

Notice of Board Meeting

Date: August 26, 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, September 9, 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, September 9, 2021 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – August 5, 2021**
- V. Treasurer’s Report – August 31, 2021**
- VI. Committee Reports**
 - a. Finance Committee**
 - i. Consider 2021-2022 Proposed Budget**
 - 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**
- XI. Adjournment**

Jefferson County Local Development Corporation
Board Meeting Minutes
August 5, 2021

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, August 5, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY and virtually via zoom.

Present: W. Edward Walldroff, William Johnson, Paul Warneck, Robert E. Aliasso, Jr., Rob Aiken, Christine Powers, Lisa L'Huillier
Zoom: Kent Burto

Excused: David Converse, Chair, John Jennings, Gregory Gardner

Absent: None

Also Present: Kier Chapman (Channel 7 News), Craig Fox (Watertown Daily Times)

Zoom: Justin Miller, Esq.

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

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 8:01 a.m.
- II. **Pledge of Allegiance**
- III. **Privilege of the Floor:** Mr. Walldroff invited guests to speak. No one spoke.
- IV. **Minutes:** Minutes of the regular meeting held July 9, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Aiken, seconded by Ms. Powers. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending July 31, 2021. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Warneck. All in favor. Carried.
- VI. **Committee Reports:**
 - a. **Loan Review Committee** – Mr. Aliasso reviewed the minutes.
 - i. **Resolution No. 08.05.2021.01 for Crescent Yacht Club** – It was noted that the fees were waived and there is a reduced interest rate to help meet the requirement of their REDI grant. After review and discussion, a motion was made by Mr. Warneck to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.
 - b. **Alternative Energy Committee** – Mr. Johnson said the committee met on July 21st. He said the committee reviewed the updated solar project spreadsheet and discussed Host Community Agreements and utility scale projects.

Mr. Warneck said that he will reach out to Katie Malinowski and John Zukowski about an upcoming session since the state released tentative standards for doing appraisals. He said that assessors may need help filling out the spreadsheet. Attorney Miller indicated that his office is also looking into the proposed regulations for this new standard. Mr. Warneck noted that it will be in effect March 1, 2022, if adopted.

Mr. Zembiec said new questions were added to the IDA Application for solar projects and he indicated that a response letter has been prepared with Counsel's assistance and will be sent to Attorney Jim Burrows and the taxing jurisdictions that he is affiliated with.

- c. **Building and Grounds Committee** – Mr. Burto said that the furniture at 146 Arsenal Street has been disposed of. He said that Mr. Zembiec sent out an update on the remediation project.

VII. Council Reports:

- a. **Ag** – Mr. Matteson followed up on the Energy Committee report regarding ag districts. He said that he sent out an email regarding ag value assessments showing their impacts and penalties. He feels that the conversion penalties probably aren't enough to discourage use of the land for solar projects. Mr. Aliasso asked if it is being enforced. Mr. Matteson said he did not know.

Mr. Matteson said that he is working with two meat processing projects.

Mr. Matteson announced that staff and the local economic development team is working with CWT Farms on potentially locating a hatchery in the Ag Park. He did say the company is considering using one of their existing buildings in Ohio or a location in Pennsylvania. He said that we are putting a proposal together to assist them. Mr. Matteson noted that Jeff Pierce, who used to work for Morris Northstar Hatchery (before that facility was sold to Aviagen), reached out to us since they had a good relationship with us locating that hatchery in Jefferson County in addition to being in close proximity to Canada. Mr. Matteson said they are proposing to employ 20 people and will be at full capacity at 500,000 broiler chicks per week.

Mr. Matteson said the challenge is that we need to move quickly. Mr. Matteson said that they are looking for a 28,000 square foot building. He said that Mr. Lundy will use existing steel he has to construct the building and add on to meet the requested footprint. Mr. Aliasso asked why they didn't consider locating in the Industrial Park near Aviagen. Mr. Matteson said it was a matter of bio security. He said that they have asked not to have any other live poultry facilities within one mile of them.

