

## Notice of Board Meeting

**Date:** November 18, 2021

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

**From:** Chairman Robert Aliasso

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

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The Jefferson County Local Development Corporation will hold their monthly Board Meeting on **Thursday, December 2, 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](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  
Marshall Weir  
Lyle Eaton  
Jay Matteson  
Justin Miller, Esq.  
Media

**ANNUAL BOARD MEETING AGENDA**  
**Thursday, December 2, 2021 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – November 4, 2021**
- V. Audit Report for 2020-2021 – Bowers & Company**
- VI. Annual Meeting Resolution No. 12.02.2021.01 – including acceptance of Audit and PARIS Reports, Ratification of Mission Statement, Property Disposition and Investment Policies, Election of Officers, Appointment of Staff**
- VII. Treasurer’s Report – November 30, 2021**
- VIII. Committee Reports**
- IX. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- X. Unfinished Business**
- XI. Counsel**
- XII. New Business**
  - 1. Resolution No. 12.02.2021.02 to change from a fiscal year to a calendar year**
  - 2. Proposed Budget 1/1/22 – 12/31/22**
- XIII. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
November 4, 2021**

**DRAFT**

The Jefferson County Local Development Corporation held their board meeting on Thursday, November 4, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** Robert E. Aliasso, Jr., W. Edward Walldroff, Paul Warneck, Rob Aiken, Christine Powers, Lisa L’Huillier, David Converse, John Jennings  
**Zoom:** Kent Burto, Gregory Gardner

**Excused:** William Johnson

**Absent:** None

**Also Present:** Craig Fox (Watertown Daily Times), John Pirsos (Channel 7 News) 8:32 a.m.  
**Zoom:** Justin Miller, Esq., John Renzi (8:53 a.m.), Donald Rutherford (8:57 a.m.)

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

**I. Call to Order:** Chairman Aliasso called the meeting to order at 8:02 a.m.

Chairman Aliasso presented David Converse (immediate past chairman) with a plaque and coat for his dedication and time over the years.

**II. Pledge of Allegiance**

**III. Privilege of the Floor:** Chairman Aliasso invited guests to speak. No one spoke.

**IV. Minutes:** Minutes of the regular meeting held October 7, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Jennings, seconded by Ms. Powers. All in favor. Carried.

**V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending October 31, 2021. He reported one delinquency. He said that LCO Destiny is one month behind. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Aiken. All in favor. Carried.

**VI. Committee Reports:**

**a. Audit Committee**

**i. Resolution No. 11.04.2021.01 to Engage Auditors for Annual Audit – Mr. Jennings** said that the audit committee met on October 19<sup>th</sup> to meet with Bowers and Co. to discuss their proposal for completing the annual audit. The fee will be \$6,100 for the audit and \$400 for the preparation of information returns. A motion was made by Ms. Powers to approve the resolution, seconded by Mr. Aiken. All in favor. Carried.

**DRAFT**

**b. Governance Committee**

- i. Resolution No. 11.04.2021.02 for Annual Internal Policy and Procedure Review** – Mr. Walldroff indicated that the Bylaws, Audit and Finance Committee Charter and Investment Policy with Internal Controls were revised and recommended for approval by the committee. A motion was made by Mr. Jennings to approve the resolution, seconded by Mr. Walldroff. All in favor. Carried.
- ii. Committee Structure** – Chairman Aliasso indicated that he made a few changes to the committee structure. A motion was made by Mr. Warneck to approve the proposed committee structure, seconded by Mr. Walldroff. All in favor. Carried.
- iii. Summary Results of Confidential Evaluation of Board Performance** – Mr. Walldroff noted that there was an uptick in improvement over the last year and indicated that it came from better communication from staff with board members. A motion was made by Mr. Converse to accept the summary results and send them to the Authorities Budget Office, seconded by Mr. Jennings. All in favor. Carried.

**c. Personnel Committee**

- i. Resolution No. 11.04.2021.03 to Establish Percentage for Discretionary Contribution for year ending 9/30/21** – Mr. Converse provided background history for newer board members. He said that the 401k plan was created when the employees left the NYS Retirement System. He said that the plan allowed for an annual discretionary contribution and indicated that the committee is recommending a 3% contribution which amounts to \$17,405 for fiscal year end of 9/30/21. A motion was made by Mr. Converse to approve the resolution, seconded by Ms. L’Huillier. All in favor. Carried.
- ii. Resolution No. 11.04.2021.04 to Appoint Trustee to Pension Plan** – Mr. Converse said the committee recommended appointing David Zembiec as a trustee to the pension plan. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Jennings. All in favor. Carried.
- iii. Resolution No. 11.04.2021.05 for CEO Salary Increase** – Mr. Converse said the committee recommended a 3% raise for Mr. Zembiec, effective 9/27/21. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Walldroff. All in favor. Carried.

**VII. Council Reports:**

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

- i. CWT Farms** – Mr. Matteson said that CWT has not made a decision on the location of their project because they are waiting on the state. He said that they will be revising their PILOT application since they plan to double the size of the project from 29,000 square feet to 50,000 square feet which will result in 36.4 million chicks per year rather than 15 million.



- ii. **Solar decommissioning** – Mr. Matteson said that he is getting information together to send out to municipalities. He said that he has been asked to write a decommissioning plan for the NY Farm Bureau to consider.
  - iii. **American Rescue Plan Fund (ARP)** – Mr. Matteson said that the Jefferson County Board of Legislators (JCBOL) will be making a decision next week on the ARP Fund. He said that our proposal for part of the fund is for local meat processing, dairy processing and local foods.
  - iv. **Dairy Farmers Luncheon** – Mr. Matteson said the upcoming luncheon will be held on November 17<sup>th</sup> and is geared toward dairy farmers.
- b. **Manufacturing** – Mr. Zembiec said the council will be reinvigorated and start meeting in January. He said that he has been working with Don Rutherford from the Watertown Trust about rail spur common areas for possible staging areas.
  - c. **Marketing** – Mr. Weir said that he spent the day yesterday with the CSX Regional Business Development Manager. He said they went to Fort Drum and other areas in Jefferson County. He indicated that the CSX representative was impressed by the available land we have and indicated that the City Center Industrial Park Rail looked great and has room for 3 rail cars that has a good spot for a staging area.

Mr. Weir noted that the border will be opening soon. He said that he has been working with Corey Fram from the Tourism Council to stay on top of the situation regarding testing requirements. He said that people on either side of the border will have 72 hours to go back to their respective countries without having to quarantine, after testing negative initially. He said that there is a short supply of rapid tests on the U.S. side. He noted that there is not a testing site on the U.S. side of the border and indicated that individuals will have to pay for the test.

Mr. Weir said that he will send out details about the CLEAR initiative workshop that will be held on Tuesday.

#### VIII. Unfinished Business:

1. **REDI Projects** – Chairman Aliasso said that there was a complaint about the program and the loophole and overall process. Mr. Zembiec said the JCLDC handles loans related to REDI projects while the IDA provides tax abatements to qualified projects. He said we have issued two loans and one tax abatement. He said that we have provided several denial checklists when it didn't make sense for tax abatements (legal fees or project already complete).

Chairman Aliasso asked if we could provide a loan/grant program similar to the COVID program. Mr. Walldroff agreed that it would be a good tool to have available. No action was taken.

2. **County Funding** – Mr. Zembiec said the County approved a 3% increase for the upcoming year.

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
November 4, 2021**

**IX. Counsel:** None.

**X. New Business:** None.

**DRAFT**

**XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aiken, seconded by Ms. Powers. All in favor. The meeting adjourned at 8:58 a.m.

Respectfully submitted,

*Peggy Sampson*

**J**EFFERSON COUNTY LOCAL  
DEVELOPMENT CORPORATION

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*FINANCIAL STATEMENTS*  
September 30, 2021

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**INDEPENDENT AUDITOR'S REPORT**

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**TO THE BOARD OF DIRECTORS  
JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**Report on the Financial Statements**

We have audited the accompanying financial statements of **JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION** (a nonprofit organization), which comprise the statement of financial position as of September 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

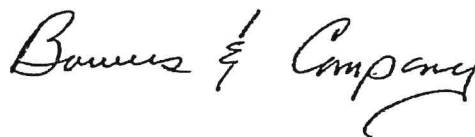
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Jefferson County Local Development Corporation as of September 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited the Jefferson County Local Development Corporation's September 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 25, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Reporting by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 23, 2021, on our consideration of Jefferson County Local Development Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Jefferson County Local Development Corporation's internal control over financial reporting and compliance.



Watertown, New York  
November 23, 2021

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**AUDITED FINANCIAL STATEMENTS**

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**STATEMENT OF FINANCIAL POSITION**

September 30, 2021 with Comparative Totals for 2020

	<b>ASSETS</b>	
	<b>2021</b>	<b>2020</b>
<b>CURRENT ASSETS</b>		
Cash	\$ 2,735,754	\$ 2,552,775
Loans Receivable	757,703	767,558
Other Receivables	7,500	12,329
Prepaid Expenses	7,834	7,834
Total Current Assets	<u>3,508,791</u>	<u>3,340,496</u>
<b>PROPERTY AND EQUIPMENT, NET</b>	<u>100,446</u>	<u>89,666</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 3,609,237</u></u>	<u><u>\$ 3,430,162</u></u>
	<b>LIABILITIES AND NET ASSETS</b>	
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 4,484	\$ 6,363
Accrued Expenses	24,659	33,793
Unearned Revenue	34,680	35,280
Total Liabilities	<u>63,823</u>	<u>75,436</u>
<b>NET ASSETS</b>		
Net Assets Without Donor Restrictions		
Undesignated/Total Net Assets	<u>3,545,414</u>	<u>3,354,726</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 3,609,237</u></u>	<u><u>\$ 3,430,162</u></u>

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See notes to audited financial statements.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**STATEMENT OF ACTIVITIES**

Year Ended September 30, 2021 with Comparative Totals for September 30, 2020

	2021	2020
<b>SUPPORT AND REVENUE</b>		
Jefferson County Support	\$ 414,120	\$ 414,120
Grant Revenue	28,556	69,834
Administrative Fees	662,665	600,377
Interest on Loans Receivable	27,359	27,321
Interest Income	1,465	2,955
Miscellaneous	42,009	46,138
	<hr/>	<hr/>
Total Support and Revenue	1,176,174	1,160,745
<b>EXPENSES</b>		
Agriculture	191,906	177,914
Marketing	358,553	358,679
Economic Development	23,273	30,525
General and Administrative	411,754	478,116
	<hr/>	<hr/>
Total Expenses	985,486	1,045,234
<b>CHANGE IN NET ASSETS</b>	190,688	115,511
<b>NET ASSETS, BEGINNING OF YEAR</b>	<hr/>	<hr/>
	3,354,726	3,239,215
<b>NET ASSETS, END OF YEAR</b>	<hr/>	<hr/>
	\$ 3,545,414	\$ 3,354,726

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See notes to audited financial statements.



