

## Notice of Board Meeting

**Date:** October 20, 2022

**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, November 3, 2022 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The live stream link is available at [www.jcida.com](http://www.jcida.com).

**Zoom:**  
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>  
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  
Joy Nuffer  
Robin Stephenson  
Justin Miller, Esq.  
Media

**BOARD MEETING AGENDA**  
**Thursday, November 3, 2022 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – October 6, 2022**
- V. Treasurer’s Report – October 31, 2022**
- VI. Committee Reports**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
  - 1. ARPA Funds Report**
  - 2. Small Business Productivity Improvement Grants (ARPA)**
  - 3. Incumbent Worker Training Grants (ARPA)**
- IX. Counsel**
- X. New Business**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
October 6, 2022**

**DRAFT**

The Jefferson County Local Development Corporation held their board meeting on Thursday, October 6, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** Kent Burto, John Jennings

**Absent:** None

**Also Present:**

(Zoom): Justin Miller, Esq., Craig Fox (Watertown Daily Times), Brian Drake (Town of Cary)

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

- 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 September 1, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Ms. Powers. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending September 30, 2022. He pointed out the changes due to the ARPA grant funds. He noted that the two DiPrinzio loans were one month behind. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:**
  - a. **Finance Committee**
    - i. **2023 Proposed Budget** – Chairman Aliasso reviewed the meeting minutes. He said that the committee is recommending the proposed budget. A motion was made by Mr. Converse to adopt the budget as presented, seconded by Ms. Powers. All in favor. Carried.
- VII. **Council Reports:**
  - a. **Ag** – Mr. Matteson updated the board on the following:
    - Farmworker Overtime** – Mr. Matteson said that he has been answering calls regarding the new threshold of 40 hours that will take place over the next ten years. He said he thought it was a done deal until state legislators proposed forgiving small farms and only apply it to large farms.

**Food Resiliency Grant Program** – Mr. Matteson said that he and Ms. Nuffer and Ms. Stephenson are managing the program. He said that he is looking forward to a new round of ARPA funds.

**Meat Processor** – Mr. Matteson said that he is working with a company on a location change. He said he will also assist the company to become a USDA certified processor.

**Website consolidation** – Mr. Matteson said that he is working with Cooperative Extension to combine his Come Farm With Us and agriculture events websites into one, which he noted will be easier to maintain.

**Podcast** – Mr. Matteson said that yesterday’s podcast was focused on the recent hurricane in Florida. He said we will see the effect on food prices (oranges and strawberries). He said that farmers are still rescuing their cattle from standing water. He said that losses will be significant.

b. **Manufacturing** – Mr. Zembiec said that Mr. Weir is working with the schools and manufacturers to schedule the tours for Manufacturing Day. Mr. Weir said it will be held on October 14<sup>th</sup> which will include over 1,100 students, over 20 manufacturing companies for a total of 35 tours. He said the students are from Jefferson, Lewis and St. Lawrence counties.

c. **Marketing** – No report.

#### VIII. Unfinished Business:

1. **ARPA Funds Report** – Mr. Weir thanked Ms. Nuffer for all of her help with the ARPA grant programs. He provided the following update:

**Incumbent Worker Training** – 9 projects approved for a total of \$89,520, disbursed \$19,859.04 with a balance of \$69,660.96.

**Small Business Productivity** – 35 projects approved for a total of \$260,462.66 (including the recommendations later in the meeting), \$57,571.89 has been disbursed with a balance of \$202,890.77.

**Deferred Maintenance Rental Property** – 45 projects approved for a total of \$419,600 (including recommendations later in the meeting), \$40,558 has been disbursed with a balance of \$379,042.

Mr. Weir said that some of the applicants are not spending their total grant, which could allow us to open up the application again in the future or shift remaining funds to one of the other programs.

Chairman Aliasso asked if staff will be tracking metrics for some of the programs (i.e. number of trained people). Mr. Weir said that we could track and report back now or in six months.

Mr. Converse asked if we ask to see permits for the projects. Mr. Weir said no.

2. **Small Business Productivity Improvement Grants (ARPA)** – Mr. Weir said that there are five additional applications for this program.

Bridgeview Real Estate	\$10,000
Northern Commercial Cleaning	\$9,973.06
Nugent Carpentry and Remodeling, LLC	\$10,000
J. Eberle Woodworking	\$10,000
Ebersol’s Custom Cutting, Inc.	<u>\$10,000</u>
<b>TOTAL</b>	<b>\$49,973.06</b>

A motion was made by Ms. Powers to approve the recommendations as presented, seconded by Mr. Walldroff. All in favor. Carried.

3. **Incumbent Worker Training (ARPA)** – Mr. Weir said that there are three additional applications for this program.

Great Lakes Cheese	\$3,200
Coughlin Printing	\$8,000
Spec-Rite/SKIP-LINE, LLC	<u>\$20,000</u>
<b>TOTAL</b>	<b>\$31,200</b>

A motion was made by Mr. Converse to approve the recommendations as presented, seconded by Mr. Warneck. All in favor. Carried.

Brian Drake entered the meeting at 8:29 a.m.

4. **Rental Property Deferred Maintenance Grants (ARPA)** – Mr. Weir said that there are three additional applications for this program.

