

Notice of Board Meeting

Date: July 21, 2021

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 monthly Board Meeting on **Thursday, August 5, 2021 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The live stream link will be available at www.jcida.com.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: David Zembiec, CEO
Marshall Weir
Lyle Eaton
Jay Matteson
Justin Miller, Esq.
Media

BOARD MEETING AGENDA
Thursday, August 5, 2021 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – July 9, 2021**
- V. Treasurer’s Report – July 31, 2021**
- VI. Committee Reports**
 - a. Loan Review Committee**
 - i. Consider Resolution No. 08.05.2021.01 for Crescent Yacht Club**
 - b. Alternative Energy Committee**
 - c. 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. 2021-2022 Budget**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
July 9, 2021**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Friday, July 9, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY and virtually via zoom.

Present: David Converse, Chair, W. Edward Walldroff, William Johnson, Paul Warneck, Robert E. Aliasso, Jr., Rob Aiken, Christine Powers, John Jennings

Excused: Gregory Gardner, Kent Burto, Lisa L'Huillier

Absent: None

Also Present: Brendan Straub (7 News)

Zoom: Justin Miller, Esq., Craig Fox (Watertown Daily Times)

Staff Present: David Zembiec, Lyle Eaton, Joy Nuffer, Marshall Weir, Jay Matteson

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:00 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 June 3, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Ms. Powers. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending June 30, 2021. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Jennings. All in favor. Carried.
- VI. **Committee Reports:**
 - a. **Loan Review Committee**
 - i. **Resolution No. 07.09.2021.01 for Clayton Yacht Club** – After review and discussion, a motion was made by Mr. Aiken to approve the attached resolution, seconded by Mr. Warneck. All in favor. Carried.
 - ii. **Resolution No. 07.09.2021.02 for LCO Destiny LLC** – After review and discussion, a motion was made by Mr. Aliasso to approve the attached resolution, seconded by Ms. Powers. There was discussion by Mr. Aliasso regarding the actual date of the balloon payment, would be July 1, 2022. A motion was made by Mr. Aliasso to approve the resolution with the addition of the balloon date of July 1, 2022, seconded by Ms. Powers. All in favor. Carried.
 - iii. **Fair Sponsorship** – Mr. Matteson gave an update that the Jefferson County Fair was very appreciative of the Board's sponsorship. They will be promoting our dairy promotion video and distributing our posters.

DRAFT

- b. **Alternative Energy Committee** – Mr. Johnson stated that no meeting has been held. One will be scheduled soon.
- c. **Building and Grounds Committee** – Will have discussion in the JCIDA meeting per Mr. Zembiec.

VII. Council Reports:

- a. **Ag** – Mr. Matteson gave a brief update, meat processing meetings are continuing, Commissioner Ball has requested to showcase the dairy month video at the NYS Fair breakfast, and there is progress being made on a manufacturing project.
- b. **Manufacturing** – Mr. Zembiec stated the Manufacturing Committee will reconvene soon. He also stated that CITEC will be assuming the responsibility for the safety training grant. This will relieve us from the time necessary to administer the grant on behalf of all three counties.
- c. **Marketing** – Mr. Weir stated that all adverting has been resumed and he is in contact with the Canadian consultant and the interagency meetings have continued. He also said that the snowmobile impact study had been finalized and he will get the results out to the board.

- VIII. Unfinished Business:** Mr. Zembiec stated the childcare program has been implemented and there are 12 candidates for the initial program. The CEDS meetings are continuing, and they are focusing on the Camoin Associate study. There was a question about resuming the economic forecast conferences, Mr. Zembiec responded that was a good suggestion and we can make that happen.

Mr. Converse stated we will need a committee meeting to review budgets as they need to be approved at the August board meeting. Mr. Eaton stated he should have the budgets complete by later today.

Annual funding from Jefferson County – Mr. Zembiec stated the funding request for the county is due, he recommended staying at the same funding level for the next year. There was discussion. A motion was made by Mr. Warneck to request the same funding level as last year, seconded by Ms. Powers. All in favor. Carried.

- IX. Counsel:** None.

- X. New Business:** None.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 8:36 a.m.