**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**STATEMENT OF FUNCTIONAL EXPENSES**

Year Ended September 30, 2021 with Summarized Totals for September 30, 2020

	Program Services			Economic Development	Total Program Services	General and Administrative	Totals	
	Agriculture	Marketing					2021	2020 (Summarized)
Salaries and Employee Benefits	\$ 172,266	\$ 270,348	\$ -	\$ -	\$ 442,614	\$ 296,351	\$ 738,965	\$ 788,364
Advertising and Promotion	12,679	47,587	-	-	60,266	-	60,266	61,030
Covid-19 Emergency Loan Forgiveness	-	-	7,500	-	7,500	-	7,500	2,500
Dues and Subscriptions	99	-	-	-	99	7,175	7,274	8,616
Equipment Rental and Maintenance	-	-	-	-	-	9,085	9,085	6,549
Manufacturing and Business Support	-	-	5,000	-	5,000	-	5,000	5,060
Miscellaneous	800	-	-	-	800	16	816	2,740
Office Expenses	2,324	10,949	-	-	13,273	19,966	33,239	35,928
Professional Fees	-	-	-	-	-	10,646	10,646	9,085
Rent	2,948	24,976	-	-	27,924	45,770	73,694	73,460
Travel, Training and Conferences	250	102	6,059	-	6,411	2,711	9,122	17,643
Utilities	540	4,591	-	-	5,131	8,372	13,503	12,444
<b>Total Expenses Before Depreciation</b>	191,906	358,553	18,559		569,018	400,092	969,110	1,023,419
Depreciation	-	-	4,714		4,714	11,662	16,376	21,815
<b>TOTAL EXPENSES</b>	<b>\$ 191,906</b>	<b>\$ 358,553</b>	<b>\$ 23,273</b>		<b>\$ 573,732</b>	<b>\$ 411,754</b>	<b>\$ 985,486</b>	<b>\$ 1,045,234</b>

See notes to audited financial statements.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**STATEMENT OF CASH FLOWS**

Year Ended September 30, 2021 with Comparative Totals for 2020

	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 190,688	\$ 115,511
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation Expense	16,376	21,815
Covid-19 Emergency Loan Forgiveness Expense	7,500	2,500
(Increase) Decrease in:		
Other Receivables	4,829	(2,919)
Prepaid Expenses	-	(5,139)
Increase (Decrease) in:		
Accounts Payable	(1,879)	(6,019)
Accrued Expenses	(9,134)	(6,882)
Unearned Revenue	(600)	(41,014)
Net Cash Provided by Operating Activities	<u>207,780</u>	<u>77,853</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Property and Equipment	(27,156)	(57,810)
Loan Originations	(90,000)	(330,000)
Principal Collections on Loans Receivable	92,355	229,457
Net Cash Used in Investing Activities	<u>(24,801)</u>	<u>(158,353)</u>
Net Increase (Decrease) in Cash	182,979	(80,500)
Cash, Beginning of Year	<u>2,552,775</u>	<u>2,633,275</u>
Cash, End of Year	<u>\$ 2,735,754</u>	<u>\$ 2,552,775</u>

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See notes to financial statements.

## JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

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### NOTES TO FINANCIAL STATEMENTS

September 30, 2021 with Comparative Totals for 2020

#### NOTE 1 – NATURE OF OPERATIONS

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Jefferson County Local Development Corporation (the LDC) is a non-profit organization, incorporated in New York State. The LDC was formed October 1, 2009. The purpose of the LDC is to develop and cultivate a strong economic environment, which supports business and nurtures growth and new investment in Jefferson County, NY (the County).

The mission of the Jefferson County Local Development Corporation includes undertaking projects and programmatic initiatives in furtherance of and to advance the job opportunities, health, general prosperity, and economic welfare of the people of the County.

#### NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

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##### **Basis of Accounting**

The financial statements of Jefferson County Local Development Corporation have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities.

##### **Basis of Presentation**

The LDC reports information regarding its financial position and activities according to one class of net assets: net assets without donor restrictions.

Net Assets Without Donor Restrictions – Are currently available for operating purposes subject only to the broad limits resulting from the nature of the LDC. Net assets without donor restrictions generally result from Jefferson County support, grant revenue, administrative fees and interest, less expenses incurred in providing program-related services and performing administrative functions.

##### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

##### **Cash and Cash Equivalents**

The LDC considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. For the years ended September 30, 2021 and 2020, the LDC reported no cash equivalents.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued**

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**Loans Receivable and Allowance for Loan Losses**

Loans receivable are stated at unpaid principal balances. Interest on loans is recognized over the term of the loan and is calculated using the simple-interest method on principal amounts outstanding.

Loans receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to an allowance for loan losses based on its assessment of the current status of individual accounts. There was no allowance for loan losses deemed necessary for both years ended September 30, 2021 and September 30, 2020. It is the LDC's policy to charge off uncollectible loans receivable when management determines the receivable will not be collected.

**Property and Equipment**

Property and equipment are recorded at cost. The LDC follows the practice of capitalizing, at cost, all expenditures for property and equipment in excess of \$1,000. Expenditures for repairs and maintenance that do not improve or extend the life of the asset are expensed as incurred. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

Category	Recovery Period Years
Equipment	5 - 10
Furniture and Fixtures	5 - 10

**Unearned Revenue**

Revenue is recognized when earned. Program service fees and payments received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively.

**Income Tax Status**

The LDC is a not-for-profit organization and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

## JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

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### NOTES TO FINANCIAL STATEMENTS

September 30, 2021 with Comparative Totals for 2020

#### NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued

##### **Open Tax Years**

The LDC's Forms 990, *Return of Organization Exempt from Income Tax*, for the years ended 2020, 2019, and 2018 are subject to examination by the IRS, generally for 3 years after they were filed. Based on its analysis, the LDC determined that there were no uncertain tax positions and that the LDC should prevail upon examination by the taxing authorities.

##### **Revenue Recognition**

In accordance with ASU 2014-09, "*Revenue from Contracts with Customers*" (Topic 606), the LDC recognizes revenue when control of the promised goods or services are transferred to the LDC's outside parties in an amount that reflects the consideration the LDC expects to be entitled to in exchange for those goods or services. The standard outlines a five-step model whereby revenue is recognized when performance obligations within a contract are satisfied.

##### Administrative Fees

Jefferson County Industrial Development Agency reimburses the LDC for certain administrative and staff support expenses. Revenue is recognized as administrative services are provided.

In accordance with ASU 2018-08, "*Not for Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*" (Topic 958), the LDC has revenue sources that are accounted for and recognized as nonreciprocal transactions at the time of the transaction.

##### Jefferson County Support

The LDC receives Agriculture Program and Marketing grant monies from Jefferson County. Amounts received are recognized as revenue when earned, and amounts received in advance of qualifying expenditures are recorded as unearned revenue.

##### Grant Revenue

Grant revenue result from cost-reimbursable grants and contracts, which are conditional upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the LDC has incurred expenditures in compliance with specific grant provisions.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued**

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**Advertising**

Advertising costs are expensed as they are incurred. Advertising expense amounted to approximately \$60,000 and \$61,000 for the years ended September 30, 2021 and 2020, respectively.

**Functional Allocation of Expenses**

Expenses consist of costs related to providing services and administrative functions. The LDC's operating costs have been allocated based on direct identification when possible, and allocation if a single expenditure benefits more than one function. Compensation, benefits, and certain other operating expenses are allocated based on estimates of time and effort.

**Statement of Cash Flows**

There were no noncash investing and financing activities during the years ended September 30, 2021 and 2020.

**Comparative Financial Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the LDC's financial statements for the year ended September 30, 2020, from which the summarized information was derived.

**Impact of COVID-19 Pandemic on Financial Statements**

The COVID-19 pandemic remains a rapidly evolving situation. The extent of the impact of COVID-19 on the LDC and financial results will depend on future developments, which are highly uncertain and cannot be predicted, including but not limited to the duration, spread, severity, and impact of the outbreak, all of which at present, cannot be determined. Accordingly, the extent to which COVID-19 may impact the LDC's financial position and changes in net assets and cash flows is uncertain and the accompanying financial statements include no adjustments relating to the effects of this pandemic.

**Date of Management's Review**

The LDC has evaluated events and transactions that occurred between September 30, 2021 and November 23, 2021, which is the date the financial statements were available to be issued, and has determined that there are no additional adjustments and/or disclosures necessary.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 3 – LOANS RECEIVABLE**

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Loans receivable consisted of the following at September 30,

	2021	2020
Revolving Loan Fund Program	\$ 514,505	\$ 487,710
Covid-19 Emergency Loan Program	233,198	279,848
Clayton Loan Program	10,000	-
Total	<u>\$ 757,703</u>	<u>\$ 767,558</u>

The following is a schedule of the outstanding Revolving Loan Fund Program loans receivable at September 30,

	2021	2020
<b>Revolving Loan Fund Program</b>		
Clayton Island Tours	\$ 37,628	\$ 40,000
Clayton Yacht Club	40,000	-
Crescent Yacht Club	40,000	-
Current Applications	119,808	128,971
LCO Destiny, Inc.	85,406	88,674
North Branch Farms	41,068	48,437
WICLDC #1	107,635	117,536
WICLDC #2	42,960	64,092
Total Revolving Loan Fund Program	<u>\$ 514,505</u>	<u>\$ 487,710</u>

**Covid-19 Emergency Loan Program**

During the year ended September 30, 2020, the LDC disbursed 30 Covid-19 Emergency loans, 28 of which were for \$10,000 each, and two participation loans for \$5,000 each. The loan terms call for 13 monthly interest only payments followed by 60 monthly principal and interest payments, at an interest rate of 3.00%. Once the loan is paid down to a balance of \$2,500, the remaining balance is forgiven and recorded as loan forgiveness expense by the LDC.

