</b>	<b>116,646.69</b>	<b>821,390.00</b>
<b>Expenses</b>					
Salaries	580,168.00	127,622.91	44,083.70	45,078.54	452,545.09
Benefits	242,474.00	51,576.27	17,036.61	20,230.04	190,897.73
<b>Operations</b>					
Marketing Program	366,798.00	85,391.55	23,221.30	27,918.25	281,406.45
AG Program	197,302.00	45,117.26	13,353.63	13,641.44	152,184.74
Office Expense	19,000.00	1,994.86	81.06	550.04	17,005.14
Payroll Processing	1,900.00	853.72	243.92	243.92	1,046.28
Office Rent	17,753.00	4,438.11	1,479.37	1,479.37	13,314.89
Project Loan Rent	55,943.00	13,985.61	4,661.87	4,661.87	41,957.39
Office Cleaning	9,000.00	2,674.20	897.68	913.84	6,325.80
Telephone	7,000.00	1,962.55	406.28	971.47	5,037.45
Equipment Rental	3,500.00	862.44	287.48	287.48	2,637.56
Equipment Maintenance	5,000.00	0.00	0.00	0.00	5,000.00
System Maintenance	2,500.00	643.35	214.45	214.45	1,856.65
Electric Service	3,000.00	653.57	0.00	291.60	2,346.43
Gas Service	3,000.00	236.23	0.00	165.33	2,763.77
Manufacturers Workshop	2,500.00	0.00	0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	5,000.00	0.00
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	582.93	33.47	469.09	6,917.07
Staff Training & Seminars	3,000.00	145.00	0.00	45.00	2,855.00
Depreciation Distillery Equip.	3,536.00	3,535.71	1,178.57	1,178.57	0.29
Depreciation F&F	5,134.00	1,283.55	427.85	427.85	3,850.45
Board Functions	0.00	28.06	0.00	28.06	(28.06)
Dues & Publications	7,500.00	2,783.00	0.00	175.00	4,717.00
Legal Unrestricted	1,000.00	180.00	0.00	0.00	820.00
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	315.00	275.00	0.00	(15.00)
Grant Expense NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Covid Grant	0.00	2,500.00	0.00	2,500.00	(2,500.00)
Reallocated Program Expenses	(444,574.00)	(111,504.36)	(35,882.63)	(36,150.49)	(333,069.64)
Miscellaneous - Unrestricted	501.00	0.00	0.00	0.00	501.00
<b>Total Operations</b>	<b>1,153,935.00</b>	<b>242,861.52</b>	<b>71,999.61</b>	<b>90,320.72</b>	<b>911,073.48</b>
Total Revenue	1,153,935.00	332,545.00	118,378.61	116,646.69	821,390.00
Total Expenses	1,153,935.00	242,861.52	71,999.61	90,320.72	911,073.48
<b>Net Income Over Expenditures</b>	<b>\$ 0.00</b>	<b>89,683.48</b>	<b>\$ 46,379.00</b>	<b>26,325.97</b>	<b>(89,683.48)</b>

For Internal-Use Only



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

Prepared by Joy Nuffer, December 22, 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	0.00	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	0.00	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	39.90	0.00	19.95	1,960.10
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	23,714.73	6,775.64	6,974.92	65,232.27
FICA Overhead	5,337.00	1,388.49	396.25	409.25	3,948.51
Medicare Overhead	1,245.00	324.74	92.67	95.72	920.26
Health/Dental Ins Overhead	29,727.00	6,801.50	2,254.21	2,314.72	22,925.50
Retirement Overhead	8,005.00	1,402.94	406.54	398.56	6,602.06
Indirect Labor Allocation	36,520.00	9,129.96	3,043.32	3,043.32	27,390.04
Non Labor Allocated Overhead	4,621.00	1,155.00	385.00	385.00	3,466.00
<b>Total Operations</b>	<b>197,302.00</b>	<b>45,117.26</b>	<b>13,353.63</b>	<b>13,641.44</b>	<b>152,184.74</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**Manuf. & Business Support Expense Statement for the Three Month Period Ending December 31, 2020**

Prepared by Joy Nuffer, December 22, 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	5,000.00	0.00	5,000.00	0.00
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
<b>Total Operations</b>	<b>26,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>21,000.00</b>