- b. **Manufacturing** – Mr. Zembiec said that employers are struggling with recruitment for employees. He said that the Workplace has set up a booth at the Farmers Market to help with the recruitment.
- c. **Marketing** – Mr. Weir said that he sent out a map of solar projects in Jefferson County. He said that we are applying for a National Grid grant for the remediation project, and he continues to run marketing programs locally and nationally.

VIII. Unfinished Business: None.

IX. Counsel: None.

DRAFT

X. New Business:

1. **2021-2022 Budget** – Mr. Zembiec indicated that the budget will be reviewed at an upcoming finance committee meeting and considered at the September board meeting.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Ms. Powers. All in favor. The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 08.05.2021.01

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

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. Zenbiec, CEO

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Eleven Month Period Ending August 31, 2021
 Prepared by Joy Nuffer, September 1, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 662,665.00	607,442.88	\$ 55,222.08	55,222.08	55,222.12
JC Grant Marketing	275,400.00	252,450.00	22,950.00	22,950.00	22,950.00
JC Grant Ag Program	138,720.00	127,160.00	11,560.00	11,560.00	11,560.00
RLF Interest Income	30,000.00	25,343.84	2,529.04	1,863.93	4,656.16
Grant Income NYS	0.00	42,569.79	0.00	0.00	(42,569.79)
Interest Income	3,500.00	1,139.29	0.00	117.50	2,360.71
Late Fee	0.00	29.03	0.00	12.28	(29.03)
Grant Income NYS-HAB	15,000.00	6,059.00	0.00	6,059.00	8,941.00
Miscellaneous Income	20,000.00	33,378.39	2,635.28	2,635.28	(13,378.39)
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	1,101,722.22	94,896.40	100,420.07	52,212.78
Expenses					
Salaries	580,168.00	462,330.37	37,388.78	37,388.78	117,837.63
Benefits	242,474.00	188,400.83	14,681.07	21,560.27	54,073.17
Operations					
Marketing Program	366,798.00	291,397.97	25,711.00	25,757.90	75,400.03
AG Program	197,302.00	171,554.86	13,823.89	15,379.51	25,747.14
Office Expense	19,000.00	10,910.29	680.52	1,173.84	8,089.71
Payroll Processing	1,900.00	3,064.03	250.66	250.66	(1,164.03)
Office Rent	17,753.00	16,273.07	1,479.37	1,479.37	1,479.93
Project Loan Rent	55,943.00	51,280.57	4,661.87	4,661.87	4,662.43
Office Cleaning	9,000.00	9,678.38	868.08	903.08	(678.38)
Telephone	7,000.00	6,949.10	618.67	688.58	50.90
Equipment Rental	3,500.00	4,373.81	0.00	1,807.79	(873.81)
Equipment Maintenance	5,000.00	4,024.68	972.00	0.00	975.32
System Maintenance	2,500.00	2,358.95	214.45	214.45	141.05
Electric Service	3,000.00	4,046.86	572.61	171.01	(1,046.86)
Gas Service	3,000.00	1,419.48	24.52	24.52	1,580.52
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	0.00	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	11,337.15	1,256.70	1,256.70	(6,203.15)
Board Functions	0.00	28.06	0.00	0.00	(28.06)
Dues & Publications	7,500.00	6,675.00	0.00	0.00	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	335.00	0.00	20.00	(35.00)
Grant Expense NYS-HAB	15,000.00	5,740.00	1,960.00	0.00	9,260.00
Covid Grant	0.00	5,000.00	0.00	0.00	(5,000.00)
Reallocated Program Expenses	(444,574.00)	(406,810.40)	(36,352.89)	(36,474.71)	(37,763.60)
Miscellaneous - Unrestricted	501.00	0.00	0.00	0.00	501.00
Total Operations	1,153,935.00	868,168.24	68,811.30	76,263.62	285,766.76
Total Revenue	1,153,935.00	1,101,722.22	94,896.40	100,420.07	52,212.78
Total Expenses	1,153,935.00	868,168.24	68,811.30	76,263.62	285,766.76
Net Income Over Expenditures	\$ 0.00	233,553.98	\$ 26,085.10	24,156.45	(233,553.98)