**Clayton Loan Program**

During the year ended September 30, 2021, the LDC established a Clayton Loan Program in order to assist businesses in Clayton, New York affected by high waters on the St. Lawrence River and ongoing construction in the downtown area. Two loans were disbursed for \$5,000 each. The loan terms call for 12 months of interest only payments, followed by 60 months of principal and interest payments, at an interest rate of 3.00%.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 3 – LOANS RECEIVABLE– Continued**

The aging of the loans receivables portfolio by classes as of September 30, 2021 is summarized as follows:

	30-59 Days Past Due	60-89 Days Past Due	Greater Than 90 Days	Current	Total Loans Receivable
Revolving Loan Fund	\$ -	\$ -	\$ -	\$ 514,505	\$ 514,505
Covid-19 Emergency Loans	-	-	-	233,198	233,198
Clayton Loan Program	-	-	-	10,000	10,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 757,703</u>	<u>\$ 757,703</u>

The aging of the loans receivables portfolio by classes as of September 30, 2020 is summarized as follows:

	30-59 Days Past Due	60-89 Days Past Due	Greater Than 90 Days	Current	Total Loans Receivable
Revolving Loan Fund	\$ -	\$ -	\$ -	\$ 487,710	\$ 487,710
Covid-19 Emergency Loans	-	-	-	279,848	279,848
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 767,558</u>	<u>\$ 767,558</u>

**NOTE 4 – PROPERTY AND EQUIPMENT, NET**

Property and Equipment at September 30, 2021 and 2020 consist of the following:

	2021	2020
Equipment	\$ -	\$ 99,000
Furniture and Fixtures	70,389	70,389
LHI Records Storage	87,030	-
WIP	3,255	63,129
Total	<u>160,674</u>	<u>232,518</u>
Less: Accumulated Depreciation	<u>(60,228)</u>	<u>(142,852)</u>
Property and Equipment, Net	<u>\$ 100,446</u>	<u>\$ 89,666</u>

Depreciation expense for each year ended September 30, 2021 and 2020 was \$16,376 and \$21,815, respectively.



**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 5 – RELATED PARTY AGREEMENTS AND TRANSACTIONS**

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The LDC rents office space from Watertown Industrial Center LDC under a 10-year lease agreement. The current lease was executed for the period October 1, 2014 through September 30, 2024. At September 30, 2021, current monthly base rental payments are \$1,420 plus costs related to leasehold improvement debt of \$4,662. The LDC has the option to renew the lease on October 1, 2024 for an additional five years with a base monthly rent of \$3,603 per month for 12 months. Rental expense for the years ended September 30, 2021 and 2020 was \$73,694 and \$73,460, respectively.

Future minimum lease payments are:

Year Ending September 30, 2022	\$ 74,446
Year Ending September 30, 2023	74,446
Year Ending September 30, 2024	<u>74,446</u>
 Total	 <u>\$ 223,338</u>

An agreement was executed between the LDC and the Jefferson County Industrial Development Agency (JCIDA), where JCIDA agreed to pay the LDC for administrative and staff support. The amount charged to the JCIDA by the LDC was \$662,665 and \$600,377 for the years ended September 30, 2021 and 2020, respectively. This agreement commenced effective August 1, 2013 and is automatically renewed. The fee is recalculated annually based on the LDC's budget. For the years ended September 30, 2021 and 2020, the entire fee was paid by JCIDA and recognized as revenue by the LDC.

On December 1, 2010, the LDC loaned Watertown Industrial Center Local Development Corporation \$200,000 for roof replacement expenses. The loan matures on January 1, 2031. As of September 30, 2021 and 2020, the balance remaining on this loan was \$107,635 and \$117,536, respectively.

On September 10, 2018, the LDC loaned Watertown Industrial Center Local Development Corporation \$98,082 for renovations to the northeast corner of Building A at the Watertown Center for Business and Industry which will provide an additional 33,432 square feet for the current tenant. The loan matures on October 1, 2023. As of September 30, 2021 and 2020, the balance remaining on this loan was \$42,960 and \$64,092, respectively.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 6 – JEFFERSON COUNTY SUPPORT**

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The LDC receives Agriculture Program and Marketing grant monies from Jefferson County. The total contributions consisted of the following for the years ended September 30:

	2021	2020
Jefferson County Agriculture Program Grant	\$ 138,720	\$ 138,720
Jefferson County Marketing Grant	275,400	275,400
	<u>\$ 414,120</u>	<u>\$ 414,120</u>

**NOTE 7 – CONCENTRATIONS OF CREDIT RISK**

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The LDC maintains its cash balances in financial institutions located in Watertown, NY. Interest-bearing deposits and non-interest-bearing deposits are insured by the Federal Deposit Insurance Corporation up to \$250,000. The LDC's aggregate bank balances included balances not covered by depository insurance at year-end. Deposits in the amount of \$2,450,257 and \$2,234,957, for the years ended September 30, 2021 and 2020, respectively, are collateralized with securities held by the pledging financial institution, or its trust department or agent, but not in the LDC's name. All deposits were fully collateralized as of September 30, 2021 and 2020.

**NOTE 8 – RETIREMENT PLAN**

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On August 1, 2013, the LDC established a 401K Profit Sharing Pension Plan. The Plan is administered by RBC Wealth Management. The employer contribution is set at 4% of the employees' annual salary. All full-time employees are covered by the Plan. For the years ended September 30, 2021 and 2020, the LDC made contributions in the amount of \$42,040 and \$45,953, respectively.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

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**NOTES TO FINANCIAL STATEMENTS**

September 30, 2021 with Comparative Totals for 2020

**NOTE 9 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

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The LDC monitors its liquidity so that it is able to meet the operating needs and other contractual commitments while maximizing the investment of its excess operating cash. The following table reflects the LDC's financial assets as of September 30, 2021 and 2020, reduced by amounts that are not available to meet general expenditures within one year.

	2021	2020
Financial Assets:		
Cash	\$ 2,735,754	\$ 2,552,775
Loans Receivable	757,703	767,558
Other Receivables	7,500	12,329
	<u>3,500,957</u>	<u>3,332,662</u>
Financial Assets, at Year-End		
Less Those Unavailable For General Expenditure Within One Year, Due To:		
Loans Receivable Collectible Beyond One Year	<u>(609,208)</u>	<u>(619,492)</u>
Financial Assets Available To Meet Cash Needs For General Expenditures Within One Year	<u>\$ 2,891,749</u>	<u>\$ 2,713,170</u>

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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**BOARD OF DIRECTORS  
JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Jefferson County Local Development Corporation (a nonprofit organization), which comprise the statement of financial position as of September 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 23, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Jefferson County Local Development Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

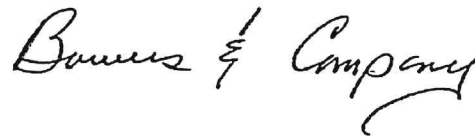
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Jefferson County Local Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Watertown, New York  
November 23, 2021

## ANNUAL MEETING RESOLUTION

An annual meeting of the Jefferson County Local Development Corporation was convened on December 2, 2021 at 8:30 a.m.

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

Resolution No. 12.02.2021.01

ANNUAL MEETING RESOLUTIONS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION"), INCLUDING (i) ACCEPTANCE OF ANNUAL AUDIT; (ii) RE-ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES RELATING TO THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED BY CHAPTER 506 OF THE LAWS OF 2009 OF THE STATE OF NEW YORK, (iii) ELECTION OF BOARD OFFICERS; (iii) APPOINTING BOARD COMMITTEE POSITIONS; (iv) APPOINTMENT OF CORPORATION STAFF; AND (v) RELATED MATTERS

**WHEREAS**, pursuant to the Public Authorities Accountability Act of 2005 ("PAAA"), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 ("PARA"), the Corporation desires to undertake certain required annual policy reviews and readoption; and

**WHEREAS**, the Corporation further desires to review and approve the annual audit of the Corporation, along with certain other annual meeting matters.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. Pursuant to PAAA and PARA, the Corporation has reviewed the Mission Statement and Performance Measures and the Corporation hereby determines that no changes are required to the Mission Statement and Performance Measures and that the same is hereby approved.

Section 2. Pursuant to PAAA and PARA, the Corporation has reviewed the Investment Policy and Disposition of Property Policy and the Corporation hereby determines that no changes are required and that the same is hereby approved.

Section 3. The Corporation has reviewed the Independent Auditor's Report for the fiscal year ended September 30, 2021, as prepared by Bowers and Company CPA's PLLC in the form presented at the meeting, and such audit is hereby approved.

Section 4. The Corporation hereby authorizes and approves the 20-21 Annual Report to be filed with (i) the New York State Authority Budget Office via the Public Authorities Reporting Information System, and (ii) the appropriate local officials.

Section 5. **Annual Officer Election.** Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Officer Positions in accordance with the By-laws of the Corporation for the period January 1, 2022 through December 31, 2022:

Robert E. Aliasso, Jr., Chair
W. Edward Walldroff, Vice Chair
Paul Warneck, Treasurer
Kent Burto, Secretary

All Members of the Corporation shall participate in such required annual and continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance. Further, each Member shall execute (i) a Certification of No Conflict of Interest (ii) an Acknowledgement of Fiduciary Duties and Responsibilities.

Section 6. **Audit and Finance Committee.** Pursuant to subdivision 4 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Members are nominated and confirmed to serve on the Audit and Finance Committee of the Corporation for the period January 1, 2022 through December 31, 2022: John Jennings, Paul Warneck, David Converse, and Robert Aiken.

The Audit and Finance Committee shall perform the functions as described in the By-Laws.

Section 7. **Governance Committee.** Pursuant to subdivision 7 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Members are nominated and confirmed to serve on the Governance Committee of the Corporation for the period January 1, 2022 through December 31, 2022: W. Edward Walldroff, Paul Warneck, Gregory Gardner, and William Johnson.

