

## Notice of Board Meeting

**Date:** December 23, 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, January 6, 2022 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).

**Zoom:**

<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>

If the link doesn't work, click on Join Meeting and enter the information below:

Meeting ID: 843 5525 0468

Passcode: 011440

1-929-205-6099 US (New York)

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

**BOARD MEETING AGENDA**  
**Thursday, January 6, 2022 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – December 2, 2021**
- V. Treasurer’s Report – December 31, 2021**
- VI. Committee Reports**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
  - 1. Bowers & Co. – Engagement Letter for Stub Period Audit (10/1/21 – 12/31/21)**
  - 2. American Recovery Plan Funds from Jefferson County**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Annual Board Meeting Minutes  
December 2, 2021**

**DRAFT**

The Jefferson County Local Development Corporation held their annual board meeting on Thursday, December 2, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** Christine Powers, John Jennings

**Absent:** None

**Also Present:** Liz Bush and Andrew Swords (Bowers & Co.)  
**Zoom:** Justin Miller, Esq., Craig Fox (Watertown Daily Times), Karen D’Antonio (8:29 a.m.), Ken McAuliffe (8:29 a.m.)

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

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:00 a.m.
- 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 November 4, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Aiken, seconded by Mr. Johnson. All in favor. Carried.
- V. **Audit Report for 2020-2021 – Bowers & Company:** Liz Bush presented an unmodified clean opinion and said that there is not a management letter. She said that there will be a new lease standard implementation next year, but said that she is waiting to hear back if it will affect the stub period audit. She noted that there were no items to report in the Internal Controls. A motion was made by Mr. Walldroff to approve the audit as presented, seconded by Mr. Converse. All in favor. Carried.

**JCIDA Audit Presentation** – Ms. Bush presented an unmodified clean opinion. She encouraged board members to read the Management Discussion and Analysis which provides useful information. She mentioned that there will be a new lease standard implementation next year and is waiting to hear back if it will affect the stub period audit.

A motion will be made in the JCIDA meeting following this meeting.

Ms. Bush and Mr. Swords left the meeting at 8:33 a.m.

- VI. **Resolution No. 12.02.2021.02 to change from a fiscal year to a calendar year** – Chairman Aliasso read the resolution aloud. He said the Corporation will change to a calendar year beginning on January 1, 2022, and that the bylaws reflect the change. A motion was made by Mr. Johnson to approve the resolution, seconded by Mr. Aiken. All in favor. Carried.

Jefferson County Local Development Corporation  
Board Meeting Minutes  
December 2, 2021

DRAFT

- VII. **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, and Appointment of Staff): Chairman Aliasso read the opening of the resolution. He mentioned sections of the resolution that pertained to board officers, committee members, etc. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Gardner. Roll call vote was taken. Mr. Converse – Yea, Mr. Jennings – Absent, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Mr. Burto – Yea, Mr. Aiken – Yea, Mr. Gardner – Yea, Ms. Powers – Absent. Carried.
- VIII. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending November 30, 2021. 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. Johnson. All in favor. Carried.
- IX. **Committee Reports:** None.
- X. **Council Reports:**
- a. **Ag** – No report.
  - b. **Manufacturing** – Mr. Zembiec said that we are working with Lewis County to organize a joint manufacturers forum. He said that the joint event is being planned for March or April of 2022.
  - c. **Marketing** – Mr. Weir said that he has been working on the CCIP rail spur, the annual report, IT changes/phone upgrades and childcare. Mr. Zembiec said that the childcare program is catching attention and noted that we were contacted by Clinton County inquiring about the program. Mr. Zembiec said that 9 participants in Jefferson County and 2 participants in Lewis County have finished the program and will provide 64 childcare slots. Mr. Weir said that childcare is a big issue everywhere.
- XI. **Unfinished Business:** None.
- XII. **Counsel:** None.
- XIII. **New Business:**
- 1. **Proposed Budget for 1/1/22 – 12/31/22** – Chairman Aliasso said that the proposed budget covers the new calendar year. Mr. Zembiec noted that it includes an amount to hire a new employee as previously discussed. A motion was made by Mr. Converse to approve the proposed budget, seconded by Mr. Walldroff. All in favor. Carried.
- XIV. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Johnson, seconded by Mr. Aiken. All in favor. The meeting adjourned at 8:46 a.m.