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

Prepared by Joy Nuffer, December 22, 2020

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 41,000.00	5,133.00	\$ 605.75	2,239.25	35,867.00
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	67.00	67.00	0.00	1,933.00
Seminars Workshops Publicatio	2,000.00	0.00	0.00	0.00	2,000.00
Travel/Meals/Promotion	3,000.00	19.55	19.55	0.00	2,980.45
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	15,000.00	9,585.00	0.00	150.00	5,415.00
Events Sponsorship	10,250.00	3,000.00	0.00	3,000.00	7,250.00
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	67,587.00	22,529.00	22,529.00	202,761.00
<b>Total Operations</b>	<b>366,798.00</b>	<b>85,391.55</b>	<b>23,221.30</b>	<b>27,918.25</b>	<b>281,406.45</b>

Jefferson County Local Development Corp  
Balance Sheet  
December 31, 2020

ASSETS

Current Assets		
General Checking	\$	15,842.56
Savings Account		1,244,576.80
RLF Savings		1,480,030.31
Grants Receivable Records		38,914.35
RLF Loans Receivable		477,512.30
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		269,283.48
Miscellaneous Recievable		8,817.64
Prepaid Expense		7,833.76
		<hr/>
Total Current Assets		3,555,311.20
Property and Equipment		
Depreciation Distillery	(97,821.31)	
Accumulated Depreciation	(49,849.80)	
		<hr/>
Total Property and Equipment		(147,671.11)
Other Assets		
Distillery Equipment	99,000.00	
Furniture & Fixtures	70,387.89	
WIP Record Storage	87,029.51	
		<hr/>
Total Other Assets		256,417.40
		<hr/>
Total Assets	\$	<u><u>3,664,057.49</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
JC Grant-Marketing	\$	206,550.00
Deferred Mkt. Grant European		12,500.00
Deferred AG Tour Fee		600.00
		<hr/>
Total Current Liabilities		219,650.00
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		219,650.00
Capital		
General Fund Bal - Unrestrict.	3,354,724.01	
Net Income	89,683.48	
		<hr/>
Total Capital		3,444,407.49
		<hr/>
Total Liabilities & Capital	\$	<u><u>3,664,057.49</u></u>

**Jefferson County Local Development Corp**

**Receivables**

**As of December 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	46,615.39	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	127,030.26	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-90 Days	11,322.74 Int 370.45
WICLDC	200,000.00	115,906.45	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	59,286.37	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
<b>Report Total</b>		<b>477,512.30</b>					

**Jefferson County Local Development Corp  
Aged Receivables  
As of Dec 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
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	46,615.39
		<hr/>
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARM		46,615.39
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CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	40,000.00
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CLAYTON ISLAND CLAYTON ISLAND TOURS		40,000.00
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CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	127,030.26
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CURRENT CURRENT APPLICATIONS		127,030.26
		<hr/>
LCO LCO DESTINY, LLC	2013	88,673.83
		<hr/>
LCO LCO DESTINY, LLC		88,673.83
		<hr/>
WIC WICLDC	1907 RLF LOAN	115,906.45 59,286.37
		<hr/>
WIC WICLDC		175,192.82
		<hr/>
<b>Report Total</b>		<b>477,512.30</b>

**Jefferson County Local Development Corp  
Aged Receivables  
As of Dec 31, 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>
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	9,600.00
BROTHERTON STEVEN BROTHERTON		9,600.00
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 Dec 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	9,925.00
GRAPES BUSTED GRAPES,LLC		9,925.00



**Jefferson County Local Development Corp  
Aged Receivables  
As of Dec 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
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
NORTHERN NORTHERN COMMERCIAL CLEANING		10,000.00
NORTHROP MICHAEL NORTHROP	2245	10,000.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Dec 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
NORTHROP MICHAEL NORTHROP		10,000.00
PAINFULL PAINFULL ACRES	2255	4,910.15
PAINFULL PAINFULL ACRES		4,910.15
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
SKINNER SCOTT P. SKINNER	2248	10,000.00
SKINNER SCOTT P. SKINNER		10,000.00