Respectfully submitted,

Joy Nuffer

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.09.2021.01

**RESOLUTION FOR AUTHORIZING A REVOLVING LOAN TO
CLAYTON YACHT CLUB INC.**

WHEREAS, Clayton Yacht Club Inc. has requested a loan in the amount of Forty Thousand Dollars (\$40,000.00) to be used to complete repairs from damage due to high water flooding during the spring and summer of 2019. There are currently 5 seasonal positions, and


WHEREAS, Staff has reviewed this request and recommends approval of a Revolving Loan in the amount of \$40,000.00, interest only for 12 months, then 3% for 5 years. The reduced interest rate will help meet the match requirement of their REDI grant. Collateral will be a second position lien behind Community Bank on assets of the business, and

WHEREAS, on June 23, 2021, 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 Forty Thousand Dollar (\$40,000.00) loan to Clayton Yacht Club Inc. 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. Converse, Chairman

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.09.2021.02

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

WHEREAS, due to the loss of a major client and the COVID-19 pandemic, LCO Destiny, LLC is requesting to pay \$2,000 per month. The current balance is \$88,673.83 (prior to the interest only periods, the monthly payment was \$11,322.74), and

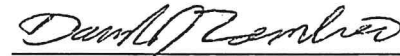
WHEREAS, Staff has reviewed the request and recommends approval, and

WHEREAS, on June 23, 2021, the Loan Review Committee recommended that the modification be amortized over 12 months then the loan will balloon for full payment July 1, 2022. They added a contingency that if the building is sold then the loan will be repaid in full. The Loan Review Committee agreed to move the request and their recommendations 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.



David J. Zembiec
CEO

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Income Statement for the Ten Month Period Ending July 31, 2021**

Prepared by Joy Nuffer, July 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 662,665.00	552,220.80	\$ 55,222.08	55,222.08	110,444.20
JC Grant Marketing	275,400.00	229,500.00	22,950.00	22,950.00	45,900.00
JC Grant Ag Program	138,720.00	115,600.00	11,560.00	11,560.00	23,120.00
RLF Interest Income	30,000.00	22,814.80	1,863.93	1,857.90	7,185.20
Grant Income NYS	0.00	42,569.79	0.00	0.00	(42,569.79)
Interest Income	3,500.00	1,021.79	0.00	112.91	2,478.21
Late Fee	0.00	29.03	12.28	0.00	(29.03)
Grant Income NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Miscellaneous Income	20,000.00	30,743.11	2,635.28	2,613.31	(10,743.11)
AG Conference	8,650.00	0.00	0.00	0.00	8,650.00
Dairy Parade	0.00	6,150.00	0.00	0.00	(6,150.00)
Total Revenues	1,153,935.00	1,000,649.32	94,243.57	94,316.20	153,285.68
Expenses					
Salaries	580,168.00	424,941.59	37,388.78	37,368.38	155,226.41
Benefits	242,474.00	173,631.63	21,560.27	16,756.21	68,842.37
Operations					
Marketing Program	366,798.00	263,450.07	23,521.00	26,560.89	103,347.93
AG Program	197,302.00	156,440.27	14,103.20	19,824.81	40,861.73
Office Expense	19,000.00	9,877.03	821.10	631.35	9,122.97
Payroll Processing	1,900.00	2,813.37	250.66	237.70	(913.37)
Office Rent	17,753.00	14,793.70	1,479.37	1,479.37	2,959.30
Project Loan Rent	55,943.00	46,618.70	4,661.87	4,661.87	9,324.30
Office Cleaning	9,000.00	8,810.30	903.08	954.62	189.70
Telephone	7,000.00	6,211.60	569.75	584.23	788.40
Equipment Rental	3,500.00	4,373.81	1,807.79	266.18	(873.81)
Equipment Maintenance	5,000.00	3,052.68	0.00	99.00	1,947.32
System Maintenance	2,500.00	2,144.50	214.45	214.45	355.50
Electric Service	3,000.00	3,303.24	0.00	424.48	(303.24)
Gas Service	3,000.00	1,370.44	0.00	24.52	1,629.56
Manufacturers Workshop	2,500.00	0.00	0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	0.00	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	1,202.77	0.00	193.38	6,297.23
Staff Training & Seminars	3,000.00	195.00	0.00	0.00	2,805.00
Depreciation Distillery Equip.	3,536.00	5,072.41	0.00	0.00	(1,536.41)
Depreciation F&F	5,134.00	10,080.45	1,256.70	1,256.70	(4,946.45)
Board Functions	0.00	28.06	0.00	0.00	(28.06)
Dues & Publications	7,500.00	6,675.00	0.00	286.00	825.00
Legal Unrestricted	1,000.00	180.00	0.00	0.00	820.00
Accounting & Auditing	7,200.00	6,150.00	0.00	0.00	1,050.00
CEDS Update	7,500.00	0.00	0.00	0.00	7,500.00
Fees Expense	300.00	315.00	0.00	0.00	(15.00)
Grant Expense NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Covid Grant	0.00	5,000.00	0.00	2,500.00	(5,000.00)
Reallocated Program Expenses	(444,574.00)	(370,382.61)	(36,414.20)	(36,399.81)	(74,191.39)
Miscellaneous - Unrestricted	501.00	0.00	0.00	0.00	501.00
Total Operations	1,153,935.00	791,349.01	72,123.82	77,924.33	362,585.99
Total Revenue	1,153,935.00	1,000,649.32	94,243.57	94,316.20	153,285.68
Total Expenses	1,153,935.00	791,349.01	72,123.82	77,924.33	362,585.99
Net Income Over Expenditures	\$ 0.00	209,300.31	\$ 22,119.75	16,391.87	(209,300.31)