Respectfully submitted,  
*Peggy Sampson*



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

Prepared by Joy Nuffer, December 22, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 549,215.00	137,304.00	\$ 45,768.00	45,768.00	411,911.00
JC Grant Marketing	275,400.00	68,850.00	22,950.00	22,950.00	206,550.00
JC Grant Ag Program	138,720.00	34,680.00	11,560.00	11,560.00	104,040.00
RLF Interest Income	30,000.00	5,612.56	1,298.06	2,399.90	24,387.44
Interest Income	1,000.00	242.04	0.00	122.67	757.96
Late Fee	0.00	97.02	43.12	32.34	(97.02)
Miscellaneous Income	0.00	249.99	0.00	249.99	(249.99)
<b>Total Revenues</b>	<b>994,335.00</b>	<b>247,035.61</b>	<b>81,619.18</b>	<b>83,082.90</b>	<b>747,299.39</b>
<b>Expenses</b>					
Salaries	467,858.00	103,432.87	37,413.94	37,413.94	364,425.13
Benefits	205,856.00	45,330.37	15,522.69	32,555.76	160,525.63
Operations					
Marketing Program	306,702.00	60,510.53	18,177.96	20,633.86	246,191.47
AG Program	206,930.00	51,931.84	15,231.03	19,711.57	154,998.16
Office Expense	19,000.00	1,768.21	54.79	1,139.31	17,231.79
Payroll Processing	3,500.00	810.84	270.28	270.28	2,689.16
Office Rent	17,753.00	4,489.74	1,496.58	1,496.58	13,263.26
Project Loan Rent	55,943.00	13,985.61	4,661.87	4,661.87	41,957.39
Office Cleaning	11,000.00	2,578.24	783.04	924.12	8,421.76
Telephone	7,000.00	1,835.42	431.68	812.96	5,164.58
Equipment Rental	3,500.00	680.54	0.00	340.27	2,819.46
Equipment Maintenance	5,000.00	71.19	71.19	0.00	4,928.81
System Maintenance	2,500.00	643.35	214.45	214.45	1,856.65
Electric Service	4,000.00	766.10	0.00	334.70	3,233.90
Gas Service	3,000.00	332.94	0.00	246.14	2,667.06
Business Support	7,500.00	0.00	0.00	0.00	7,500.00
Safety Training	0.00	280.00	0.00	0.00	(280.00)
Travel/Promotion/Meals	7,500.00	947.61	0.00	9.42	6,552.39
Staff Training & Seminars	3,000.00	0.00	0.00	0.00	3,000.00
Depreciation F&F	15,000.00	3,770.10	1,256.70	1,256.70	11,229.90
Dues & Publications	7,000.00	6,303.00	978.00	50.00	697.00
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	6,500.00	0.00	6,500.00	500.00
CEDS Update	7,500.00	0.00	0.00	0.00	7,500.00
Fees Expense	300.00	275.00	275.00	0.00	25.00
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(393,506.00)	(99,872.50)	(31,901.99)	(36,100.31)	(293,633.50)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
<b>Total Operations</b>	<b>995,836.00</b>	<b>207,371.00</b>	<b>64,937.21</b>	<b>92,471.62</b>	<b>788,465.00</b>
Total Revenue	994,335.00	247,035.61	81,619.18	83,082.90	747,299.39
Total Expenses	995,836.00	207,371.00	64,937.21	92,471.62	788,465.00
<b>Net Income Over Expenditures</b>	<b>\$ (1,501.00)</b>	<b>39,664.61</b>	<b>\$ 16,681.97</b>	<b>(9,388.72)</b>	<b>(41,165.61)</b>