The Governance Committee shall perform the functions as described in the By-Laws.

Section 8. **Appointment of Staff.** Pursuant to and in accordance with the By-laws of the Corporation, the Members of the Corporation hereby ratify the appointment of the following individuals to serve as at will employees in the following appointed positions:

David J. Zembiec, Chief Executive Officer
Frank M. Weir, Deputy Chief Executive Officer
Lyle V. Eaton, Chief Financial Officer
Jay M. Matteson, Agricultural Coordinator
Peggy S. Sampson, Executive Assistant
Joy E. Nuffer, Finance Assistant

Section 9. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Corporation, for and on behalf of the Corporation.

Section 10. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolutions was duly put to vote on roll call, which resulted as follows:

	Yea	Nay	Absent	Abstain
David J. Converse	[ ]	[ ]	[ ]	[ ]
John Jennings	[ ]	[ ]	[ ]	[ ]
Robert E. Aliasso, Jr.	[ ]	[ ]	[ ]	[ ]
W. Edward Walldroff	[ ]	[ ]	[ ]	[ ]
Paul Warneck	[ ]	[ ]	[ ]	[ ]
William Johnson	[ ]	[ ]	[ ]	[ ]
Lisa L'Huillier	[ ]	[ ]	[ ]	[ ]

The Resolutions were thereupon duly adopted.



STATE OF NEW YORK                    )  
COUNTY OF JEFFERSON                ) SS:

I, \_\_\_\_\_, the undersigned Secretary of the Jefferson County Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Jefferson County Local Development Corporation (the "Corporation"), including the resolution contained therein, held on December 2, 2021, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this \_\_ day of \_\_\_\_\_, 2021.

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

Annual Report for Jefferson County Local Development Corporation  
Fiscal Year Ending: 09/30/2021

Run Date: 11/15/2021  
Status: UNSUBMITTED  
Certified Date: N/A

**Governance Information (Authority-Related)**

Question	Response	URL (if Applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2021/11/JCLDC-Annual-Report-2020-2021.pdf">https://www.jcida.com/wp-content/uploads/2021/11/JCLDC-Annual-Report-2020-2021.pdf</a>
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2021/09/JCLDC-Annual-Assmt-of-Internal-Controls-093021.pdf">https://www.jcida.com/wp-content/uploads/2021/09/JCLDC-Annual-Assmt-of-Internal-Controls-093021.pdf</a>
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	Yes	N/A
5. Does the Authority have an organization chart?	Yes	<a href="https://jcida.com/wp-content/uploads/2021/02/JCLDC-Organizational-Chart-as-of-2021.pdf">https://jcida.com/wp-content/uploads/2021/02/JCLDC-Organizational-Chart-as-of-2021.pdf</a>
6. Are any Authority staff also employed by another government agency?	No	
7. Has the Authority posted their mission statement to their website?	Yes	<a href="https://jcida.com/wp-content/uploads/2021/02/JCLDC-Form-of-Mission-Statement-100120_1.pdf">https://jcida.com/wp-content/uploads/2021/02/JCLDC-Form-of-Mission-Statement-100120_1.pdf</a>
8. Has the Authority's mission statement been revised and adopted during the reporting period?	Yes	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		<a href="https://jcida.com/wp-content/uploads/2021/02/JCLDC-Authority-Mission-Statement-Performance-Measurements-20-21.pdf">https://jcida.com/wp-content/uploads/2021/02/JCLDC-Authority-Mission-Statement-Performance-Measurements-20-21.pdf</a>

**Governance Information (Board-Related)**

Question	Response	URL (If Applicable)
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		<a href="https://www.jcida.com/about-us/jcldc/">https://www.jcida.com/about-us/jcldc/</a>
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		<a href="https://www.jcida.com/about-us/jcldc/">https://www.jcida.com/about-us/jcldc/</a>
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	<a href="https://jcida.com/wp-content/uploads/2021/02/JCLDC-By-laws-100120_1.pdf">https://jcida.com/wp-content/uploads/2021/02/JCLDC-By-laws-100120_1.pdf</a>
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	<a href="https://jcida.com/wp-content/uploads/2021/02/JCLDC-Code-of-Ethics-Policy-100120_1.pdf">https://jcida.com/wp-content/uploads/2021/02/JCLDC-Code-of-Ethics-Policy-100120_1.pdf</a>
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	No	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Annual Report for Jefferson County Local Development Corporation  
Fiscal Year Ending: 09/30/2021

Run Date: 11/15/2021  
Status: UNSUBMITTED  
Certified Date: N/A

**Board of Directors Listing**

Name	Aiken, Robert J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	10/1/2020	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2025	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Aliasso, Robert E	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	12/10/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2023	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/15/2021

Status: UNSUBMITTED

Certified Date: N/A

Name	Burto, Kent D	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2016	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2021	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Converse, David J	Nominated By	Local
Chair of the Board	Yes	Appointed By	Local
If yes, Chair Designated by	Elected by Board	Confirmed by Senate?	N/A
Term Start Date	3/5/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/15/2021

Status: UNSUBMITTED

Certified Date: N/A

Name	Gardner, Gregory A	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	8/4/2016	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2021	Complied with Training Requirement of Section 2824?	No
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Jennings, John	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	11/13/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Local Development Corporation  
Fiscal Year Ending: 09/30/2021

Run Date: 11/15/2021  
Status: UNSUBMITTED  
Certified Date: N/A

Name	Johnson, William W	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	12/10/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2021	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

Name	L'Huilier, Lisa	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2024	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

Annual Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/15/2021  
Status: UNSUBMITTED  
Certified Date: N/A

Name	Powers, Christine A	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	10/4/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Walldroff, W. Edward	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/5/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	



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Name	Warneck, Paul J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2024	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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**Staff Listing**

Name	Title	Group	Department/ Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
Alexander, Donald C	CEO	Executive				FT	Yes	\$118,777.00	\$48,881.21	\$0.00	\$0.00	\$0.00	\$0.00	\$48,881.21		No
Countryman, Jerry	Building Custodian	Operational				PT	No	\$31,758.60	\$31,758.60	\$0.00	\$0.00	\$0.00	\$0.00	\$31,758.60		No
Eaton, Lyle V	CFO	Managerial				FT	Yes	\$77,058.51	\$77,058.51	\$0.00	\$0.00	\$0.00	\$0.00	\$77,058.51		No
Matteson, Jay M	Agricultural Coordinator	Operational				FT	Yes	\$94,483.93	\$94,483.93	\$0.00	\$0.00	\$0.00	\$0.00	\$94,483.93		No
Nuffer, Joy E	Finance Assistant	Administrative and Clerical				FT	No	\$41,548.33	\$41,548.33	\$0.00	\$0.00	\$0.00	\$0.00	\$41,548.33		No
Sampson, Peggy S	Executive Assistant	Administrative and Clerical				FT	Yes	\$50,940.41	\$50,940.41	\$0.00	\$0.00	\$0.00	\$0.00	\$50,940.41		No
Weir, Frank M	Deputy CEO	Executive				FT	Yes	\$80,406.14	\$80,406.14	\$0.00	\$0.00	\$0.00	\$0.00	\$80,406.14		No
Zembiec, David J	CEO	Executive				FT	Yes	\$118,717.00	\$118,717.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,717.00		No

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**Benefit Information**

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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**Board Members**

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Aiken, Robert J	Board of Directors												X	
Aliasso, Robert E	Board of Directors												X	
Burto, Kent D	Board of Directors												X	
Converse, David J	Board of Directors												X	
Gardner, Gregory A	Board of Directors												X	
Jennings, John	Board of Directors												X	
Johnson, William W	Board of Directors												X	
L'Huillier, Lisa	Board of Directors												X	
Powers, Christine A	Board of Directors												X	
Walldroff, W. Edward	Board of Directors												X	
Warneck, Paul J	Board of Directors												X	

**Staff**

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Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Alexander, Donald C	CEO	X										X		
Zembiec, David J	CEO	X										X		



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**Subsidiary/Component Unit Verification**

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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**Request Subsidiary/Component Unit Change**

Name of Subsidiary/Component Unit	Status	Requested Changes
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**Request Add Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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**Request Delete Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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**Summary Financial Information**

**SUMMARY STATEMENT OF NET ASSETS**

		Amount
<b>Assets</b>		
<b>Current Assets</b>		
	Cash and cash equivalents	\$2,735,754.00
	Investments	\$0.00
	Receivables, net	\$765,203.00
	Other assets	\$7,834.00
	<b>Total Current Assets</b>	<b>\$3,508,791.00</b>
<b>Noncurrent Assets</b>		
	Restricted cash and investments	\$0.00
	Long-term receivables, net	\$0.00
	Other assets	\$0.00
	<b>Capital Assets</b>	
	Land and other nondepreciable property	\$0.00
	Buildings and equipment	\$160,674.00
	Infrastructure	\$0.00
	Accumulated depreciation	\$60,228.00
	Net Capital Assets	\$100,446.00
	<b>Total Noncurrent Assets</b>	<b>\$100,446.00</b>
	<b>Total Assets</b>	<b>\$3,609,237.00</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
	Accounts payable	\$4,484.00
	Pension contribution payable	\$0.00
	Other post-employment benefits	\$34,680.00
	Accrued liabilities	\$24,659.00
	Deferred revenues	\$0.00
	Bonds and notes payable	\$0.00
	Other long-term obligations due within one year	\$0.00
	<b>Total Current Liabilities</b>	<b>\$63,823.00</b>
<b>Noncurrent Liabilities</b>		

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	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long Term Leases		\$0.00
	Other long-term obligations		\$0.00
	Total Noncurrent Liabilities		\$0.00
<b>Total Liabilities</b>			\$63,823.00
<b>Net Asset (Deficit)</b>			
<b>Net Assets</b>			
	Invested in capital assets, net of related debt		\$3,545,414.00
	Restricted		\$0.00
	Unrestricted		\$0.00
	Total Net Assets		\$3,545,414.00

**SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS**

			Amount
<b>Operating Revenues</b>			
	Charges for services		\$662,665.00
	Rental & financing income		\$414,120.00
	Other operating revenues		\$27,359.00
	Total Operating Revenue		\$1,104,144.00
<b>Operating Expenses</b>			
	Salaries and wages		\$738,965.00
	Other employee benefits		\$0.00
	Professional services contracts		\$153,728.00
	Supplies and materials		\$0.00
	Depreciation & amortization		\$16,376.00
	Other operating expenses		\$76,417.00
	Total Operating Expenses		\$985,486.00
<b>Operating Income (Loss)</b>			\$118,658.00
<b>Nonoperating Revenues</b>			
	Investment earnings		\$0.00
	State subsidies/grants		\$0.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00

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	Other nonoperating revenues		\$72,030.00
	<b>Total Nonoperating Revenue</b>		<b>\$72,030.00</b>
<b>Nonoperating Expenses</b>			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	<b>Total Nonoperating Expenses</b>		<b>\$0.00</b>
	Income (Loss) Before Contributions		\$190,688.00
<b>Capital Contributions</b>			<b>\$0.00</b>
<b>Change in net assets</b>			<b>\$190,688.00</b>
<b>Net assets (deficit) beginning of year</b>			<b>\$3,354,726.00</b>
<b>Other net assets changes</b>			<b>\$0.00</b>
<b>Net assets (deficit) at end of year</b>			<b>\$3,545,414.00</b>



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**Current Debt**

Question		Response
1.	Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	No
2.	If yes, has the Authority issued any debt during the reporting period?	