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**AG Program Expense Statement for the Ten Month Period Ending July 31, 2021**

Prepared by Joy Nuffer, July 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
AG Office Expense	1,000.00	977.32	0.00	450.00	22.68
AG Advertising	4,000.00	1,814.88	0.00	0.00	2,185.12
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	99.00	0.00	0.00	301.00
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	52.14	0.00	0.00	3,947.86
Dairy Parade	0.00	7,404.82	218.00	5,504.00	(7,404.82)
AG Web Site Development	2,000.00	199.50	0.00	0.00	1,800.50
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
AG Development	0.00	800.00	0.00	0.00	(800.00)
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	88,947.00	76,791.63	7,076.92	7,076.92	12,155.37
FICA Overhead	5,337.00	4,549.00	463.45	414.93	788.00
Medicare Overhead	1,245.00	1,004.02	48.52	97.04	240.98
Health/Dental Ins Overhead	29,727.00	23,877.17	2,443.37	2,428.98	5,849.83
Retirement Overhead	8,005.00	4,587.59	424.62	424.62	3,417.41
Indirect Labor Allocation	36,520.00	30,433.20	3,043.32	3,043.32	6,086.80
Non Labor Allocated Overhead	4,621.00	3,850.00	385.00	385.00	771.00
Total Operations	197,302.00	156,440.27	14,103.20	19,824.81	40,861.73

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Manuf. & Business Support Expense Statement for the Ten Month Period Ending July 31, 2021**

Prepared by Joy Nuffer, July 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Manufacturers Workshop	\$ 2,500.00	0.00	\$ 0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	0.00	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
Total Operations	26,000.00	5,000.00	0.00	0.00	21,000.00

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Ten Month Period Ending July 31, 2021**

Prepared by Joy Nuffer, July 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 41,000.00	18,423.45	\$ 557.00	3,526.90	22,576.55
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	1,044.44	0.00	0.00	955.56
Seminars Workshops Publicatio	2,000.00	0.00	0.00	0.00	2,000.00
Travel/Meals/Promotion	3,000.00	19.55	0.00	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	12,122.63	435.00	504.99	2,877.37
Events Sponsorship	10,250.00	6,550.00	0.00	0.00	3,700.00
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	225,290.00	22,529.00	22,529.00	45,058.00
Total Operations	366,798.00	263,450.07	23,521.00	26,560.89	103,347.93

Jefferson County Local Development Corp
Balance Sheet
July 31, 2021

ASSETS

Current Assets		
General Checking	\$	24,790.40
Savings Account		1,263,653.18
RLF Savings		1,533,456.81
Grants Receivable Records		20,073.26
RLF Loans Receivable		446,651.61
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		251,739.60
Clayton Loans Receivable		10,000.00
Miscellaneous Recievable		7,500.00
LHI Records Storage		87,029.51
Prepaid Expense		7,833.76
		3,665,228.13
Total Current Assets		
Property and Equipment		
Accumulated Depreciation		(58,646.70)
		(58,646.70)
Total Property and Equipment		
Other Assets		
Furniture & Fixtures		70,387.89
WIP Telephone System		3,255.00
		73,642.89
Total Other Assets		
Total Assets	\$	3,680,224.32

LIABILITIES AND CAPITAL

Current Liabilities		
JC Grant-Marketing	\$	45,900.00
JC Grant Agriculture Program		57,800.00
Deferred Mkt. Grant European		12,500.00
		116,200.00
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.		3,354,724.01
Net Income		209,300.31
		3,564,024.32
Total Capital		
Total Liabilities & Capital	\$	3,680,224.32

Jefferson County Local Development Corp

Receivables

As of July 31, 2021

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	42,311.87	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOU	40,000.00	38,821.19	4/29/20	5/1/2026	5%-73 Months	30 Days	166.67
CURRENT APPS	187,500.00	121,276.23	12/14/11	1/1/2032	5% 240 Months	Current	1,237.42
DIPRINZIO'S KITCHEN	5,000.00	5,000.00	1/22/21	2/1/2027	3%, 60 Months	Current-Int only	12.50
DIPRINZIO'S MARKET	5,000.00	5,000.00	1/22/21	2/1/2027	3%, 60 Months	Current-Int only	12.50
LCO DESTINY, LLC	600,000.00	88,673.83	9/29/15	7/1/2022	5%, 60 Months	Restructured loan 7/9/21	2,000.00
WICLDC	200,000.00	109,305.45	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	46,263.04	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		456,651.61					