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Eleven Month Period Ending August 31, 2021

Prepared by Joy Nuffer, September 1, 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	993.04	0.00	15.72	6.96
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	8,604.90	0.00	1,418.08	(8,604.90)
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	83,868.55	7,076.92	7,076.92	5,078.45
FICA Overhead	5,337.00	4,963.28	414.28	463.45	373.72
Medicare Overhead	1,245.00	1,100.91	96.89	48.52	144.09
Health/Dental Ins Overhead	29,727.00	26,334.93	2,382.86	2,503.88	3,392.07
Retirement Overhead	8,005.00	5,012.21	424.62	424.62	2,992.79
Indirect Labor Allocation	36,520.00	33,476.52	3,043.32	3,043.32	3,043.48
Non Labor Allocated Overhead	4,621.00	4,235.00	385.00	385.00	386.00
Total Operations	197,302.00	171,554.86	13,823.89	15,379.51	25,747.14

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Eleven Month Period Ending August 31, 2021

Prepared by Joy Nuffer, September 1, 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 Eleven Month Period Ending August 31, 2021

Prepared by Joy Nuffer, September 1, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 41,000.00	21,617.35	\$ 957.00	2,793.90	19,382.65
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	12,347.63	225.00	435.00	2,652.37
Events Sponsorship	10,250.00	8,550.00	2,000.00	0.00	1,700.00
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	247,819.00	22,529.00	22,529.00	22,529.00
Total Operations	366,798.00	291,397.97	25,711.00	25,757.90	75,400.03

Jefferson County Local Development Corp
Balance Sheet
August 31, 2021

ASSETS

Current Assets		
General Checking	\$	64,089.31
Savings Account		1,213,704.89
RLF Savings		1,507,093.62
Grants Receivable Records		20,073.26
RLF Loans Receivable		478,951.12
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		248,398.11
Clayton Loans Receivable		10,000.00
Miscellaneous Recievable		7,500.00
LHI Records Storage		87,029.51
Prepaid Expense		7,833.76
		<hr/>
Total Current Assets		3,657,173.58
Property and Equipment		
Accumulated Depreciation		(59,903.40)
		<hr/>
Total Property and Equipment		(59,903.40)
Other Assets		
Furniture & Fixtures		70,387.89
WIP Telephone System		3,255.00
		<hr/>
Total Other Assets		73,642.89
		<hr/>
Total Assets	\$	<u><u>3,670,913.07</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	945.08
JC Grant-Marketing		22,950.00
JC Grant Agriculture Program		46,240.00
Deferred Mkt. Grant European		12,500.00
		<hr/>
Total Current Liabilities		82,635.08
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		82,635.08
Capital		
General Fund Bal - Unrestrict.		3,354,724.01
Net Income		233,553.98
		<hr/>
Total Capital		3,588,277.99
		<hr/>
Total Liabilities & Capital	\$	<u><u>3,670,913.07</u></u>

Jefferson County Local Development Corp

Receivables

As of August 31, 2021

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	41,690.92	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	38,226.09	4/29/20	5/1/2026	5%-73 Months	Current	754.85
CLAYTON YACHT CLUB	40,000.00	40,000.00	8/4/21	8/1/2027	3%-73 Months	Current-Int. only	100.00
CURRENT APPS	187,500.00	120,543.43	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	85,405.98	9/29/15	7/1/2022	5%, 60 Months	Current	2,000.00
WICLDC	200,000.00	108,471.02	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	44,613.68	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		488,951.12					