For Internal Use Only

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

Prepared by Joy Nuffer, December 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	216.17	0.00	216.17	783.83
AG Advertising	4,000.00	2,560.00	0.00	270.00	1,440.00
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	99.00	0.00	99.00	301.00
AG Business Attraction	3,500.00	300.00	0.00	0.00	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	497.05	0.00	497.05	(497.05)
Local Food Guide	800.00	800.00	800.00	0.00	0.00
Salary Overhead	94,760.00	21,834.04	7,290.10	7,290.10	72,925.96
FICA Overhead	5,686.00	1,066.24	427.24	213.75	4,619.76
Medicare Overhead	1,327.00	299.36	99.92	99.98	1,027.64
Health/Dental Ins Overhead	29,476.00	7,494.67	2,488.63	2,503.02	21,981.33
Retirement Overhead	8,528.00	5,488.34	437.40	4,621.01	3,039.66
Indirect Labor Allocation	39,125.00	9,781.26	3,260.42	3,260.42	29,343.74
Non Labor Allocated Overhead	5,128.00	1,495.71	427.32	641.07	3,632.29
<b>Total Operations</b>	<b>206,930.00</b>	<b>51,931.84</b>	<b>15,231.03</b>	<b>19,711.57</b>	<b>154,998.16</b>

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

Prepared by Joy Nuffer, December 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	0.00	(280.00)
<b>Total Operations</b>	<u>7,500.00</u>	<u>280.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,220.00</u>

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

Prepared by Joy Nuffer, December 22, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 46,600.00	6,286.85	\$ 557.00	2,417.90	40,313.15
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	525.80	0.00	45.00	1,474.20
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	735.00	150.00	150.00	9,265.00
Events Sponsorship	10,250.00	550.00	0.00	550.00	9,700.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	209,652.00	52,412.88	17,470.96	17,470.96	157,239.12
<b>Total Operations</b>	<b>306,702.00</b>	<b>60,510.53</b>	<b>18,177.96</b>	<b>20,633.86</b>	<b>246,191.47</b>

Jefferson County Local Development Corp  
Balance Sheet  
December 31, 2021

ASSETS

Current Assets		
General Checking	\$	40,307.03
Savings Account		1,389,324.93
RLF Savings		1,517,958.39
RLF Loans Receivable		500,200.47
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		221,827.30
Clayton Loans Receivable		10,000.00
Miscellaneous Receivable		7,500.00
LHI Records Storage		87,029.51
Prepaid Expense		7,833.76
		3,794,481.39
Total Current Assets		
Property and Equipment		
Accumulated Depreciation		(63,998.20)
		(63,998.20)
Total Property and Equipment		
Other Assets		
Furniture & Fixtures		70,387.89
WIP Telephone System		3,255.00
		73,642.89
Total Other Assets		
Total Assets	\$	3,804,126.08

LIABILITIES AND CAPITAL

Current Liabilities		
JC Grant-Marketing	\$	206,550.00
Deferred Mkt. Grant European		12,500.00
		219,050.00
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.		3,545,411.47
Net Income		39,664.61
		3,585,076.08
Total Capital		
Total Liabilities & Capital	\$	3,804,126.08

**Jefferson County Local Development Corp**

**Receivables**

**As of December 31, 2021**

<b>Customer</b>	<b>Orig Loan</b>	<b>Balance</b>	<b>Issued</b>	<b>Maturity</b>	<b>Terms</b>	<b>Status</b>	<b>Payment</b>
JAY CANZONIER	100,000.00	39,191.56	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	35,826.89	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	60 days	2,000.00
WICLDC	200,000.00	105,112.37	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>510,200.47</b>					

Jefferson County Local Development Corp  
RLF Loans Aged Receivables  
As of Dec 31, 2021