Jefferson County Local Development Corp
Aged Receivables
As of Jul 31, 2021

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	42,311.87
		42,311.87
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		38,821.19
		38,821.19
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	38,821.19
		38,821.19
CLAYTON ISLAND CLAYTON ISLAND TOURS		121,276.23
		121,276.23
CURRENT CURRENT APPLICATIONS	11-30-11 L	121,276.23
		121,276.23
CURRENT CURRENT APPLICATIONS		88,673.83
		88,673.83
LCO LCO DESTINY, LLC	2013	88,673.83
		88,673.83
LCO LCO DESTINY, LLC		109,305.45
		46,263.04
WIC WICLDC	1907 RLF LOAN	109,305.45
		46,263.04
WIC WICLDC		155,568.49
		155,568.49
Report Total		446,651.61

**Jefferson County Local Development Corp
Clayton Loan Fund
As of Jul 31, 2021**

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
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	5,000.00
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		5,000.00
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	5,000.00
DIPRINZIO MARKET DIPRINZIO'S MARKET		5,000.00
Report Total		10,000.00

**Jefferson County Local Development Corp
 COVID LOANS
 As of Jul 31, 2021**

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	9,690.23
AUBREYS AUBREYS SHOPPING CENTER		9,690.23
BOATHOUSE BOATHOUSE MARINE, LLC	2265	9,900.00
BOATHOUSE BOATHOUSE MARINE, LLC		9,900.00
BROTHERTON STEVEN BROTHERTON	2252	8,566.89
BROTHERTON STEVEN BROTHERTON		8,566.89
CCTI COLLEENS CHERRY TREE INN	2238	9,845.31
CCTI COLLEENS CHERRY TREE INN		9,845.31
CORNELIA LAURIE A. CORNELIA	2240	9,534.77
CORNELIA LAURIE A. CORNELIA		9,534.77
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	4,922.66

**Jefferson County Local Development Corp
COVID LOANS
As of Jul 31, 2021**

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		4,922.66
DEMAR AMY S. DEMAR	2237	9,690.23
DEMAR AMY S. DEMAR		9,690.23
ELMER KATHLEEN ELMER	2253	9,850.00
ELMER KATHLEEN ELMER		9,850.00
FIELD FIELD OF DREAMS, LLC	2267	10,000.00
FIELD FIELD OF DREAMS, LLC		10,000.00
GOULD ROBERT L. GOULD	2234	9,534.77
GOULD ROBERT L. GOULD		9,534.77
GRAPES BUSTED GRAPES,LLC	2250	9,473.66
GRAPES BUSTED GRAPES,LLC		9,473.66

**Jefferson County Local Development Corp
 COVID LOANS
 As of Jul 31, 2021**

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	9,690.23
HERMAN BONNIE HERMAN		9,690.23
MILLER GAIL W. MILLER	2236	9,690.23
MILLER GAIL W. MILLER		9,690.23
MORGIA MORGIA MASONRY	2264	10,000.00
MORGIA MORGIA MASONRY		10,000.00
NORTH BRANCH NORTH BRANCH FARMS	2262	9,845.31
NORTH BRANCH NORTH BRANCH FARMS		9,845.31
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	9,508.69
NORTHERN NORTHERN COMMERCIAL CLEANING		9,508.69
NORTHROP MICHAEL NORTHROP	2245	9,534.77

**Jefferson County Local Development Corp
COVID LOANS
As of Jul 31, 2021**

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		9,534.77
PAINFULL PAINFULL ACRES	2255	4,372.13
PAINFULL PAINFULL ACRES		4,372.13
RBM RBM MANUFACRURING	2233	9,845.31
RBM RBM MANUFACRURING		9,845.31
RHODES RHODES GREENHOUSES, INC	2261	9,845.31
RHODES RHODES GREENHOUSES, INC		9,845.31
SAMPSON-MELISSA MELISSA SAMPSON	2254	9,845.31
SAMPSON-MELISSA MELISSA SAMPSON		9,845.31
SKINNER SCOTT P. SKINNER	2248	9,690.23
SKINNER SCOTT P. SKINNER		9,690.23

**Jefferson County Local Development Corp
 COVID LOANS
 As of Jul 31, 2021**

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	9,534.77
THOMAS CAROL THOMAS		9,534.77
TILLSON ALISHA TILLSON	2249	9,690.23
TILLSON ALISHA TILLSON		9,690.23
WILLS GREG WILLS	2246	9,690.23
WILLS GREG WILLS		9,690.23
WINKLER STEPHEN WINKLER	2268	9,948.33
WINKLER STEPHEN WINKLER		9,948.33
ZERO ZERO DOCK STREET, LLC	2280	10,000.00
ZERO ZERO DOCK STREET, LLC		10,000.00
Report Total		251,739.60