**Jefferson County Local Development Corp
JCLDC-RLF Loans
As of Aug 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/	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	41,690.92
		41,690.92
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	38,226.09
		38,226.09
CLAYTON ISLAND CLAYTON ISLAND TOURS		
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	40,000.00
		40,000.00
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		
CURRENT CURRENT APPLICATIONS	11-30-1	120,543.43
		120,543.43
CURRENT CURRENT APPLICATIONS		
LCO LCO DESTINY, LLC	2013	85,405.98
		85,405.98
LCO LCO DESTINY, LLC		
WIC WICLDC	1907 RLF LO	108,471.02 44,613.68

Jefferson County Local Development Corp
JCLDC-RLF Loans
As of Aug 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/	Amount Due
WIC WICLDC		153,084.70
Report Total		478,951.12

**Jefferson County Local Development Corp
Clayton Loan Fund
As of Aug 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/	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 Aug 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/	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	9,534.77
		<hr/> 9,534.77
AUBREYS AUBREYS SHOPPING CENTER		
		<hr/>
BOATHOUSE BOATHOUSE MARINE, LLC	2265	9,900.00
		<hr/> 9,900.00
BOATHOUSE BOATHOUSE MARINE, LLC		
		<hr/>
BROTHERTON STEVEN BROTHERTON	2252	8,566.89
		<hr/> 8,566.89
BROTHERTON STEVEN BROTHERTON		
		<hr/>
CCTI COLLEENS CHERRY TREE INN	2238	9,845.31
		<hr/> 9,845.31
CCTI COLLEENS CHERRY TREE INN		
		<hr/>
CORNELIA LAURIE A. CORNELIA	2240	9,534.77
		<hr/> 9,534.77
CORNELIA LAURIE A. CORNELIA		
		<hr/>
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	4,845.13
		<hr/>

**Jefferson County Local Development Corp
 COVID Loans
 As of Aug 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/	Amount Due
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS		4,845.13
DEMAR AMY S. DEMAR	2237	9,534.77
DEMAR AMY S. DEMAR		9,534.77
ELMER KATHLEEN ELMER	2253	9,694.92
ELMER KATHLEEN ELMER		9,694.92
FIELD FIELD OF DREAMS, LLC	2267	10,000.00
FIELD FIELD OF DREAMS, LLC		10,000.00
GOULD ROBERT L. GOULD	2234	9,378.92
GOULD ROBERT L. GOULD		9,378.92
GRAPES BUSTED GRAPES,LLC	2250	9,473.66
GRAPES BUSTED GRAPES,LLC		9,473.66

**Jefferson County Local Development Corp
 COVID Loans
 As of Aug 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/	Amount Due
HERMAN BONNIE HERMAN	2235	9,534.77
HERMAN BONNIE HERMAN		9,534.77
MILLER GAIL W. MILLER	2236	9,378.92
MILLER GAIL W. MILLER		9,378.92
MORGIA MORGIA MASONRY	2264	9,690.23
MORGIA MORGIA MASONRY		9,690.23
NORTH BRANCH NORTH BRANCH FARMS	2262	9,690.23
NORTH BRANCH NORTH BRANCH FARMS		9,690.23
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	9,352.45
NORTHERN NORTHERN COMMERCIAL CLEANING		9,352.45
NORTHROP MICHAEL NORTHROP	2245	9,378.92

**Jefferson County Local Development Corp
 COVID Loans
 As of Aug 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/	Amount Due
NORTHROP MICHAEL NORTHROP		9,378.92
PAINFULL PAINFULL ACRES	2255	4,372.13
PAINFULL PAINFULL ACRES		4,372.13
RBM RBM MANUFACRURING	2233	9,534.77
RBM RBM MANUFACRURING		9,534.77
RHODES RHODES GREENHOUSES, INC	2261	9,690.23
RHODES RHODES GREENHOUSES, INC		9,690.23
SAMPSON-MELISSA MELISSA SAMPSON	2254	9,690.23
SAMPSON-MELISSA MELISSA SAMPSON		9,690.23
SKINNER SCOTT P. SKINNER	2248	9,534.77
SKINNER SCOTT P. SKINNER		9,534.77