**New Debt Issuances**

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**Schedule of Authority Debt**

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
<b>TOTALS</b>							

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**Real Property Acquisition/Disposal List**

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

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**Personal Property**

This Authority has indicated that it had no personal property disposals during the reporting period.

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**Property Documents**

Question	Response	URL (If Applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2021/09/JCLDC-Annual-Property-Report-093021.pdf">https://www.jcida.com/wp-content/uploads/2021/09/JCLDC-Annual-Property-Report-093021.pdf</a>
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	<a href="https://www.jcida.com/about-us/jcldc/">https://www.jcida.com/about-us/jcldc/</a>
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A

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**Grant Information**

Source of Grant Funds	Private
Name of Grant Recipient	Alan Marceau
Address Line1	41037 Breezy Pines
Address Line2	
City	CLAYTON
State	NY
Postal Code - Plus4	13624
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,500.00
Date Grant Awarded	11/2/2020
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Private
Name of Grant Recipient	Dean Hurley
Address Line1	38267 State Rt 12E
Address Line2	
City	CLAYTON
State	NY
Postal Code - Plus4	13624
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,500.00
Date Grant Awarded	6/10/2021
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Private
Name of Grant Recipient	James Lettiere
Address Line1	39718 Pier 65
Address Line2	
City	CLAYTON
State	NY
Postal Code - Plus4	13624
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,500.00
Date Grant Awarded	9/29/2021
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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**Loan Information**

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Alan Marceau	Date Loan Awarded	5/15/2020
Address Line1	41037 Breezy Pines	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$7,500.00
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Alisha Tillson	Date Loan Awarded	4/29/2020
Address Line1	106 Court Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$777.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No



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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Amy Demar	Date Loan Awarded	4/24/2020
Address Line1	1104 Washington Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Bonnie Herman	Date Loan Awarded	4/24/2020
Address Line1	19033 US Route 11	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	Brian Topping & Christine Grimes Topping	Date Loan Awarded	5/8/2020
Address Line1	201 W. Main Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	SACKETS HARBOR	Amount of Loan Principal Repaid to Date	\$232.60
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13685	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Carol Thomas	Date Loan Awarded	4/27/2020
Address Line1	34311 NYS Route 12E	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CAPE VINCENT	Amount of Loan Principal Repaid to Date	\$777.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13618	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Clayton Island Tours, LLC	Date Loan Awarded	4/2/2020
Address Line1	39611 Chateau Lane	Interest Rate (%)	5
Address Line2		Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$2,371.48
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Clayton Yacht Club	Date Loan Awarded	7/9/2021
Address Line1	115 Bartlett Road	Interest Rate (%)	3
Address Line2	PO Box 268	Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$0.00
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Colleen Bellinger	Date Loan Awarded	4/24/2020
Address Line1	8541 NYS Route 3	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$464.46
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13650	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Crescent Yacht Club	Date Loan Awarded	8/5/2021
Address Line1	27300 Independence Point Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	6
City	CHAUMONT	Amount of Loan Principal Repaid to Date	\$0.00
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13622	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$187,500.00
Name of Loan Recipient	Current Applications Inc.	Date Loan Awarded	7/7/2011
Address Line1	PO Box 321	Interest Rate (%)	5
Address Line2	275 Bellew Ave South	Length of Loan(# of years to repay)	20
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$9,163.08
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	David & Sherry Cobb	Date Loan Awarded	5/8/2020
Address Line1	14739 Co Rt 62	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	SACKETS HARBOR	Amount of Loan Principal Repaid to Date	\$706.44
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13685	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Dean Hurley	Date Loan Awarded	5/15/2020
Address Line1	38267 State Rt 12E	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$7,500.00
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	DiPrinzio's Kitchen	Date Loan Awarded	1/7/2021
Address Line1	240 Cartier Ave	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$0.00
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	DiPrinzio's Market	Date Loan Awarded	1/7/2021
Address Line1	240 Cartier Ave	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$0.00
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Gail W. Miller	Date Loan Awarded	4/24/2020
Address Line1	11544 Co Rt 125	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CHAUMONT	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13622	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Gary & Jolene Rhodes	Date Loan Awarded	5/15/2020
Address Line1	7185 NYS Route 3	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$465.23
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13650	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Gary Tubolino	Date Loan Awarded	5/15/2020
Address Line1	41 Grove Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ADAMS	Amount of Loan Principal Repaid to Date	\$309.77
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13605	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No



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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Greg Wills	Date Loan Awarded	4/29/2020
Address Line1	46211 County Rt 1	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ALEXANDRIA BAY	Amount of Loan Principal Repaid to Date	\$777.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13607	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	James Canzonier	Date Loan Awarded	5/15/2020
Address Line1	7781 Lake Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$465.23
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13650	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	James Lettiere	Date Loan Awarded	5/15/2020
Address Line1	39718 Pier 65	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$7,500.00
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Joseph Chavoustie	Date Loan Awarded	4/24/2020
Address Line1	342 E. Broadway	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CAPE VINCENT	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13618	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Kathleen Elmer	Date Loan Awarded	5/8/2020
Address Line1	33087 County Route 163	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CARTHAGE	Amount of Loan Principal Repaid to Date	\$460.54
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13619	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$600,000.00
Name of Loan Recipient	LCO Destiny, LLC	Date Loan Awarded	8/6/2015
Address Line1	1 Fisher Circle	Interest Rate (%)	5
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$3,267.85
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	30
Province/Region		If Yes, how many jobs have been created to date?	23
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Laurie Cornelia	Date Loan Awarded	4/24/2020
Address Line1	141 E. Broadway	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CAPE VINCENT	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13618	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Mark Morgia	Date Loan Awarded	5/15/2020
Address Line1	13322 House Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$465.23
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Melissa Sampson	Date Loan Awarded	5/8/2020
Address Line1	101 St Route 26	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	PHILADELPHIA	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13673	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Michael Northrop	Date Loan Awarded	4/29/2020
Address Line1	20202 Caird Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ADAMS CENTER	Amount of Loan Principal Repaid to Date	\$777.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13606	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Nickey Aubin	Date Loan Awarded	4/29/2020
Address Line1	19557 Ball Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	BLACK RIVER	Amount of Loan Principal Repaid to Date	\$838.77
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13612	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$100,000.00
Name of Loan Recipient	North Branch Farms	Date Loan Awarded	2/2/2017
Address Line1	7781 Lake Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	1
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$7,368.43
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13650	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	2
Province/Region		If Yes, how many jobs have been created to date?	2
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Rene Hernandez	Date Loan Awarded	5/15/2020
Address Line1	PO Box 266	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$804.18
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Richard C. McNeely III	Date Loan Awarded	4/22/2020
Address Line1	19138 US Rt 11	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$621.08
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Robert L. Gould	Date Loan Awarded	4/22/2020
Address Line1	43449 NYS Rt 12	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ALEXANDRIA BAY	Amount of Loan Principal Repaid to Date	\$777.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13607	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Scott Skinner	Date Loan Awarded	4/29/2020
Address Line1	969 Arsenal Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$777.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No



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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Stephen Winkler	Date Loan Awarded	5/22/2020
Address Line1	20562 County Route 69	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	RODMAN	Amount of Loan Principal Repaid to Date	\$477.83
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13682	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Steven & Helen Brotherton	Date Loan Awarded	4/29/2020
Address Line1	30689 County Route 20	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	PHILADELPHIA	Amount of Loan Principal Repaid to Date	\$1,790.71
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13673	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$98,082.50
Name of Loan Recipient	Watertown Industrial Center LDC	Date Loan Awarded	12/7/2017
Address Line1	800 Starbuck Avenue	Interest Rate (%)	3.5
Address Line2	Suite 804	Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$21,162.91
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$200,000.00
Name of Loan Recipient	Watertown Industrial Center Local Development Corporation	Date Loan Awarded	2/4/2010
Address Line1	800 Starbuck Avenue	Interest Rate (%)	3
Address Line2	Suite 800	Length of Loan(# of years to repay)	20
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$9,901.73
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Zero Dock Street, LLC	Date Loan Awarded	7/13/2020
Address Line1	130 Canal Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CARTHAGE	Amount of Loan Principal Repaid to Date	\$309.77
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13619	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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**Bond Information**

This Authority has indicated that it did not have any outstanding bonds during the reporting period.