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FA	2086	39,191.56
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FA		39,191.56
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	35,826.89
CLAYTON ISLAND CLAYTON ISLAND TOURS		35,826.89
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	40,000.00
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		40,000.00
CRESCENT YACHT CLUB CRESCENT YACHT CLUB	2350	39,995.46
CRESCENT YACHT CLUB CRESCENT YACHT CLUB		39,995.46
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	118,326.65
CURRENT CURRENT APPLICATIONS		118,326.65
LCO LCO DESTINY, LLC	2013	82,110.85

**Jefferson County Local Development Corp**  
**RLF Loans Aged Receivables**  
**As of Dec 31, 2021**

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

<b>Customer ID Customer Bill To Contact Telephone 1</b>	<b>Invoice/CM #</b>	<b>Amount Due</b>
LCO LCO DESTINY, LLC		<b>82,110.85</b>
WIC WICLDC	1907 RLF LOAN	105,112.37 39,636.69
WIC WICLDC		<b>144,749.06</b>
<b>Report Total</b>		<b>500,200.47</b>



**Jefferson County Local Development Corp  
Clayton Loan Aged Receivables  
As of Dec 31, 2021**

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	5,000.00
		5,000.00
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	5,000.00
		5,000.00
<b>Report Total</b>		<b>10,000.00</b>

Jefferson County Local Development Corp  
COVID Loans Aged Receivables  
As of Dec 31, 2021

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	8,909.03
AUBREYS AUBREYS SHOPPING CENTER		8,909.03
BROTHERTON STEVEN BROTHERTON	2252	7,849.88
BROTHERTON STEVEN BROTHERTON		7,849.88
CCTI COLLEENS CHERRY TREE INN	2238	9,313.95
CCTI COLLEENS CHERRY TREE INN		9,313.95
CORNELIA LAURIE A. CORNELIA	2240	8,899.50
CORNELIA LAURIE A. CORNELIA		8,899.50
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	4,533.05
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS		4,533.05
DEMAR AMY S. DEMAR	2237	8,909.03

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Dec 31, 2021**

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
DEMAR AMY S. DEMAR		8,909.03
ELMER KATHLEEN ELMER	2253	9,079.74
ELMER KATHLEEN ELMER		9,079.74
FIELD FIELD OF DREAMS, LLC	2267	9,222.68
FIELD FIELD OF DREAMS, LLC		9,222.68
GOULD ROBERT L. GOULD	2234	8,909.03
GOULD ROBERT L. GOULD		8,909.03
GRAPES BUSTED GRAPES,LLC	2250	9,161.23
GRAPES BUSTED GRAPES,LLC		9,161.23
HERMAN BONNIE HERMAN	2235	8,909.03
HERMAN BONNIE HERMAN		8,909.03

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Dec 31, 2021**

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
MILLER GAIL W. MILLER	2236	8,751.61
MILLER GAIL W. MILLER		8,751.61
MORGIA MORGIA MASONRY	2264	9,066.05
MORGIA MORGIA MASONRY		9,066.05
NORTH BRANCH NORTH BRANCH FARMS	2262	9,066.05
NORTH BRANCH NORTH BRANCH FARMS		9,066.05
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	8,723.58
NORTHERN NORTHERN COMMERCIAL CLEANING		8,723.58
NORTHROP MICHAEL NORTHROP	2245	8,751.61
NORTHROP MICHAEL NORTHROP		8,751.61
PAINFULL PAINFULL ACRES	2255	4,214.44