**Jefferson County Local Development Corp  
Aged Receivables  
As of Dec 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
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
WINKLER STEPHEN WINKLER	2268	9,948.33
WINKLER STEPHEN WINKLER		9,948.33

**Jefferson County Local Development Corp**  
**Aged Receivables**  
**As of Dec 31, 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>
ZERO ZERO DOCK STREET, LLC	2280	10,000.00
ZERO ZERO DOCK STREET, LLC		10,000.00
<b>Report Total</b>		<b>269,283.48</b>

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Dec 1, 2020 to Dec 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
12/3/20	407501 112501	1049	2/20 INTEREST NORTHERN COMMERCIAL CLEANING	25.00	25.00
12/3/20	122025 407501 112501	3240	Invoice: 11-30-11 LDCRLF 11/20 INTEREST CURRENT APPLICATIONS	1,237.42	705.89 531.53
12/3/20	122250 112501	5360	Invoice: 2255 PAINFULL ACRES	89.85	89.85
12/3/20	122250 112501	5646	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
12/3/20	407501 112501	8453	12/20 INTEREST LAURIE A. CORNELIA	25.00	25.00
12/3/20	407501 112501	5646	12/20 INTEREST BONNIE HERMAN	25.00	25.00
12/3/20	407501 112501	1668	12/20 INTEREST AMY S. DEMAR	25.00	25.00
12/3/20	407501 112501	1241	12/20 INTEREST ROBERT L. GOULD	25.00	25.00
12/3/20	125001 100001	7392	Invoice: 2301 JEFF COUNTY IDA	55,222.08	55,222.08
12/3/20	125001 100001	7388	Invoice: 2300 JEFF COUNTY IDA	1,385.45	1,385.45
12/3/20	125001 100001	CASH	Invoice: 2302 MARSHALL WEIR	100.00	100.00
12/10/20	407501 112501	4978	1/21 INTEREST NORTH BRANCH FARMS	25.00	25.00
12/10/20	122025 407501 112501	158130	Invoice: RLF LOAN 11/20 INTEREST WICLDC	1,784.29	1,606.69 177.60
12/10/20	407501 112501	33307802	12/20 INTEREST CLAYTON ISLAND TOURS	166.67	166.67
12/10/20	122025 407501 112501	4977	Invoice: 2086 12/20 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	608.67 118.06
12/10/20	407501 112501	5856	12/20 INTEREST RBM MANUFACRURING	25.00	25.00
12/10/20	407501 112501	44350	12/20 INTEREST SCOTT P. SKINNER	25.00	25.00
12/10/20	407501 112501	7328	12/20 INTEREST CAROL THOMAS	25.00	25.00
12/10/20	407501 112501	2347	12/20 INTEREST AUBREYS SHOPPING CENTER	25.00	25.00
12/10/20	407501	3235	12/20_21_-REST		25.00

**Jefferson County Local Development Corp  
Cash Receipts Journal  
For the Period From Dec 1, 2020 to Dec 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
	112501		MORGIA MASONRY	25.00	
12/10/20	407501 112501	1197	12/20 INTEREST ZERO DOCK STREET, LLC	25.00	25.00
12/10/20	407501 112501	1982	12/20 INTEREST RHODES GREENHOUSES, INC	25.00	25.00
12/10/20	407501 112501	52553086	12/20 INTEREST KATHLEEN ELMER	25.00	25.00
12/10/20	202401 202501 100001	1366	DUE JCLDC RLF DUE SHLDC MAIN STREET CRAFTS & DRAFTS	25.00	12.50 12.50
12/16/20	122002 100001	7399	Invoice: 2303 JEFF COUNTY IDA	1,318.65	1,318.65
12/16/20	202401 202501 100001	19140	DUE JCLDC DUE SHLDC PAINFULL ACRES	179.00	89.50 89.50
12/16/20	407501 112501	1627	12/20 & 1/20 INTEREST GAIL W. MILLER	50.00	50.00
12/16/20	407501 112501	5381	12/20 INTEREST MAIN STREET CRAFTS & DRAFTS	12.50	12.50
				<b>62,747.64</b>	<b>62,747.64</b>