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Additional Comments

Procurement Report for Jefferson County Local Development Corporation

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 Certified Date : N/A

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://jcida.com/wp-content/uploads/2021/02/JCLDC-Procurement-Policy-100120.pdf">https://jcida.com/wp-content/uploads/2021/02/JCLDC-Procurement-Policy-100120.pdf</a>
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

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**Procurement Transactions Listing:**

1.	Vendor Name	Atlas Integrated	Address Line1	1900 Dartmouth Ave
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	BOULDER
	Award Date		State	CO
	End Date		Postal Code	80305
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$10,140.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	website hosting and refresh

2.	Vendor Name	Bowers & Company	Address Line1	1120 Commerce Park Drive East
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
	Award Date		State	NY
	End Date		Postal Code	13601
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$6,150.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	annual audit

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<b>3. Vendor Name</b>	CITEC	<b>Address Line1</b>	Clarkson University
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	Box 8561
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	POTSDAM
<b>Award Date</b>	8/1/2020	<b>State</b>	NY
<b>End Date</b>	7/31/2021	<b>Postal Code</b>	13699
<b>Fair Market Value</b>	\$6,059.00	<b>Plus 4</b>	8561
<b>Amount</b>	\$6,059.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,740.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	HAB Training (grant) for Manufacturing

<b>4. Vendor Name</b>	Excellus BCBS	<b>Address Line1</b>	165 Court Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ROCHESTER
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	14647
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$144,071.64	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Health/Dental Insurance



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<b>5. Vendor Name</b>	Greater Watertown North Country Chamber of Commerce	<b>Address Line1</b>	1241 Coffeen Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	WATERTOWN
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13601
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$8,295.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Annual membership, events

<b>6. Vendor Name</b>	K Sickler Murphy	<b>Address Line1</b>	1633 Angelina Terrace
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SCHENECTADY
<b>Award Date</b>	10/1/2019	<b>State</b>	NY
<b>End Date</b>	11/6/2020	<b>Postal Code</b>	12303
<b>Fair Market Value</b>	\$22,400.00	<b>Plus 4</b>	
<b>Amount</b>	\$22,400.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$22,400.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Purge Inactive records, prepare Needs Assessment and policies and procedure manual

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/12/2021  
Status: UNSUBMITTED  
Certified Date : N/A

<b>7. Vendor Name</b>	Key Bank Credit Card	<b>Address Line1</b>	PO Box 89446
<b>Type of Procurement</b>	Commodities/Supplies	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	CLEVELAND
<b>Award Date</b>		<b>State</b>	OH
<b>End Date</b>		<b>Postal Code</b>	44101
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,406.51	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Credit card purchases: registrations, travel expenses, marketing, meals, etc.

<b>8. Vendor Name</b>	Liberty Mutual	<b>Address Line1</b>	PO Box 2839
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	NEW YORK
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10116
<b>Fair Market Value</b>		<b>Plus 4</b>	2839
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,375.46	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Insurance - workers comp./audit

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/12/2021  
Status: UNSUBMITTED  
Certified Date : N/A

9. Vendor Name	National Grid	Address Line1	300 Erie Blvd. West
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	SYRACUSE
Award Date		State	NY
End Date		Postal Code	13202
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,990.49	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Gas/Electric

10. Vendor Name	Northern Commercial Cleaning	Address Line1	PO Box 266
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
Award Date		State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$9,385.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Office cleaning

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/12/2021  
Status: UNSUBMITTED  
Certified Date : N/A

<b>11. Vendor Name</b>	Northern Computers	<b>Address Line1</b>	130 Park Place
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	WATERTOWN
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13601
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,190.90	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Repairs, maintenance, updates, etc.

<b>12. Vendor Name</b>	Spectrum Reach	<b>Address Line1</b>	PO Box 27908
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	NEW YORK
<b>Award Date</b>	2/1/2021	<b>State</b>	NY
<b>End Date</b>	12/26/2021	<b>Postal Code</b>	10087
<b>Fair Market Value</b>	\$14,331.95	<b>Plus 4</b>	
<b>Amount</b>	\$14,331.95	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$14,331.95	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/12/2021  
Status: UNSUBMITTED  
Certified Date : N/A

<b>13. Vendor Name</b>	WPBS	<b>Address Line1</b>	1056 Arsenal Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WATERTOWN
<b>Award Date</b>	10/1/2020	<b>State</b>	NY
<b>End Date</b>	9/30/2021	<b>Postal Code</b>	13601
<b>Fair Market Value</b>	\$7,743.85	<b>Plus 4</b>	
<b>Amount</b>	\$7,743.85	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,743.85	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising

<b>14. Vendor Name</b>	Watertown Industrial Center LDC	<b>Address Line1</b>	800 Starbuck Avenue
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	Suite 804
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WATERTOWN
<b>Award Date</b>	10/1/2014	<b>State</b>	NY
<b>End Date</b>	4/30/2025	<b>Postal Code</b>	13601
<b>Fair Market Value</b>	\$19,192.69	<b>Plus 4</b>	
<b>Amount</b>	\$19,192.69	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$19,192.69	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Rent for office space

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/12/2021  
Status: UNSUBMITTED  
Certified Date : N/A

15. Vendor Name	Watertown Local Development Corporation	Address Line1	82 Public Square
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	5/1/2015	State	NY
End Date	4/1/2025	Postal Code	13601
Fair Market Value	\$55,942.44	Plus 4	
Amount	\$55,942.44	Province/Region	
Amount Expended For Fiscal Year	\$55,942.44	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Loan payment for new office

16. Vendor Name	Westelcom	Address Line1	2 Champlain Ave
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WESTPORT
Award Date		State	NY
End Date		Postal Code	12993
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,183.94	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Telephone/Internet

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 11/12/2021  
Status: UNSUBMITTED  
Certified Date : N/A

Additional Comments

Investment Report for Jefferson County Local Development Corporation  
 Fiscal Year Ending: 09/30/2021

Run Date : 11/12/2021  
 Status: UNSUBMITTED  
 Certified Date: N/A

**Investment Information**

Question		Response	URL (If Applicable)
1.	Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2021/09/JCLDC-Annual-Investment-Report-20-21-1.pdf">https://www.jcida.com/wp-content/uploads/2021/09/JCLDC-Annual-Investment-Report-20-21-1.pdf</a>
2.	Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3.	Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	No	
4.	Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

**Additional Comments**



**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Income Statement for the Two Month Period Ending November 30, 2021**  
 Prepared by Joy Nuffer, November 22, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 549,215.00	91,536.00	\$ 45,768.00	45,768.00	457,679.00
JC Grant Marketing	275,400.00	45,900.00	22,950.00	22,950.00	229,500.00
JC Grant Ag Program	138,720.00	23,120.00	11,560.00	11,560.00	115,600.00
RLF Interest Income	30,000.00	4,314.50	2,399.90	1,914.60	25,685.50
Interest Income	1,000.00	119.37	0.00	119.37	880.63
Late Fee	0.00	53.90	32.34	21.56	(53.90)
Miscellaneous Income	0.00	249.99	249.99	0.00	(249.99)
<b>Total Revenues</b>	<b>994,335.00</b>	<b>165,293.76</b>	<b>82,960.23</b>	<b>82,333.53</b>	<b>829,041.24</b>
<b>Expenses</b>					
Salaries	467,858.00	66,018.93	37,413.94	28,604.99	401,839.07
Benefits	205,856.00	29,807.68	32,555.76	(2,748.08)	176,048.32
<b>Operations</b>					
Marketing Program	306,702.00	39,516.67	18,217.96	21,298.71	267,185.33
AG Program	206,930.00	36,014.59	19,025.35	16,989.24	170,915.41
Office Expense	19,000.00	833.05	258.94	574.11	18,166.95
Payroll Processing	3,500.00	540.56	270.28	270.28	2,959.44
Office Rent	17,753.00	2,993.16	1,496.58	1,496.58	14,759.84
Project Loan Rent	55,943.00	9,323.74	4,661.87	4,661.87	46,619.26
Office Cleaning	11,000.00	1,742.16	871.08	871.08	9,257.84
Telephone	7,000.00	1,055.01	464.23	590.78	5,944.99
Equipment Rental	3,500.00	680.54	340.27	340.27	2,819.46
Equipment Maintenance	5,000.00	0.00	0.00	0.00	5,000.00
System Maintenance	2,500.00	428.90	214.45	214.45	2,071.10
Electric Service	4,000.00	431.40	0.00	431.40	3,568.60
Gas Service	3,000.00	86.80	0.00	86.80	2,913.20
Business Support	7,500.00	0.00	0.00	0.00	7,500.00
Safety Training	0.00	280.00	0.00	280.00	(280.00)
Travel/Promotion/Meals	7,500.00	938.19	0.00	938.19	6,561.81
Staff Training & Seminars	3,000.00	0.00	0.00	0.00	3,000.00
Depreciation F&F	15,000.00	2,513.40	1,256.70	1,256.70	12,486.60
Dues & Publications	7,000.00	5,325.00	50.00	5,275.00	1,675.00
Commercial Insurance	3,500.00	0.00	0.00	0.00	3,500.00
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	7,000.00	0.00	0.00	0.00	7,000.00
CEDS Update	7,500.00	0.00	0.00	0.00	7,500.00
Fees Expense	300.00	0.00	0.00	0.00	300.00
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(393,506.00)	(67,970.51)	(36,100.31)	(31,870.20)	(325,535.49)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
<b>Total Operations</b>	<b>995,836.00</b>	<b>130,559.27</b>	<b>80,997.10</b>	<b>49,562.17</b>	<b>865,276.73</b>
Total Revenue	994,335.00	165,293.76	82,960.23	82,333.53	829,041.24
Total Expenses	995,836.00	130,559.27	80,997.10	49,562.17	865,276.73
<b>Net Income Over Expenditures</b>	<b>\$ (1,501.00)</b>	<b>34,734.49</b>	<b>\$ 1,963.13</b>	<b>32,771.36</b>	<b>(36,235.49)</b>

For Intern-85-se Only

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****AG Program Expense Statement for the Two Month Period Ending November 30, 2021**