**Jefferson County Local Development Corp
 COVID Loans
 As of Aug 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/	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	9,222.68
WILLS GREG WILLS		9,222.68
WINKLER STEPHEN WINKLER	2268	9,948.33
WINKLER STEPHEN WINKLER		9,948.33
ZERO ZERO DOCK STREET, LLC	2280	9,845.31
ZERO ZERO DOCK STREET, LLC		9,845.31
Report Total	-20-	248,398.11

Jefferson County Local Development Corp
COVID Loans
As of Aug 31, 2021

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

Customer ID	Invoice/	Amount Due
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Customer		
Bill To Contact		
Telephone 1		

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Aug 1, 2021 to Aug 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
8/5/21	122250 407501 112501	1585	Invoice: 2280 8/21 INTEREST ZERO DOCK STREET, LLC	179.69	154.69 25.00
8/5/21	122250 407501 112501	6101	Invoice: 2235 8/21 INTEREST BONNIE HERMAN	179.69	155.46 24.23
8/5/21	122250 407501 112501	47245	Invoice: 2248 8/21 INTEREST SCOTT P. SKINNER	179.69	155.46 24.23
8/5/21	122250 407501 112501	1842	Invoice: 2237 8/21 INTEREST AMY S. DEMAR	179.69	155.46 24.23
8/5/21	122250 407501 112501	2842	Invoice: 2241 8/21 INTEREST AUBREYS SHOPPING CENTER	179.69	155.46 24.23
8/5/21	122250 407501 112501	3095	Invoice: 2246 8/21, 9/21, 10/21 INTEREST GREG WILLS	539.07	467.55 71.52
8/5/21	122250 407501 112501	1267	Invoice: 2254 8/21 INTEREST MELISSA SAMPSON	179.69	155.08 24.61
8/5/21	125001 125001 100001	7575	Invoice: 2345 Invoice: 2343 JEFF COUNTY IDA	56,539.72	55,222.08 1,317.64
8/12/21	122025 407501 112501	5691	Invoice: 2242 8/21 INTEREST CLAYTON ISLAND TOURS	756.85	595.10 161.75
8/12/21	122250 407501 112501	3463	Invoice: 2264 7/21 & 8/21 INTEREST MORGIA MASONRY	359.38	309.77 49.61
8/12/21	122250 407501 112501	7000238	Invoice: 2245 9/21 INTEREST MICHAEL NORTHPROP	179.69	155.85 23.84
8/12/21	122250 407501 112501	5087	Invoice: 2262 8/21 INTEREST NORTH BRANCH FARMS	179.69	155.08 24.61
8/12/21	122250 407501 112501	54505247	Invoice: 2253 8/21 INTEREST KATHLEEN ELMER	179.69	155.08 24.61
8/12/21	122250 407501 112501	1100	Invoice: 2263 8/21 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	156.24 23.76
8/12/21	122025 407501 112501	5086	Invoice: 2086 8/21 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	620.95 105.78
8/12/21	202401	1409	DUI-22-DC		89.84