Jefferson County Local Development Corp Cash Receipts Journal For the Period From Jul 1, 2021 to Jul 31, 2021

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
7/8/21	122250 407501 112501	1096	Invoice: 2263 9/21 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	155.85 24.15
7/8/21	407501 112501	54265446	INTEREST 6/21 & 7/21 INTEREST KATHLEEN ELMER	50.00	50.00
7/8/21	407501 112501	1537	7/21 INTEREST ZERO DOCK STREET, LLC	25.00	25.00
7/8/21	122250 407501 112501	2773	Invoice: 2241 7/21 INTEREST AUBREYS SHOPPING CENTER	179.69	155.08 24.61
7/8/21	122025 407501 112501	5068	Invoice: 2086 7/21 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	619.40 107.33
7/8/21	122250 407501 112501	5069	Invoice: 2262 7/21 INTEREST NORTH BRANCH FARMS	179.69	154.69 25.00
7/8/21	122250 407501 112501	4016	Invoice: 2254 7/21 INTEREST MELISSA SAMPSON	179.69	154.69 25.00
7/8/21	122250 407501 112501	1654	Invoice: 2250 8/21 INTEREST BUSTED GRAPES,LLC	200.00	175.89 24.11
7/8/21	122250 407501 112501	1031	Invoice: 2249 7/21 INTEREST ALISHA TILLSON	179.69	155.08 24.61
7/8/21	122250 407501 112501	6048	Invoice: 2235 7/21 INTEREST BONNIE HERMAN	179.69	155.08 24.61
7/8/21	122250 407501 112501	5651	Invoice: 2256 7/21 INTEREST MAIN STREET CRAFTS & DRAFTS	89.84	77.34 12.50
7/8/21	125001 100001	7556	Invoice: 2340 JEFF COUNTY IDA	1,317.64	1,317.64
7/8/21	125001 100001	7554	Invoice: 2341 JEFF COUNTY IDA	55,222.08	55,222.08
7/15/21	122250 407501 112501	8504	Invoice: 2240 7/21 INTEREST LAURIE A. CORNELIA	179.69	155.08 24.61
7/15/21	122250 112501	54340167	Invoice: 2253 KATHLEEN ELMER	150.00	150.00
7/15/21	122250 407501 412502 112501	0133	Invoice: 2238 5/21 & 6/21 INTEREST LATTICE CO-20-NS CHERRY TREE MINI	216.97	154.69 50.00 12.28

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Jul 1, 2021 to Jul 31, 2021

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
			INN		
7/15/21	122250 407501 112501	2154	Invoice: 2261 7/21 INTEREST RHODES GREENHOUSES, INC	179.69	154.69 25.00
7/22/21	122250 407501 112501	2895	Invoice: 2245 7/21 & 8/21 INTEREST MICHAEL NORTHROP	359.38	310.54 48.84
7/22/21	122250 407501 112501	8510	Invoice: 2240 INTEREST 8/21 LAURIE A. CORNELIA	179.00	155.46 23.54
7/22/21	122025 407501 112501	160176	Invoice: RLF LOAN 7/21 INTEREST WICLDC	1,784.29	1,644.56 139.73
7/22/21	122025 407501 112501	3501	Invoice: 1907 7/21 INTEREST WICLDC	1,109.20	832.35 276.85
7/22/21	122025 407501 112501	3486	Invoice: 11-30-11 LDCRLF 7/21 INTEREST CURRENT APPLICATIONS	1,237.00	729.76 507.24
7/22/21	122025 407501 112501	5675	Invoice: 2242 6/21 & 7/21 INTEREST CLAYTON ISLAND TOURS	1,509.70	1,178.81 330.89
7/22/21	125001 100001	7567	Invoice: 2342 JEFF COUNTY IDA	1,317.64	1,317.64
7/29/21	122250 407501 112501	1338	Invoice: 2234 8/21 INTEREST ROBERT L. GOULD	179.69	155.46 24.23
7/29/21	122250 407501 112501	007571	Invoice: 2243 8/21 INTEREST CAROL THOMAS	179.69	155.46 24.23
7/29/21	122250 407501 112501	5892	Invoice: 2252 INTEREST STEVEN BROTHERTON	200.00	178.15 21.85
7/29/21	260201 100101	60349	AG COMMITMENT FROM JEFFERSON COUNTY-6 MONTHS JEFFERSON COUNTY TREASURER	69,360.00	69,360.00
				<u>136,851.68</u>	<u>136,851.68</u>