**Jefferson County Local Development Corp**  
**COVID Loans Aged Receivables**  
**As of Dec 31, 2021**

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
PAINFULL PAINFULL ACRES		4,214.44
RBM RBM MANUFACRURING	2233	9,066.05
RBM RBM MANUFACRURING		9,066.05
RHODES RHODES GREENHOUSES, INC	2261	9,066.05
RHODES RHODES GREENHOUSES, INC		9,066.05
SAMPSON-MELISSA MELISSA SAMPSON	2254	9,066.05
SAMPSON-MELISSA MELISSA SAMPSON		9,066.05
SKINNER SCOTT P. SKINNER	2248	8,909.03
SKINNER SCOTT P. SKINNER		8,909.03
THOMAS CAROL THOMAS	2243	8,909.03
THOMAS CAROL THOMAS		8,909.03

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Dec 31, 2021**

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

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
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	7,658.28
WINKLER STEPHEN WINKLER		7,658.28
ZERO ZERO DOCK STREET, LLC	2280	9,222.68
ZERO ZERO DOCK STREET, LLC		9,222.68
<b>Report Total</b>		<b>221,827.30</b>

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

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
12/2/21	122250	1020	Invoice: 2238		65.74
	407501		10/21 INTEREST		23.48
	412502		10/21 LATE FEE		10.78
	112501		COLLEENS CHERRY TREE INN	100.00	
12/2/21	122250	1633	Invoice: 2241		157.02
	407501		12/21 INTEREST		22.67
	112501		AUBREYS SHOPPING CENTER	179.69	
12/2/21	122250	48740	Invoice: 2248		157.02
	407501		12/21 INTEREST		22.67
	112501		SCOTT P. SKINNER	179.69	
12/2/21	122025	5141	Invoice: 2086		627.18
	407501		12/21 INTEREST		99.55
	112501		JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	
12/2/21	122250	5142	Invoice: 2262		156.63
	407501		12/21 INTEREST		23.06
	112501		NORTH BRANCH FARMS	179.69	
12/2/21	122250	1115	Invoice: 2263		157.81
	407501		2/22 INTEREST		22.19
	112501		NORTHERN COMMERCIAL CLEANING	180.00	
12/2/21	407501	4936	12/21 INTEREST		100.00
	112501		CLAYTON YACHT CLUB, INC.	100.00	
12/2/21	122250	6351	Invoice: 2235		157.02
	407501		12/21 INTEREST		22.67
	112501		BONNIE HERMAN	179.69	
12/2/21	122250	1382	Invoice: 2234		157.02
	407501		12/21 INTEREST		22.67
	112501		ROBERT L. GOULD	179.69	
12/2/21	122250	5936	Invoice: 2252		179.93
	407501		INTEREST		20.07
	112501		STEVEN BROTHERTON	200.00	
12/2/21	122250	3553	Invoice: 2240		156.63
	407501		11/21 INTEREST		23.06
	112501		LAURIE A. CORNELIA	179.69	
12/2/21	122250	007701	Invoice: 2243		157.02
	407501		11/21 INTEREST		22.67
	112501		CAROL THOMAS	179.69	
12/2/21	122250	7000113	Invoice: 2268		885.47
	407501		INTEREST		92.97
	412502		LATE FEE		21.56
	112501		STEPHEN WINKLER	1,000.00	
12/2/21	125001	7663	Invoice: 2353		45,768.00
	100001		JEFF COUNTY IDA	45,768.00	
12/9/21	122250	1844	Invoice: 2236		157.42
	407501		1/22 INTEREST		22.27
	112501		GAIL W. MILLER	179.69	