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5367	12/1/20	ATLAS INTEGRATE	100001	9,000.00
5369	12/1/20	NATIONAL GRID	100001	456.93
5370	12/1/20	NNY ONLINE	100001	214.45
5371	12/1/20	STATEBOOK INTER	100001	150.00
5372	12/1/20	WICLDC	100001	1,479.37
5373	12/1/20	EXCELLUS BC/BS	100001	597.10
5374	12/1/20	EXCELLUS BC/BS	100001	773.74
5375	12/1/20	WATERTOWN LOC	100001	4,661.87
5376	12/1/20	EXCELLUS BC/BS	100001	11,678.45
5377	12/2/20	WICLDC	100001	1,440.25
5378	12/10/20	BLUE MOUNTAIN S	100001	68.00
5379	12/10/20	CINTAS	100001	48.84
5380	12/10/20	COUGHLIN PRINTIN	100001	67.00
5381	12/10/20	JCLDC	100001	12.50
5382	12/10/20	KEY BANK	100001	889.32
5383	12/10/20	PROSHRED	100001	20.95
5384	12/10/20	RBC WEALTH MAN	100001	4,108.38
5385	12/10/20	RIVERSIDE MEDIA L	100001	48.75
5386	12/10/20	SACKETS HARBOR	100001	12.50
5387	12/10/20	SYNTELA CONFERE	100001	18.33
5388	12/10/20	UNITED WAY OF NN	100001	134.97
5389	12/10/20	VERIZON WIRELES	100001	513.05
5390	12/10/20	GWNC CHAMBER O	100001	8,000.00
5391	12/10/20	WPBS	100001	557.00
5392	12/15/20	LIFETIME BENEFIT	100001	98.71
5393	12/15/20	NORTHERN COMME	100001	800.00
5394	12/15/20	NYS DEPT OF LAW	100001	275.00
5395	12/15/20	SAM'S CLUB	100001	81.06
5396	12/15/20	SPECTRUM REACH	100001	1,682.25
5397	12/15/20	WESTELCOM	100001	387.95
5398	12/21/20	CINTAS	100001	48.84
5399	12/21/20	JCLDC	100001	89.50

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5401	12/21/20	SACKETS HARBOR	100001	89.50
5402	12/21/20	UNITED WAY OF NN	100001	134.97
5403	12/21/20	WELLS FARGO FIN	100001	287.48
5404	12/21/20	RBC WEALTH MAN	100001	4,877.75
5405	12/22/20	PEGGY SAMPSON	100001	33.47
5406	12/22/20	MARSHALL WEIR	100001	19.55
<b>Total</b>				<b><u>53,857.78</u></b>



**Jefferson County Local Development Corporation  
Loan Review Committee Meeting Minutes  
December 22, 2020**

**Present:** Robert Aliasso, Chair, Kent Burto, Christine Powers

**Excused:** David Converse

**Absent:** John Jennings

**Also Present:** David Zembiec, Peggy Sampson

**I. Call to Order:** Chair Aliasso convened the meeting at 8:02 a.m.

**II. Pledge of Allegiance**

**III. DiPrinzio's Kitchen** – A request for a \$5,000 loan from the Clayton Small Business Loan Assistance Program. The Clayton Local Development Corporation reviewed the request and recommended the loan, interest only for one year, then 3% for 5 years. The loan will be unsecured and will require a personal guarantee of Shawn DiPrinzio.

**IV. DiPrinzio's Market** – A request for a \$5,000 loan from the Clayton Small Business Loan Assistance Program. The Clayton Local Development Corporation reviewed the request and recommended the loan, interest only for one year, then 3% for 5 years. The loan will be unsecured and will require a personal guarantee of Christopher DiPrinzio.

Ms. Powers provided a quick overview. She said that the construction in Clayton caused difficulties and had an effect on businesses.

Ms. Powers said it is a destination and indicated that the food is great. She said the business is family oriented and there is a plan to repurpose to make it more attractive. She said that she supports both requests.

Mr. Aliasso noted that the Market owner has a lower FICO score than the owner of the Kitchen.

After review and discussion, a motion was made by Mr. Burto, seconded by Ms. Powers to move both loan requests to the full board of directors at the next monthly meeting. All in favor. Carried.