Jefferson County Local Development Corp
Check Register
For the Period From Jul 1, 2021 to Jul 31, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5658	7/1/21	ATLAS INTEGRATE	100001	285.00
5659	7/1/21	EXCELLUS BC/BS	100001	10,736.64
5660	7/1/21	THE HARTFORD	100001	261.11
5661	7/1/21	NNY ONLINE	100001	214.45
5662	7/1/21	WELLS FARGO FIN	100001	1,807.79
5663	7/1/21	WATERTOWN LOC	100001	4,661.87
5664	7/1/21	EXCELLUS BC/BS	100001	547.69
5665	7/1/21	EXCELLUS BC/BS	100001	390.24
5666	7/7/21	STEVENS MEDIA G	100001	400.00
5667	7/8/21	BLUE MOUNTAIN S	100001	21.00
5668	7/8/21	KEY BANK	100001	265.59
5669	7/8/21	LIBERTY MUTUAL I	100001	6,834.46
5670	7/8/21	NATIONAL GRID	100001	449.00
5671	7/8/21	RBC WEALTH MAN	100001	2,560.68
5672	7/8/21	STEVENS MEDIA G	100001	1,274.00
5673	7/8/21	SYNTELA CONFERE	100001	125.24
5674	7/8/21	UNITED WAY OF NN	100001	95.00
5675	7/8/21	VERIZON WIRELES	100001	113.42
5676	7/8/21	WICLDC	100001	1,479.37
5677	7/8/21	WWNY	100001	1,500.00
5678	7/15/21	CINTAS	100001	51.54
5679	7/15/21	COUGHLIN PRINTIN	100001	218.00
5680	7/15/21	NBC WATERTOWN	100001	1,610.00
5681	7/15/21	SPECTRUM REACH	100001	1,195.90
5682	7/15/21	WPBS	100001	557.00
5683	7/22/21	LIFETIME BENEFIT	100001	88.13
5684	7/22/21	NORTHERN COMME	100001	800.00
5685	7/22/21	RBC WEALTH MAN	100001	2,560.68
5686	7/22/21	STAT	100001	384.00
5687	7/22/21	STATEBOOK INTER	100001	150.00
5688	7/22/21	UNITED WAY OF NN	100001	95.00
5689	7/22/21	WESTELCOM	100001	444.51

Jefferson County Local Development Corp
Check Register
For the Period From Jul 1, 2021 to Jul 31, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5690	7/29/21	BLACK RIVER PAPE	100001	145.90
5691	7/29/21	CINTAS	100001	51.54
5692	7/29/21	JOHNSON NEWSPA	100001	291.20
5693	7/29/21	NORTHERN COMPU	100001	<u>3,255.00</u>
Total				<u><u>45,920.95</u></u>

**Jefferson County Local Development Corporation
Loan Review Committee Meeting Minutes
July 28, 2021**

Present: Robert Aliasso, Chair; John Jennings, Christine Powers

Absent: Kent Burto, David Converse

Also Present: Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Rob Aiken, Reginald Schweitzer, and Brendan Staub from 7News

Zoom: David Zembiec, Justin Miller, Esq.

- I. **Call to Order:** Chair Aliasso convened the meeting at 8:01 a.m.
- II. **Pledge of Allegiance**
- III. **Crescent Yacht Club** – A request for a \$40,000 loan to be used to complete repairs to their launch area and docks that were damaged due to flooding and surges. Staff reviewed the request and recommended approval with interest only for twelve months, then 3% for 5 years. The waived fees and reduced interest rate will help meet the match requirement of their REDI grant. Collateral will be a second lien position behind Watertown Savings Bank on assets of the business.

Mr. Schweitzer indicated that the Crescent Yacht Club is one of the oldest clubs on the eastern base of the Lake Ontario. He said it is a tourist destination and has a junior sailing program. He said that it was affected by the high-water levels in 2017 and 2019. He noted that they have a construction loan with Watertown Savings Bank.

Mr. Jennings asked if the club has been affected by the COVID-19 pandemic. Mr. Schweitzer said yes. He said that they had to cancel large sailing events and that they haven't had the Canadian traffic. He did say that they are starting to get back to a normal structure.

After review and discussion, a motion was made by Mr. Jennings to move the request and the to the full board, seconded by Ms. Powers. All in favor.

- IV. **Other Business:** None.
- V. **Adjournment:** With no further business before the Committee, Mr. Jennings made a motion to adjourn the meeting, seconded by Ms. Powers. The meeting adjourned at 8:10 a.m.

