

**Jefferson County Local Development Corporation
Board Meeting Minutes
April 7, 2022**

The Jefferson County Local Development Corporation held their board meeting on Thursday, April 7, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., William Johnson, Paul Warneck, David Converse, Gregory Gardner

Zoom: Kent Burto, Christine Powers, Rob Aiken, Lisa L'Huillier

Excused: None

Absent: John Jennings, W. Edward Walldroff

Also Present: Craig Fox (Watertown Daily Times)

Zoom: Justin Miller, Esq.

Staff Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Jay Matteson, 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 meeting held March 3, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Johnson. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending March 31, 2022. He said the accounting software conversion took place, but noted that the financials look confusing this month because the stub period totals were included. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Gardner. All in favor. Carried.

Proposed 15-month Budget (10/1/21 – 12/31/22) – Mr. Eaton said that he made some minor changes and cleaned up some errors. He noted that the 15-month budget will need to be re-submitted to the state. A motion was made by Mr. Warneck to adopt the 15-month budget as presented, seconded by Mr. Burto. All in favor. Carried.

VI. Committee Reports:

- a. Loan Review Committee** – Mr. Converse noted that the JCLDC and JCIDA held a joint loan review meeting, and said the action will be taken at the JCIDA board meeting later today.

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VII. Council Reports:

- a. Ag** – Mr. Matteson updated the board on the following topics:
- Ag conference – Mr. Matteson said the conference will be held tomorrow, April 8, 2022 at the Hilton Garden Inn. He said Dr. Todd Schmit will share his economic impact analysis at the conference and noted that Catharine Young (Cornell AgriTech) and Jennifer Coleman (Aimpoint Research) will also make presentations.
 - CWT Farms International – Mr. Matteson said that the company is planning an official announcement on Monday about their proposed project.
 - Food resiliency grants – Mr. Matteson said that he has received some grant applications and indicated that he is working with three meat processors in the county to encourage them to submit an application. Mr. Warneck asked Mr. Matteson to send a list of the grant applicants to board members. Mr. Matteson said he will.
 - Dairy Parade – Mr. Matteson said that he is planning for the dairy parade that will be held on June 3, 2022.
- b. Manufacturing** – Mr. Zembiec reported that 50 people attended the Jefferson-Lewis manufacturing forum that was held at Carthage at Zero Dock Street on March 24th. He said they focused on workforce issues. The event was held jointly with Lewis County Economic Development.
- c. Marketing** – Mr. Weir mentioned that the childcare initiative was featured on NPR. He reported that he attended the Town of Hounsfield planning board meeting on Tuesday while they discussed the Convalt Energy project. He noted that the neighbors that live across the street from the project had some questions, but indicated that they will not stand against the project. Mr. Zembiec said the General Brown school district approved the PILOT last night.

VIII. Unfinished Business: None.

IX. Counsel: None.

X. New Business:

1. **County of Jefferson ARPA Fund Contract** – Mr. Zembiec said that the County passed the resolution, but indicated that we did not receive the contract in time for the meeting.
2. **CAPC Agreement for ARPA Funds** – Chairman Aliasso said the agreement outlines the program for the total grant of \$774,000 to the CAPC, contingent upon the JCLDC's receipt of funds from the County of Jefferson through the JCIDA. The agreement shall be in effect through June 30, 2023. A motion was made by Mr. Converse to approve the agreement, seconded by Mr. Johnson. All in favor. Carried.

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- 3. Resolution No. 04.07.2022.01 to advance funds to the CAPC for the expansion of child care services** – Mr. Zembiec said that CAPC has requested reimbursements for expenses to be made in the month of April. Mr. Zembiec said that he is asking the board to advance \$67,000 for the first quarter for retention, new staffing positions and daycare services until the ARPA contract is signed with the County of Jefferson and the money becomes available. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Gardner. All in favor. Carried.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Mr. Warneck. All in favor. The meeting adjourned at 8:22 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution Number 04.07.2022.01

**RESOLUTION TO ADVANCE FUNDS
TO THE
COMMUNITY ACTION PLANNING COUNCIL
FOR
THE EXPANSION OF CHILD CARE SERVICES**

WHEREAS, By Resolution 243 of 2021, the Jefferson County Board of Legislators accepted American Rescue Plan Act funding to provide resources to respond to COVID-19 and address its economic fallout, and

WHEREAS, By Resolution 40 of 2022, the Jefferson County Board of Legislators resolved that the County of Jefferson shall enter into an agreement with the Jefferson County Industrial Development Agency (JCIDA) for the provision of certain programs for the benefit of the citizens of Jefferson County, including a program to be administered by the Jefferson County Local Development Corporation (JCLDC) to expand child care services in the County, and

WHEREAS, the JCLDC has contracted with the Community Action Planning Council (CAPC) to administer that program, and


WHEREAS, the CAPC is must make certain disbursements in the month of April 2022 associated with its contractual obligation to the JCLDC totaling sixty-seven thousand dollars (\$67,000.00), and

WHEREAS, the funds allocated by the County of Jefferson are anticipated, but not yet available, now therefore be it

RESOLVED, that the JCLDC shall advance sixty-seven thousand dollars (\$67,000.00) to the CAPC to cover its April disbursements for the child care services expansion program, and be it also

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

This resolution shall take effect immediately.



David J. Zembiec, CEO