Prepared by Joy Nuffer, November 22, 2021

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	2,290.00	0.00	2,290.00	1,710.00
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	300.00	0.00	300.00	3,200.00
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	0.00	0.00	0.00	2,000.00
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
AG Development	0.00	396.00	396.00	0.00	(396.00)
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	94,760.00	14,543.94	7,290.10	7,253.84	80,216.06
FICA Overhead	5,686.00	639.00	213.75	425.25	5,047.00
Medicare Overhead	1,327.00	199.44	99.98	99.46	1,127.56
Health/Dental Ins Overhead	29,476.00	5,006.04	2,503.02	2,503.02	24,469.96
Retirement Overhead	8,528.00	5,050.94	4,621.01	429.93	3,477.06
Indirect Labor Allocation	39,125.00	6,520.84	3,260.42	3,260.42	32,604.16
Non Labor Allocated Overhead	5,128.00	1,068.39	641.07	427.32	4,059.61
<b>Total Operations</b>	<b>206,930.00</b>	<b>36,014.59</b>	<b>19,025.35</b>	<b>16,989.24</b>	<b>170,915.41</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Manuf. & Business Support Expense Statement for the Two Month Period Ending November 30, 2021**

Prepared by Joy Nuffer, November 22, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Business Support	\$ 7,500.00	0.00	\$ 0.00	0.00	7,500.00
Safety Training	0.00	280.00	0.00	280.00	(280.00)
	<u>7,500.00</u>	<u>280.00</u>	<u>0.00</u>	<u>280.00</u>	<u>7,220.00</u>
<b>Total Operations</b>					

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Marketing Program Expense Statement for the Two Month Period Ending November 30, 2021**  
 Prepared by Joy Nuffer, November 22, 2021 UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 46,600.00	3,508.95	\$ 597.00	2,911.95	43,091.05
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	0.00	0.00	0.00	2,000.00
Seminars Workshops Publicatio	2,000.00	480.80	0.00	480.80	1,519.20
Travel/Meals/Promotion	3,000.00	0.00	0.00	0.00	3,000.00
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	10,000.00	585.00	150.00	435.00	9,415.00
Events Sponsorship	10,250.00	0.00	0.00	0.00	10,250.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	209,652.00	34,941.92	17,470.96	17,470.96	174,710.08
<b>Total Operations</b>	<b>306,702.00</b>	<b>39,516.67</b>	<b>18,217.96</b>	<b>21,298.71</b>	<b>267,185.33</b>

Jefferson County Local Development Corp  
Balance Sheet  
November 30, 2021

ASSETS

Current Assets		
General Checking	\$	40,581.76
Savings Account		1,439,264.95
RLF Savings		1,509,478.57
RLF Loans Receivable		502,273.50
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		226,830.22
Clayton Loans Receivable		10,000.00
Miscellaneous Recievable		7,500.00
LHI Records Storage		87,029.51
Prepaid Expense		7,833.76
		3,843,292.27
Total Current Assets		
Property and Equipment		
Accumulated Depreciation		(62,741.50)
		(62,741.50)
Total Property and Equipment		
Other Assets		
Furniture & Fixtures		70,387.89
WIP Telephone System		3,255.00
		73,642.89
Total Other Assets		
		\$ 3,854,193.66

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	20,487.70
JC Grant-Marketing		229,500.00
JC Grant Agriculture Program		11,560.00
Deferred Mkt. Grant European		12,500.00
		274,047.70
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		274,047.70
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.		3,545,411.47
Net Income		34,734.49
		3,580,145.96
Total Capital		
		\$ 3,854,193.66

**Jefferson County Local Development Corp**

**Receivables**

**As of November 30, 2021**

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	39,818.74	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	36,429.93	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
CRESCENT YACHT CLUB	40,000.00	39,995.46	9/8/21	9/1/2027	3%-73 Months	Current-Int. only	100.00
CURRENT APPS	187,500.00	118,326.65	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	82,110.85	9/29/15	7/1/2022	5%, 60 Months	30 days	2,000.00
WICLDC	200,000.00	105,955.18	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	39,636.69	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
<b>Report Total</b>		<b>512,273.50</b>					

Jefferson County Local Development Corp  
JCLDC RLF Aged Receivables  
As of Nov 30, 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	39,818.74
		<hr/>
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		39,818.74
		<hr/>
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	36,429.93
		<hr/>
CLAYTON ISLAND CLAYTON ISLAND TOURS		36,429.93
		<hr/>
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	40,000.00
		<hr/>
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		40,000.00
		<hr/>
CRESCENT YACHT CLUB CRESCENT YACHT CLUB	2350	39,995.46
		<hr/>
CRESCENT YACHT CLUB CRESCENT YACHT CLUB		39,995.46
		<hr/>
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	118,326.65
		<hr/>
CURRENT CURRENT APPLICATIONS		118,326.65
		<hr/>
LCO LCO DESTINY, LLC	2013	82,110.85

**Jefferson County Local Development Corp**  
**JCLDC RLF Aged Receivables**  
**As of Nov 30, 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
LCO LCO DESTINY, LLC		82,110.85
WIC WICLDC	1907 RLF LOAN	105,955.18 39,636.69
WIC WICLDC		145,591.87
Report Total		502,273.50



**Jefferson County Local Development Corp  
Clayton Loan Fund Aged Receivables  
As of Nov 30, 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
<b>Report Total</b>		<b>10,000.00</b>

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Nov 30, 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	9,066.05
AUBREYS AUBREYS SHOPPING CENTER		9,066.05
BROTHERTON STEVEN BROTHERTON	2252	8,029.81
BROTHERTON STEVEN BROTHERTON		8,029.81
CCTI COLLEENS CHERRY TREE INN	2238	9,379.69
CCTI COLLEENS CHERRY TREE INN		9,379.69
CORNELIA LAURIE A. CORNELIA	2240	9,213.15
CORNELIA LAURIE A. CORNELIA		9,213.15
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	4,611.36
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS		4,611.36
DEMAR AMY S. DEMAR	2237	9,066.05

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Nov 30, 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
DEMAR AMY S. DEMAR		9,066.05
ELMER KATHLEEN ELMER	2253	9,227.37
ELMER KATHLEEN ELMER		9,227.37
FIELD FIELD OF DREAMS, LLC	2267	9,378.92
FIELD FIELD OF DREAMS, LLC		9,378.92
GOULD ROBERT L. GOULD	2234	9,066.05
GOULD ROBERT L. GOULD		9,066.05
GRAPES BUSTED GRAPES,LLC	2250	9,161.23
GRAPES BUSTED GRAPES,LLC		9,161.23
HERMAN BONNIE HERMAN	2235	9,066.05
HERMAN BONNIE HERMAN		9,066.05

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Nov 30, 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
MILLER GAIL W. MILLER	2236	8,909.03
MILLER GAIL W. MILLER		8,909.03
MORGIA MORGIA MASONRY	2264	9,222.68
MORGIA MORGIA MASONRY		9,222.68
NORTH BRANCH NORTH BRANCH FARMS	2262	9,222.68
NORTH BRANCH NORTH BRANCH FARMS		9,222.68
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	8,881.39
NORTHERN NORTHERN COMMERCIAL CLEANING		8,881.39
NORTHROP MICHAEL NORTHROP	2245	8,909.03
NORTHROP MICHAEL NORTHROP		8,909.03
PAINFULL PAINFULL ACRES	2255	4,214.44

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Nov 30, 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
PAINFULL PAINFULL ACRES		4,214.44
RBM RBM MANUFACRURING	2233	9,066.05
RBM RBM MANUFACRURING		9,066.05
RHODES RHODES GREENHOUSES, INC	2261	9,222.68
RHODES RHODES GREENHOUSES, INC		9,222.68
SAMPSON-MELISSA MELISSA SAMPSON	2254	9,222.68
SAMPSON-MELISSA MELISSA SAMPSON		9,222.68
SKINNER SCOTT P. SKINNER	2248	9,066.05
SKINNER SCOTT P. SKINNER		9,066.05
THOMAS CAROL THOMAS	2243	9,066.05
THOMAS CAROL THOMAS		9,066.05

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Nov 30, 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
TILLSON ALISHA TILLSON	2249	8,909.03
TILLSON ALISHA TILLSON		8,909.03
WILLS GREG WILLS	2246	8,751.61
WILLS GREG WILLS		8,751.61
WINKLER STEPHEN WINKLER	2268	9,522.17
WINKLER STEPHEN WINKLER		9,522.17
ZERO ZERO DOCK STREET, LLC	2280	9,378.92
ZERO ZERO DOCK STREET, LLC		9,378.92
<b>Report Total</b>		<b>226,830.22</b>

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Nov 1, 2021 to Nov 30, 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
11/4/21	122250 407501 412502 112501	1813	Invoice: 2236 10/21, 11/21, 12/21 INTEREST 10/21 LATE FEE GAIL W. MILLER	549.85	469.89 69.18 10.78
11/4/21	122250 407501 112501	1707	Invoice: 2280 11/21 INTEREST ZERO DOCK STREET, LLC	179.69	155.85 23.84
11/4/21	122025 407501 112501	5124	Invoice: 2086 11/21 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	625.62 101.11
11/4/21	122250 407501 112501	5125	Invoice: 2262 11/21 INTEREST NORTH BRANCH FARMS	179.69	156.24 23.45
11/4/21	122250 407501 112501	1571	Invoice: 2241 11/21 INTEREST AUBREYS SHOPPING CENTER	179.69	156.63 23.06
11/4/21	122250 407501 112501	55252893	Invoice: 2253 11/21 INTEREST KATHLEEN ELMER	179.69	156.24 23.45
11/4/21	407501 112501	16508	11/21 INTEREST CRESCENT YACHT CLUB	100.00	100.00
11/4/21	122250 407501 412502 112501	18683	Invoice: 2267 10/21 INTEREST 10/21 LATE FEE FIELD OF DREAMS, LLC	190.47	155.85 23.84 10.78
11/4/21	122250 407501 112501	1276	Invoice: 2254 11/21 INTEREST MELISSA SAMPSON	179.69	156.24 23.45
11/4/21	122250 407501 112501	1033	Invoice: 2249 11/21 & 12/21 INTEREST ALISHA TILLSON	359.38	313.65 45.73
11/4/21	122250 407501 412502 112501	8594	Invoice: 2240 10/21 INTEREST 10/21 LATE FEE LAURIE A. CORNELIA	200.00	165.77 23.45 10.78
11/4/21	122250 407501 112501	6282	Invoice: 2235 11/21 INTEREST BONNIE HERMAN	179.69	156.63 23.06
11/4/21	122250 407501 112501	1909	Invoice: 2237 11/21 INTEREST AMY S. DEMAR	179.69	156.63 23.06
11/4/21	122250 407501  112501	3197	Invoice: 2246 11/21, 12/21, 1/22 INTEREST  GREG WILLS	539.07	471.07 68.00
11/4/21	122250 407501 112501	47873	Invoice: 2248 11/21 INTEREST SCC-99-- SKINNER	179.69	156.63 23.06