Respectfully submitted,
Peggy Sampson

**Jefferson County Local Development Corporation
Loan Review Committee**

Date: 7/28/2021
Borrower: Crescent Yacht Club
Amount: \$40,000.00
Project: Request from the REDI
Loan fund/JCLDC RLF

Personnel: 2

Sources and Uses:

REDI Grant	\$110,482	Total project costs	\$220,963
WSB Construction Loan	\$70,481		
JCLDC-RLF	\$40,000		
Total Project	<u>\$220,963</u>		<u>\$220,963</u>

Terms:

5 year loan, 3% interest, interest only for 12 months

Financials:

Financials look sufficient to support the loan

Collateral:

UCC filing, second position lien on assets of the organization

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 08.05.2021.01

**RESOLUTION FOR AUTHORIZING A REVOLVING LOAN TO
CRESCENT YACHT CLUB**

DRAFT

WHEREAS, Crescent Yacht Club has requested a loan in the amount of Forty Thousand Dollars (\$40,000.00) to be used to complete repairs to their launch area and docks there were damaged due to flooding and surges, and

WHEREAS, Staff has reviewed this request and recommends approval of a Revolving Loan in the amount of \$40,000.00, interest only for 12 months, then 3% for 5 years. The reduced interest rate will help meet the match requirement of their REDI grant. Collateral will be a second position lien behind Watertown Savings Bank on assets of the business, and

WHEREAS, on July 28, 2021, 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 Forty Thousand Dollar (\$40,000.00) loan to Crescent Yacht Club 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. Converse, Chairman

**Jefferson County Local Development Corporation
Alternative Energy Committee Meeting Minutes
July 21, 2021**

The JCLDC held an alternative energy committee meeting on Wednesday, July 21, 2021 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: William Johnson, Chair; Paul Warneck, John Jennings

Excused: None, **Absent:** None

Also Present: David Converse, Lexi Bruening from Channel 7

Zoom: Rob Aliasso, Justin Miller, Esq.

Staff Present: David Zembiec, Marshall Weir, Peggy Sampson, Jay Matteson

- I. **Call to Order:** Mr. Johnson called the meeting to order at 8:30 a.m.
- II. **Review project tracking sheet** – The committee reviewed the current spreadsheet of solar projects in the County. It was noted that some of the projects that have been completed are not IDA projects that we have simply been tracking. A few minor changes were made – remove Geronimo since that project was acquired by AES, and remove EDF Renewables since it was listed twice. Mr. Johnson said that Mr. Zembiec should reach out to Jerry Haenlin to inquire about NRStor and to ask for updates on other projects as well.

Mr. Zembiec noted that the Borrego projects listed are new and that he spoke with them recently.

- III. **Review project cost page for PILOT application** – The committee reviewed the proposed 'Solar Project Costs' page that will be added to the IDA application. They agreed to add a line for battery storage costs.

Mr. Jennings asked if we need to add a line for an appraisal cost. Mr. Warneck said that he would prefer that the appraiser works for us, then we can add the cost to the project. It was noted that the line does not need to be added to the solar project costs page. Attorney Miller said that all project costs should be broken out by category because it will be easier to identify if they are applicable for sales tax exemption.

Mr. Warneck asked how we will know who the actual applicant will be since some of the projects are sold before closing and/or post-closing. Attorney Miller said that the applicant will have to seek IDA's written permission for an assignment provision. He also said that we can require an ownership chart that needs to be updated throughout the process up until closing. Committee members agreed that the requirement should be added to the IDA application. Attorney Miller noted that this way it sets the tone early and helps us keep track since we will need the information for our annual reporting.

Mr. Warneck asked if we can ask for the actual generation output. Attorney Miller said that we can have an annual certification form for it.

- IV. **Discuss approach to utility scale projects** – Mr. Warneck asked if applicants are notified of the County's policy. Mr. Zembiec said yes. Mr. Johnson suggested that Mr. Zembiec talk with county officials about upcoming projects. Mr. Warneck said that they can also discuss the current policy. Mr. Zembiec said that he will reach out to Bob Hagemann.

Mr. Aliasso left the meeting at 9:25 a.m.

**Jefferson County Local Development Corporation
Alternative Energy Committee Meeting Minutes
July 21, 2021**

- V. Discuss host community agreements** – Mr. Zembiec said that he will have Attorney Miller review a draft response letter addressed to Jim Burrows.

Mr. Warneck said that all affected taxing jurisdictions (ATJ's) should be involved in negotiations. Attorney Miller said there are two ways to look at it. 1) The Town imposes a Host Community Agreement (HCA) up front which will not affect the PILOT and/or put pressure on it or 2) The Town will require a payment with an escalator (PILOT revenue expectation). Mr. Johnson asked if having an HCA makes it a deviation. Attorney Miller said no. Mr. Warneck said that he is ok with an HCA if all the ATJ's agree to it; but not when they aren't all aware.

Attorney Miller noted that some IDA's charge an annual maintenance (administrative) fee of \$1,000 that they invoice and send out with the annual project verification requests. It was suggested that we could look into doing this as well and send a letter to all municipalities that we would like to explore the upfront HCA payment and try to implement it.