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Aug 1, 2021 to Aug 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
	202501 100001		DUE SHLDC MAIN STREET CRAFTS & DRAFTS	179.69	89.85
8/19/21	122250 407501 112501	2173	Invoice: 2261 8/21 INTEREST RHODES GREENHOUSES, INC	179.69	155.08 24.61
8/19/21	122250 407501 112501	5722	Invoice: 2256 8/21 INTEREST MAIN STREET CRAFTS & DRAFTS	89.84	77.53 12.31
8/19/21	122025 407501 112501	3537	Invoice: 1907 8/21 INTEREST WICLDC	1,109.20	834.43 274.77
8/19/21	122025 407501 112501	3540	Invoice: 11-30-11 LDCRLF 8/21 INTEREST CURRENT APPLICATIONS	1,238.26	732.80 505.46
8/19/21	122025 407501 112501	160450	Invoice: RLF LOAN 8/21 INTEREST WICLDC	1,784.29	1,649.36 134.93
8/19/21	125001 100001	7585	Invoice: 2346 JEFF COUNTY IDA	1,317.64	1,317.64
8/19/21	202401 202501 100001	19348	DUE JCLDC DUE SHLDC PAINFULL ACRES	179.00	89.50 89.50
8/25/21	122250 407501 112501	6136	Invoice: 2233 7/21 & 8/21 INTEREST RBM MANUFACRURING	359.38	310.54 48.84
8/25/21	122250 407501 112501	1345	Invoice: 2234 9/21 INTEREST ROBERT L. GOULD	179.69	155.85 23.84
8/25/21	122250 407501 112501	1756	Invoice: 2236 8/21 & 9/21 INTEREST GAIL W. MILLER	359.38	311.31 48.07
8/25/21	122025 407501 112501	47494	Invoice: 2013 7/21 & 8/21 INTEREST LCO DESTINY, LLC	4,000.00	3,267.85 732.15
8/25/21	407501 112501	4859	9/21 INTEREST CLAYTON YACHT CLUB, INC.	92.05	92.05
				<u>71,787.07</u>	<u>71,787.07</u>

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5694	8/4/21	CLAYTON YACHT C	100001	40,000.00
5695	8/5/21	EXCELLUS BC/BS	100001	10,736.64
5696	8/5/21	THE HARTFORD	100001	261.11
5697	8/5/21	LIFETIME BENEFIT	100001	88.13
5698	8/5/21	NNY ONLINE	100001	214.45
5699	8/5/21	NORTHERN COMPU	100001	180.00
5700	8/5/21	RBC WEALTH MAN	100001	2,560.68
5701	8/5/21	SYNTELA CONFERE	100001	32.96
5702	8/5/21	UNITED WAY OF NN	100001	95.00
5703	8/5/21	WICLDC	100001	1,479.37
5704	8/5/21	WATERTOWN LOC	100001	4,661.87
5705	8/5/21	EXCELLUS BC/BS	100001	390.24
5706	8/5/21	EXCELLUS BC/BS	100001	547.69
5707	8/5/21	BLUE MOUNTAIN S	100001	14.50
5720	8/11/21	FP MAILING SOLUTI	100001	156.00
5708	8/12/21	ADVANCED BUSINE	100001	792.00
5709	8/12/21	CINTAS	100001	51.54
5710	8/12/21	CITEC, INC	100001	5,740.00
5711	8/12/21	KEY BANK	100001	248.04
5712	8/12/21	NATIONAL GRID	100001	195.53
5713	8/12/21	RIVERSIDE MEDIA L	100001	75.00
5714	8/12/21	SPECTRUM REACH	100001	1,195.90
5715	8/12/21	STEVENS MEDIA G	100001	126.00
5716	8/12/21	VERIZON WIRELES	100001	118.83
5717	8/12/21	WB MASON CO INC.	100001	128.41
5718	8/12/21	WPBS	100001	557.00
5719	8/12/21	WWNY	100001	500.00
5721	8/19/21	FP MAILING SOLUTI	100001	221.50
5722	8/19/21	JCLDC	100001	89.84
5723	8/19/21	JOHNSON NEWSPA	100001	1,150.00
5724	8/19/21	NORTHERN COMME	100001	765.00
5725	8/19/21	RBC WEALTH MAN	100001	2,560.68

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5726	8/19/21	SAM'S CLUB	100001	133.55
5727	8/19/21	SACKETS HARBOR	100001	89.85
5728	8/19/21	STATEBOOK INTER	100001	150.00
5729	8/19/21	UNITED WAY OF NN	100001	95.00
5730	8/19/21	WB MASON CO INC.	100001	19.48
5731	8/24/21	EWTI	100001	50.00
5732	8/24/21	INFORMNNY.COM	100001	65.00
5733	8/24/21	JEFFERSON COUN	100001	2,000.00
5734	8/24/21	JCLDC	100001	89.50
5735	8/24/21	LIFETIME BENEFIT	100001	88.13
5736	8/24/21	SACKETS HARBOR	100001	89.50
5737	8/24/21	STEVENS MEDIA G	100001	400.00
5738	8/24/21	WESTELCOM	100001	466.88
5739	8/24/21	WWTI	100001	300.00
Total				<u>79,970.80</u>