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

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
12/9/21	122250 407501 112501	108	Invoice: 2264 12/21 INTEREST MORGIA MASONRY	179.69	156.63 23.06
12/9/21	122250 407501 412502 112501	18705	Invoice: 2267 11/21 INTEREST 11/21 LATE FEE FIELD OF DREAMS, LLC	190.47	156.24 23.45 10.78
12/9/21	122025 407501 112501	5547	Invoice: 2242 12/21 INTEREST CLAYTON ISLAND TOURS	754.85	603.04 151.81
12/9/21	122250 407501 112501	1749	Invoice: 2280 12/21 INTEREST ZERO DOCK STREET, LLC	179.69	156.24 23.45
12/9/21	122250 407501 112501	1277	Invoice: 2254 12/21 INTEREST MELISSA SAMPSON	179.69	156.63 23.06
12/9/21	122250 407501 112501	0007000115	Invoice: 2268 INTEREST STEPHEN WINKLER	1,000.00	978.42 21.58
12/9/21	122250 407501 112501	0007000264	Invoice: 2245 1/21 INTEREST MICHAEL NORTHROP	179.69	157.42 22.27
12/9/21	122250 407501 112501	8602	Invoice: 2240 12/21 INTEREST LAURIE A. CORNELIA	179.69	157.02 22.67
12/9/21	122250 407501 112501	55502654	Invoice: 2253 INTEREST KATHLEEN ELMER	170.69	147.63 23.06
12/9/21	122250 407501 112501	1921	Invoice: 2237 12/21 INTEREST AMY S. DEMAR	179.69	157.02 22.67
12/16/21	122250 407501 112501	2087	Invoice: 2261 12/21 INTEREST RHODES GREENHOUSES, INC	179.69	156.63 23.06
12/16/21	407501 112501	16523	12/21 INTEREST CRESCENT YACHT CLUB	100.00	100.00
12/16/21	122025 407501 112501	3675	Invoice: 1907 12/21 INTEREST WICLDC	1,109.20	842.81 266.39
12/16/21	202401 202501 100001	1418/	DUE JCLDC DUE SHLDC MAIN STREET CRAFTS & DRAFTS	179.69	89.84 89.85
12/23/21	122250 407501 112501	5902	Invoice: 2256 12/21 INTEREST MAIN STREET CRAFTS & DRAFTS	89.84	78.31 11.53
				<b>54,364.82</b>	<b>54,364.82</b>



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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5864	12/1/21	ASSOCIATION OF THE US ARMY	100001	175.00
5865	12/1/21	BLACK RIVER PAPER COMPANY	100001	123.90
5866	12/1/21	CINTAS	100001	53.04
5867	12/1/21	EXCELLUS BC/BS	100001	390.24
5868	12/1/21	FP MAILING SOLUTIONS	100001	156.00
5869	12/1/21	THE HARTFORD	100001	256.91
5870	12/1/21	HM LIFE OF NY	100001	88.13
5871	12/1/21	JOHNSON NEWSPAPER CORP	100001	550.00
5872	12/1/21	NATIONAL GRID	100001	580.84
5873	12/1/21	NNY ONLINE	100001	214.45
5874	12/1/21	RBC WEALTH MANAGEMENT	100001	20,052.43
5875	12/1/21	STEVENS MEDIA GROUP-WATERTOWN, LL	100001	400.00
5876	12/1/21	UNITED WAY OF NNY	100001	95.00
5877	12/1/21	WELLS FARGO FINANCIAL SERVICES	100001	340.27
5878	12/1/21	WICLDC	100001	1,496.58
5879	12/1/21	WATERTOWN LOCAL DEVELOPMENT COR	100001	4,661.87
5880	12/1/21	EXCELLUS BC/BS	100001	547.69
5881	12/1/21	EXCELLUS BC/BS	100001	11,037.12
5882	12/9/21	ADVANCED BUSINESS SYSTEMS	100001	71.19
5883	12/9/21	BLUE MOUNTAIN SPRING WATER, INC.	100001	35.80
5884	12/9/21	IEDC	100001	660.00
5885	12/9/21	PROSHRED	100001	22.01
5886	12/9/21	RBC WEALTH MANAGEMENT	100001	3,014.28
5887	12/9/21	SYNTELA CONFERENCING INC.	100001	6.33
5888	12/9/21	UNITED WAY OF NNY	100001	95.00
5889	12/9/21	VERIZON WIRELESS	100001	348.73
5890	12/9/21	WPBS	100001	557.00
5891	12/16/21	BOWERS & COMPANY CPAS, PLLC	100001	6,500.00
5892	12/16/21	CINTAS	100001	53.04
5893	12/16/21	EWTI	100001	50.00
5894	12/16/21	INFORMNNY.COM	100001	65.00
5895	12/16/21	KEY BANK	100001	1,013.30