- VI. Other/Unfinished business** –

Ag Land – Mr. Johnson asked who should take on this issue. Mr. Warneck asked if we want to work with the County Planning Board. Mr. Zembiec said that we use the local planning board. Mr. Warneck pointed out that leases are in place before we know about any new projects. Attorney Miller said that we can incentivize or disincentivize.

Mr. Matteson said that the Ag Farmland Protection Board has already expressed their concern. He noted that farms are signing their land up with Ag & Markets, but said that it does not put it in any preservation. He said that they can also apply for an assessment (based on soil types). He said that a lot of the projects are in certified ag districts. He noted that approximately 7,000 acres of ag land is of concern in our county.

Mr. Matteson said that he will run a test on the property near the airport as requested using the model. He asked what else the committee will need from him. Mr. Warneck said that he should continue to talk with Ag & Markets.

Mr. Zembiec said that the disincentive model is to influence the developer, not the property owner. Mr. Matteson said that there is no bearing (when in ag district) unless there is something else discouraging them (i.e., disincentive model). He said it is the only thing we can do, but he is not sure it will work. Mr. Warneck said that we should ask county officials if they want us to disincentivize. Mr. Matteson said that he will continue to work with Doug Shelmidine, who chairs the Farmland Protection board.

Map – Mr. Johnson said that he previously asked to see a map that shows the project sites. Mr. Weir said that he will coordinate the request with the county.

- VII. Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Jennings, seconded by Mr. Converse. The meeting adjourned at 10:31 a.m.

Jefferson County Local Development Corp.

10/01/21- 9/30/22 Budget -

Approved : Finance Comm -

Board Approval

DRAFT

	FYE 9-30-21 Budget Unrestric	Proposed FYE 9-30-22 Budget Unrestric
Revenue		
Admin Fee	600,377	549,215
RLF Interest	45,000	30,000
Grant Marketing Program	275,400	275,400
County AG Grant	138,720	138,720
N Grid Euromarket Grant	-	-
Interest Income	4,200	1,000
Misc Income	500	-
HAB Grant NYS	14,102	6,000
AG Conference	5,000	-
Total	1,083,299	\$ 1,000,335

Expenses		
Salaries	538,205	467,858
Total Salaries	538,205	467,858
Benefits		
FICA & Medicare	39,827	34,621
DBL	4,825	5,725
Health/Group Ins	121,876	117,843
Dental	6,200	5,866
Workers Comp	3,000	3,500
401k	43,341	35,350
401k Consulting		2,200
Unemployment Ins	750	750
Total Benefits	219,819	205,855

Office Expense	10,000	19,000
Payroll Processing	1,800	3,500
Office Rent	17,600	17,753
Loan Rent	55,943	55,943
Office Cleaning	9,000	11,000
Telephone	6,000	7,000
Equipment Rental	3,400	3,500
Equipment Maintenance	5,500	5,000
System Maintenance	3,600	2,500
Electric Service	3,600	4,000
Gas Service	3,200	3,000
Travel	7,500	7,500
Training & Seminars	3,000	3,000
Dues & Publications	7,500	7,000
Board Functions	0	-
D&O Insurance	0	0
Commercial Ins.	800	3,500
Legal - Unres	1,000	1,000
Legal Restructure	0	0
Auditing	6,000	7,000
CEDS Update	0	7,500
Covid Grants (Loans)	0	10,000
Fees	300	300
Business Support(PTAC)	0	0
HAB Grant Expense NYS	14,102	6,000
Depreciation Distillery	14,143	-
Depreciation F&F	8,518	15,000
Miscellaneous	0	500
Ag Program Expenses	187,016	206,930
Marketing/Mfg Program	382,846	312,702
Reallocated Expenses	(426,393)	(393,506)
Total	1,083,999	\$ 1,000,335

Revenue	1,083,299	1,000,335
Expenses	1,083,999	1,000,335
Net	(700)	\$ (0)

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	P	A	P	P	P	P	P		
Aliasso, Robert	P	P	P	P	P	P	P	P	P	P		
Burto, Kent	E	P	P	P	P	P	P	P	P	E		
Converse, David	P	P	P	P	P	P	P	P	P	P		
Gardner, Gregory	P	P	E	P	P	P	P	P	P	E		
Jennings, John	P	A	E	P	P	P	E	P	E	P		
Johnson, William	P	P	P	P	P	P	P	P	P	P		
L'Huillier, Lisa	P	P	P	P	P	P	P	P	P	E		
Powers, Christine	P	P	P	P	P	P	E	P	P	P		
Waldroff, W. Edward	P	P	P	P	P	P	P	E	P	P		
Warneck, Paul	P	P	P	P	P	P	P	P	P	P		
Totals:	9	10	9	11	10	11	9	10	10	8		
P - Present												
E - Excused												
A - Absent												