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Nov 1, 2021 to Nov 30, 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
11/4/21	125001 100001	7646	Invoice: 2352 JEFF COUNTY IDA	45,768.00	45,768.00
11/10/21	122250 407501 112501	5846	Invoice: 2256 11/21 INTEREST MAIN STREET CRAFTS & DRAFTS	89.84	78.12 11.72
11/10/21	407501 112501	4929	11/21 INTEREST CLAYTON YACHT CLUB, INC.	100.00	100.00
11/10/21	122250 407501 112501	1111	Invoice: 2263 1/22 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	157.41 22.59
11/10/21	122250 407501 112501	0007000256	Invoice: 2245 12/21 INTEREST MICHAEL NORTHROP	179.69	157.02 22.67
11/10/21	122025 407501 112501	3640	Invoice: 1907 11/21 INTEREST WICLDC	1,109.20	840.71 268.49
11/10/21	125001 100001	1874	Invoice: 2354 MARSHALL WEIR	249.99	249.99
11/10/21	202401 202501 100001	1416	DUE JCLDC RLF DUE SHLDC MAIN STREET CRAFTS & DRAFTS	179.69	89.84 89.85
11/18/21	122250 407501 112501	5855	Invoice: 2255 3/22 INTEREST PAINFULL ACRES	89.85	79.12 10.73
11/18/21	122250 407501 112501	2085	Invoice: 2261 11/21 INTEREST RHODES GREENHOUSES, INC	179.69	156.24 23.45
11/18/21	122250 407501 112501	6208	Invoice: 2233 11/21 INTEREST RBM MANUFACRURING	179.69	156.63 23.06
11/18/21	122250 407501 112501	2905	Invoice: 2264 11/21 INTEREST MORGIA MASONRY	179.69	156.24 23.45
11/18/21	122025 407501 112501	3644	Invoice: 11-30-11 LDCRLF 11/21 INTEREST CURRENT APPLICATIONS	1,237.42	742.00 495.42
11/18/21	122025 407501 112501	47542	Invoice: 2013 10/21 INTEREST LCO DESTINY, LLC	2,000.00	1,650.99 349.01
11/18/21	122025 407501 112501	161152	Invoice: RLF LOAN 11/21 INTEREST WICLDC	1,784.29	1,663.83 120.46
11/18/21	122025 407501 112501	5749	Invoice: 2242 10/21 INTEREST CL-100- ISLAND TOURS	1,509.70	1,198.59 311.11



**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Nov 1, 2021 to Nov 30, 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
11/18/21	202401	19475	DUE JCLDC		89.85
	202501		DUE SHLDC		89.84
	100001		PAINFULL ACRES	179.69	
				<u>59,299.45</u>	<u>59,299.45</u>

**Jefferson County Local Development Corp**  
**Check Register**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5827	11/4/21	EXCELLUS BC/BS	100001	390.24
5828	11/4/21	THE HARTFORD	100001	513.82
5829	11/4/21	NATIONAL GRID	100001	518.20
5830	11/4/21	NNY ONLINE	100001	214.45
5831	11/4/21	PROSHRED	100001	21.58
5832	11/4/21	RBM MANUFACTURING	100001	130.00
5833	11/4/21	SYNTELA CONFERENCING INC.	100001	6.02
5834	11/4/21	VERIZON WIRELESS	100001	140.56
5835	11/4/21	WB MASON CO INC.	100001	11.39
5836	11/4/21	WICLDC	100001	1,496.58
5837	11/4/21	WATERTOWN LOCAL DEVELOPMENT C	100001	4,661.87
5838	11/4/21	EXCELLUS BC/BS	100001	547.69
5839	11/4/21	EXCELLUS BC/BS	100001	11,037.12
5840	11/10/21	ADIRONDACK NORTH COUNTRY ASSOCI	100001	50.00
5841	11/10/21	BLUE MOUNTAIN SPRING WATER, INC.	100001	42.75
5842	11/10/21	CINTAS	100001	53.04
5843	11/10/21	EWTI	100001	100.00
5844	11/10/21	HM LIFE OF NY	100001	176.26
5845	11/10/21	INFORMNNY.COM	100001	370.00
5846	11/10/21	JCLDC	100001	89.84
5847	11/10/21	KEY BANK	100001	1,933.39
5848	11/10/21	RBC WEALTH MANAGEMENT	100001	2,647.44
5849	11/10/21	SACKETS HARBOR LDC	100001	89.85
5850	11/10/21	STEVENS MEDIA GROUP-WATERTOWN,	100001	270.00
5851	11/10/21	UNITED WAY OF NNY	100001	95.00
5852	11/10/21	WPBS	100001	557.00
5853	11/10/21	WWTI	100001	600.00
5854	11/18/21	CINTAS	100001	53.04
5855	11/18/21	JCLDC	100001	89.85
5856	11/18/21	NORTHERN COMMERCIAL CLEANING	100001	765.00
5857	11/18/21	SAM'S CLUB	100001	120.78
5858	11/18/21	SACKETS HARBOR LDC	100001	89.84

**Jefferson County Local Development Corp**  
**Check Register**  
**For the Period From Nov 1, 2021 to Nov 30, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5859	11/18/21	SPECTRUM REACH	100001	1,324.95
5860	11/18/21	STATEBOOK INTERNATIONAL, INC.	100001	150.00
5861	11/18/21	WB MASON CO INC.	100001	138.16
5862	11/18/21	WESTELCOM	100001	458.21
5863	11/19/21	WORTH GOLD FARM	100001	396.00
<b>Total</b>				<b>30,349.92</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.02.2021.02**  
**Change from Fiscal Year to Calendar Year**

**WHEREAS**, the Jefferson County Local Development Corporation (JCLDC) currently follows an annual fiscal year of October 1<sup>st</sup> through September 30<sup>th</sup>; and

**WHEREAS**, the JCLDC wishes its fiscal year to be consistent with that of the Jefferson County Industrial Development Agency, which follows the same fiscal year; but is changing its fiscal year to the calendar year of January 1<sup>st</sup> through December 31<sup>st</sup> for administrative and reporting purposes; and

**WHEREAS**, the new fiscal year will also coincide with the calendar fiscal year followed by the County of Jefferson, NY; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves changing its fiscal year to the January 1 through December 31 calendar year and that the same is hereby approved for revising the bylaws; and this change shall be effective beginning January 1, 2022; and

**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.

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

## ARTICLE VII - GENERAL

### SECTION 1. - SEAL.

The corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization, and the words "Corporate Seal, New York." The seal may be used by causing it or a facsimile thereof to be impressed or affixed or otherwise reproduced.

### SECTION 2. - BOOKS AND RECORDS.

There shall be kept by the Corporation (1) correct and complete books and records of account, (2) minutes and statements of written action by the Members, (3) minutes of the proceedings of the Board of Directors and its committees, (4) a current list of the Members, Directors and officers of the Corporation and their residence addresses, (5) a copy of the Certificate of Incorporation, and (6) a copy of these By-laws.

### SECTION 3. - INDEMNIFICATION.

The Corporation shall indemnify each Member, each Director, each officer, and, to the extent authorized by the Board of Directors, each other person authorized to act for the Corporation or on its behalf, to the full extent to which indemnification is permitted under the Not-For-Profit Corporation Law.

### SECTION 4. - INTERESTED DIRECTORS AND OFFICERS.

The Board of Directors may adopt a policy regarding conflicts of interest which shall apply to all directors and officers.

## ARTICLE VIII - FISCAL YEAR

The fiscal year of the Corporation shall commence on the first day of ~~October~~ January of each calendar year and end on the last day of ~~September~~ December.

## ARTICLE IX - RULES OF ORDER AND BYLAW CHANGES

### SECTION 1. - RULES OF ORDER.

Meetings of the Members and the Board of Directors and its committees shall be governed by Robert's Rules of Order, except in cases otherwise provided for by these By-laws.

### SECTION 2. - BYLAW CHANGES.

These By-laws may be amended, repealed or adopted only by the Members of the Corporation.

**Jefferson County Local Development Corp.**

1/01/22-- 1231/22 Budget -

Approved : Finance Comm -

Board Approval

	FYE 9-30-21 Budget Unrestric	Proposed CYE 12-31- 2022 Budget	
<b>Revenue</b>			
Admin Fee	600,377	549,215	45,768 Monthly
RLF Interest	45,000	30,000	
Grant Marketing Program	275,400	283,662	
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	-	Changed
AG Conference	5,000	-	

<b>Total</b>	1,083,299	\$ 1,002,597
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<b>Expenses</b>		
Salaries	538,205	539,480
Total Salaries	538,205	539,480
<b>Benefits</b>		
FICA & Medicare	39,827	39,921
DBL	4,825	5,725
Health/Group Ins	121,876	146,219
Dental	6,200	6,966
Workers Comp	3,000	3,500
401k	43,341	41,353
401k Consulting		2,200
Unemployment Ins	750	750
Total Benefits	219,819	246,635

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	-
Depreciation Distillery	14,143	-
Depreciation F&F	8,518	15,000
Miscellaneous	0	500
Ag Program Expenses	187,016	207,954
Marketing/Mfg Program	382,846	330,030
Reallocated Expenses	(426,393)	(400,358)
Total	1,083,999	\$ 1,118,236

Revenue	1,083,299	1,002,597
Expenses	1,083,999	1,118,236
Net	(700)	\$ (115,639)

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

2021-2022 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Aiken, Robert	P	P										
Aliasso, Robert	P	P										
Burto, Kent	P	P										
Converse, David	P	P										
Gardner, Gregory	P	P										
Jennings, John	E	P										
Johnson, William	P	E										
L'Huilier, Lisa	P	P										
Powers, Christine	P	P										
Walldroff, W. Edward	P	P										
Warneck, Paul	P	P										
<b>Totals:</b>	<b>10</b>	<b>10</b>										
P - Present												
E - Excused												
A - Absent												