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5896	12/16/21	NYS DEPT OF LAW	100001	275.00
5897	12/16/21	SAM'S CLUB	100001	54.79
5898	12/16/21	SPECTRUM REACH	100001	1,205.90
5899	12/16/21	STEVENS MEDIA GROUP-WATERTOWN, LL	100001	270.00
5900	12/16/21	WWTI	100001	300.00
5910	12/21/21	CORNELL COOPERATIVE	100001	800.00
5901	12/23/21	INFORMNNY.COM	100001	200.00
5902	12/23/21	JCLDC	100001	89.84
5903	12/23/21	NORTHERN COMMERCIAL CLEANING	100001	730.00
5904	12/23/21	RBC WEALTH MANAGEMENT	100001	2,953.84
5905	12/23/21	WATERTOWN ROTARY CLUB	100001	143.00
5906	12/23/21	SACKETS HARBOR LDC	100001	89.85
5907	12/23/21	STATEBOOK INTERNATIONAL, INC.	100001	150.00
5908	12/23/21	UNITED WAY OF NNY	100001	95.00
5909	12/23/21	WESTELCOM	100001	425.35
<b>Total</b>				<u><u>61,493.72</u></u>



**BOWERS & COMPANY  
CPAs PLLC**

CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS CONSULTANTS

December 2, 2021

To the Board of Directors  
Jefferson County Local Development Corporation  
800 Starbuck Avenue, STE 800  
Watertown, NY 13601

We are pleased to confirm our understanding of the services we are to provide for Jefferson County Local Development Corporation for the three months ended December 31, 2021.

***Audit Scope and Objectives***

We will audit the financial statements of Jefferson County Local Development Corporation, which comprise the statement of financial position as of December 31, 2021, the related statements of activities, functional expenses, and cash flows for the three months then ended, and the disclosures (collectively, the “financial statements”).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAS). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

***Auditor’s Responsibilities for the Audit of the Financial Statements***

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Management override of controls

Improper revenue recognition due to fraud

***Audit Procedures—Internal Control***

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements.

Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

***Audit Procedures—Compliance***

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Jefferson County Local Development Corporation's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

***Other Services***

We will prepare the Organization's federal and state information returns for the three months ended December 31, 2021 based on information provided by you. We will also assist in preparing the financial statements and related notes of Jefferson County Local Development Corporation in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

*Responsibilities of Management for the Financial Statements*

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the tax services, financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### *Engagement Administration, Fees, and Other*

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bowers & Company CPAs PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bowers & Company CPAs PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal awarding agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Liz Bush is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit on approximately January 31, 2022.

Our fees for the audit and other services other than the preparation of the information returns will be \$3,700 and \$300 for the preparation of the information returns. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement.

If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.



To ensure that Bowers and Company CPAs PLLC's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

### ***Reporting***

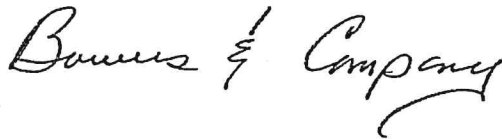
We will issue a written report upon completion of our audit of Jefferson County Local Development Corporation's financial statements. Our report will be addressed the Board of Directors of Jefferson County Local Development Corporation. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Jefferson County Local Development Corporation is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

It is hereby understood and agreed that this engagement is being undertaken solely for the benefit of Jefferson County Local Development Corporation and that no other person or entity shall be authorized to enforce the terms of this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Banner & Company". The signature is written in black ink and is positioned below the "Very truly yours," text.

RESPONSE:

This letter correctly sets forth the understanding of Jefferson County Local Development Corporation.

Management Signature: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

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