**Jefferson County Local Development Corporation
Finance Committee Meeting Minutes
August 24, 2021**

The Jefferson County Local Development Corporation held a finance committee meeting on Tuesday, August 24, 2021, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: John Jennings, Chair, Rob Aliasso, Paul Warneck

Also Present: David Zembiec, Lyle Eaton, Joy Nuffer, W. Edward Walldroff, David Converse, and Christine Powers

Absent: Rob Aiken

I. Call to Order: Chairman Jennings called the meeting to order at 7:30 a.m.

II. Preliminary Budget for 2021-2022: Mr. Eaton reviewed the preliminary budget. He stated that the change from the budget in the original meeting packet was removing the HAB grant income and expense, as CITEC will apply for and administer the grant in the future. Mr. Aliasso questioned some of the numbers, and it was stated that there is a potential to hire a new employee, but that is not calculated in the budget. There was discussion on the differences on the Ag budget, which Mr. Eaton stated were minor, and Mr. Aliasso concurred.

After review and discussion, a motion was made by Mr. Aliasso to move the proposed budget to the full board for consideration, seconded by Ms. Powers.

III. Adjournment: With no further business before the committee, Mr. Jennings adjourned the meeting at 7:47 a.m.

Jefferson County Local Development Corp.

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

Approved : Finance Comm - 8/24/2021

Board Approval

Proposed

	FYE 9-30-21 Budget Unrestric	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	
Interest Income	4,200	1,000	
Misc Income	500	-	
HAB Grant NYS	14,102	-	Changed
AG Conference	5,000	-	

Total	<u>1,083,299</u>	<u>\$ 994,335</u>	
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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	
D&O Insurance	0	0	
Commercial Ins.	800	3,500	
Legal - Unres	1,000	1,000	
Auditing	6,000	7,000	
CEDS Update	0	7,500	
Covid Grants (Loans)	0	10,000	
Fees	300	300	
Business Support(PTAC)	0	0	Mkt Budget
HAB Grant Expense NYS	14,102	-	
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	314,202	
Reallocated Expenses	(426,393)	(393,506)	
Total	<u>1,083,999</u>	<u>\$ 995,835</u>	

Revenue	1,083,299	994,335	
Expenses	1,083,999	995,835	
Net	<u>(700)</u>	<u>\$ (1,500)</u>	