**V. Other:**

**1. (JCIDA) Willowbrook Enterprises, Inc.** – Mr. Zembiec shared that Mr. Eaton has a request to waive key man life insurance for Douglas McDavitt for the Willowbrook Enterprises, Inc. loan recently approved. Mr. Zembiec indicated that Mr. Eaton said that there is more than enough equity to cover the requirement. Ms. Powers said the bank agrees. Mr. Aliasso suggested sending the request to the full

**Jefferson County Local Development Corporation  
Loan Review Committee Meeting Minutes  
December 22, 2020**

board at the next monthly meeting since he is the only IDA Member present today. He said that he supports the request since it affects all debtors.

2. **Tourism** – Mr. Aliasso said the board may want to consider discussing what to do with the tourism industry. He said he wasn't sure if we have enough money for another loan program, but indicated that many businesses are going to suffer and/or never re-open in the spring. He said we could take a survey after the holidays.

- VI. Adjournment:** With no further business before the Committee, Ms. Powers made a motion to adjourn the meeting, seconded by Mr. Burto. The meeting adjourned at 8:16 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 01.07.2021.01**

**RESOLUTION FOR AUTHORIZING A LOAN FROM THE CLAYTON SMALL  
BUSINESS LOAN ASSISTANCE PROGRAM TO  
Shawn DiPrinzio – DiPrinzio’s Kitchen**

**WHEREAS**, Shawn DiPrinzio has requested a loan in the amount of Five Thousand Dollars (\$5,000.00) from the Clayton Small Business Loan Assistance Program to be used for working capital due to construction in Clayton, NY, and

**WHEREAS**, the Clayton Local Development Corporation has reviewed the request and recommends approval of a loan in the amount of \$5,000.00, interest only for one year, then 3% for 5 years. The loan will be unsecured and will require a personal guarantee of Shawn DiPrinzio, and

**WHEREAS**, on December 22, 2020 the Loan Review Committee of the Jefferson County Local Development Corporation reviewed this request and recommended approval to the full Board of Directors, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the request for a Five Thousand Dollar (\$5,000.00) loan to DiPrinzio’s Kitchen with all terms and conditions as set forth in this Resolution, and be it further,

**RESOLVED**, that the Chairman, Vice Chairman, Secretary and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.

---

David J. Zembiec, CEO

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 01.07.2021.02**

**RESOLUTION FOR AUTHORIZING A LOAN FROM THE CLAYTON SMALL  
BUSINESS LOAN ASSISTANCE PROGRAM TO  
Christopher DiPrinzio – DiPrinzio’s Market**

**WHEREAS**, Christopher DiPrinzio has requested a loan in the amount of Five Thousand Dollars (\$5,000.00) from the Clayton Small Business Loan Assistance Program to be used for working capital due to construction in Clayton, NY, and

**WHEREAS**, the Clayton Local Development Corporation has reviewed the request and recommends approval of a loan in the amount of \$5,000.00, interest only for one year, then 3% for 5 years. The loan will be unsecured and will require a personal guarantee of Christopher DiPrinzio, and

**WHEREAS**, on December 22, 2020 the Loan Review Committee of the Jefferson County Local Development Corporation reviewed this request and recommended approval to the full Board of Directors, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the request for a Five Thousand Dollar (\$5,000.00) loan to DiPrinzio’s Market with all terms and conditions as set forth in this Resolution, and be it further,

**RESOLVED**, that the Chairman, Vice Chairman, Secretary and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.

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David J. Zembiec, CEO

**DRAFT**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
Resolution Number 01.07.2021.03**

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

**WHEREAS**, LCO Destiny, LLC is requesting interest only from January 1, 2021 through June 1, 2021, and

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

**WHEREAS**, Staff recommends 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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David J. Zembiec  
CEO

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	-	P	P									
Aliasso, Robert	P	P	P									
Burto, Kent	E	P	P									
Converse, David	P	P	P									
Gardner, Gregory	P	P	E									
Jennings, John	P	A	E									
Johnson, William	P	P	P									
L'Huillier, Lisa	P	P	P									
Powers, Christine	P	P	P									
Walldroff, W. Edward	P	P	P									
Warneck, Paul	P	P	P									
<b>Totals:</b>	<b>9</b>	<b>10</b>	<b>9</b>									
P - Present												
E - Excused												
A - Absent												