Jefferson County LDC Ag Program				
10/01/2021- 9/30/22 Budget				
Prepared by Lyle Eaton				
Revenue				
Acct #	Description	FYE 9/30/21 Budget	5/31/2021 Actual	FYE 9/30/22 Budget
405002	JC Grant	138,720		138,720
425003	AG Conference	5,000		
425004	Fund Raising			
425004	Radio Adv.			
425004	Web Site Adv.			
	Total Revenue	143,720		138,720
Expenses				
Acct #	Description	FYE 9/30/21 Budget	5/31/2021 Actual	FYE 9/30/22 Budget
502000	Annual Meeting	5,000	0	5,000
502001	Office Expenses	1,000	527	1,000
502005	Advertising	4,000	1,815	4,000
502006	Printed Material	1,000	0	1,000
502010	Legal	0	0	0
502015	Insurance	0	0	0
502020	Membership/Dues	400	99	400
502025	Business Attraction	3,500	0	3,500
502030	Subscriptions	200	0	200
502035	Travel/Mileage/Meals/Lodging	4,000	52	4,000
502040	Dairy Parade	0	1,683	0
502045	Web Site Development & Promotion	2,000	200	2,000
502100	Program expenses(Dairy, JLI)	1,000	0	1,000
502101	Development		800	0
502102	Local Food Guide	800	0	800
502309	Indirect Labor Allocation	36,520		39,125
502310	Non Salary Allocated Overhead	4,621		5,128
	Total Office	64,041		67,153
	Assigned Staff Salary & Benefits (Matteson 111401)			
Acct. #	AG Program Salary & Benefits	FYE 9/30/21 Budget	Actual YTD 4/30/19	FYE 9/30/22 Budget
502300	Salary			94,760
502301	FICA			5,686
502302	Medicare			1,327
502303	Health			29,476
502304	Workers Comp.			
502305	Retirement			8,528
502306	UI			
502310	Life Ins.			
	Total Salary & Benefits	0		139,778
	TOTAL REVENUE	143,720		138,720
	TOTAL EXPENSES	64,041		206,930
	Program Gain, (Loss)	79,679		(68,210)
AG Non-Labor Overhead				
Operating				FYE 9/30/22 Budget
710100	Office Rent			17,753
710101	Project Loan Rent			55,943
710110	Office Cleaning			11,000
710150	Equipment Rental			3,500
710155	Equipment Maintenance			5,000
710156	System Maintenance			2,500
710160	Electric Service			4,000
710170	Gas Service			3,000
711002	Depreciation F&F			15,000
711101	Board Functions			0
712010	Auto Insurance			3,500
713001	Accounting & Auditing			7,000
				128,196
	AG Program 4%			5,128
	Monthly Accrual			427
	Dr 502310	427		
	Cr. 731002		427	
	Monthly Recurring Entry			

Jefferson County LDC Marketing Program				
10/01/21- 9/30/22 Budget				
Prepared by Lyle Eaton				
Revenue				
		FYE 9-30-2021		FYE 9-30-2022
Acct #	Description	Budget	Actual	Budget
405000	JC Grant	275,400		275,400
415002	Grant N Grid -Euromarket			
415003	Statebook Grant		1,800	
420000	Interest Income			
425001	Fund Balance Transfer			
416501	Grant NYS-Workplace Training	15,000	4,202	
	Total Revenue	290,400		275,400
Expenses				
		Budget	5/31/2020	FYE 9-30-2022
Acct #	Description	FYE 9/30/21	Actual	Budget
Marketing Expenses				
500000	Advertising	41,600	12,971	46,600
500100	Printed Material	2,000	1,044	2,000
500200	Site Selector Visits.		0	
500300	Trail Coordinator		0	
500400	Seminars, Workshops, Publications	2,000	0	2,000
500050	Canadian Marketing Initiative	15,000	0	15,000
500060	Euromarket Consulting			
500500	Manufactures Comm.			
500700	Business Awards			
500800	Travel/Meals/Promotion	3,000	20	3,000
500900	Member Services	0		
501512	Survey Monkey	200	0	200
501100	Public Relations(NYSEDC, etc.)	3,000		3,000
501200	Web Site Development	15,000	11,183	10,000
501400	Events Sponsorship	10,250	6,550	10,250
501700	Allocated Overhead(Salary W/S)	270,348	180,232	209,652
566000	Freight & Postage	0		
501600	Drum Country Business	5,000	0	5,000
566101	Misc Program Expenses		0	
	Total Marketing	367,398	212,000	306,702
		9/30/2021	5/30/2020	FYE 9-30-2022
	Manufacturing Committee	Budget	Actual	Budget
710500	Workshops	2,500		
710501	Business Support	5,000	5,000	7,500
710513	Manufacturing Day	1,000		
710514	Workforce Dev & Promotion	2,500	0	
710515	Safety Training	15,000	0	
	Total Manufacturing Comm	26,000		7,500
	Total Income	290,400		275,400
	Total Expenses	393,398		314,202
	Program Balance	(102,998)		(38,802)
	Monthly Allocated Overhead(D35)		- 29 -	17,471
	Dr. 501700; Cr 731002			

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