John Tinsley	\$10,000
Trina Kuan Bonner	\$10,000
Brian A. Bromka	<u>\$10,000</u>
<b>TOTAL</b>	<b>\$30,000</b>

A motion was made by Mr. Warneck to approve the recommendations as presented, seconded by Mr. Johnson. All in favor. Carried.

IX. **Counsel:** None.

X. **New Business:** None.

XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Ms. Powers. All in favor. The meeting adjourned at 8:32 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Income Statement for the Ten Month Period Ending October 31, 2022**

Prepared by Joy Nuffer, October 26, 2022

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 792,260.00	674,286.00	\$ 58,985.00	58,985.00	117,974.00
JC Grant Marketing	352,512.00	298,350.00	22,950.00	22,950.00	54,162.00
JC Grant Ag Program	173,400.00	150,280.00	11,560.00	11,560.00	23,120.00
RLF Interest Income	35,613.00	22,717.96	1,008.87	1,188.79	12,895.04
Grant Income Federal	0.00	494,227.91	86,396.21	109,059.73	(494,227.91)
Interest Income	1,468.00	1,534.66	0.00	132.58	(66.66)
Late Fee	0.00	1,542.59	21.56	10.78	(1,542.59)
Miscellaneous Income	250.00	81,650.99	500.00	1,722.00	(81,400.99)
AG Conference	0.00	3,000.00	0.00	0.00	(3,000.00)
<b>Total Revenues</b>	<b>1,355,503.00</b>	<b>1,727,590.11</b>	<b>181,421.64</b>	<b>205,608.88</b>	<b>(372,087.11)</b>
<b>Expenses</b>					
Salaries	661,620.00	523,082.56	43,029.36	58,005.54	138,537.44
Benefits	293,639.00	216,986.98	16,422.22	21,355.97	76,652.02
Operations					
Marketing Program	389,017.00	297,474.88	26,127.00	31,613.39	91,542.12
AG Program	260,068.00	221,256.36	15,020.82	19,341.81	38,811.64
Office Expense	22,385.00	19,505.38	261.41	5,397.58	2,879.62
Payroll Processing	4,311.00	4,043.30	301.30	439.46	267.70
Office Rent	22,243.00	19,475.78	1,516.82	1,496.58	2,767.22
Project Loan Rent	69,929.00	60,604.31	4,661.87	4,661.87	9,324.69
Office Cleaning	13,631.00	12,246.83	992.30	992.30	1,384.17
Telephone	8,928.00	7,031.61	371.44	686.24	1,896.39
Equipment Rental	4,520.00	4,083.24	0.00	340.27	436.76
Equipment Maintenance	5,106.00	4,052.06	0.00	952.50	1,053.94
System Maintenance	3,143.00	6,113.30	85.00	414.50	(2,970.30)
System Security	0.00	446.22	0.00	31.50	(446.22)
Electric Service	5,164.00	6,064.47	0.00	610.27	(900.47)
Gas Service	3,686.00	2,307.98	0.00	30.49	1,378.02
Business Support	7,500.00	6,519.00	0.00	0.00	981.00
Safety Training	280.00	280.00	0.00	0.00	0.00
Travel/Promotion/Meals	8,787.00	2,222.74	0.00	0.00	6,564.26
Staff Training & Seminars	3,000.00	1,410.00	0.00	0.00	1,590.00
Depreciation F&F	18,770.00	17,014.50	1,361.18	1,361.18	1,755.50
Dues & Publications	13,446.00	10,889.20	275.00	714.00	2,556.80
Commercial Insurance	0.00	5,081.14	283.78	283.78	(5,081.14)
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	13,500.00	6,500.00	0.00	0.00	7,000.00
CEDS Update	7,500.00	7,500.00	0.00	0.00	0.00
Fees Expense	575.00	921.00	0.00	0.00	(346.00)
Grants Expense Federal	0.00	494,227.91	86,396.21	109,059.73	(494,227.91)
Covid Grant	10,000.00	8,750.00	0.00	0.00	1,250.00
Reallocated Program Expenses	(500,245.00)	(432,174.40)	(32,677.82)	(37,298.81)	(68,070.60)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
<b>Total Operations</b>	<b>1,352,003.00</b>	<b>1,533,916.35</b>	<b>164,427.89</b>	<b>220,490.15</b>	<b>(181,913.35)</b>
<b>Total Revenue</b>	<b>1,355,503.00</b>	<b>1,727,590.11</b>	<b>181,421.64</b>	<b>205,608.88</b>	<b>(372,087.11)</b>
<b>Total Expenses</b>	<b>1,352,003.00</b>	<b>1,533,916.35</b>	<b>164,427.89</b>	<b>220,490.15</b>	<b>(181,913.35)</b>
<b>Net Income Over Expenditures</b>	<b>\$ 3,500.00</b>	<b>193,673.76</b>	<b>\$ 16,993.75</b>	<b>(14,881.27)</b>	<b>(190,173.76)</b>

For Intern -6- Jse Only

## JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

## AG Program Expense Statement for the Ten Month Period Ending October 31, 2022

Prepared by Joy Nuffer, October 26, 2022

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	8,470.91	\$ 0.00	0.00	(3,470.91)
AG Office Expense	1,216.00	2,841.12	0.00	0.00	(1,625.12)
AG Advertising	6,560.00	3,760.00	300.00	0.00	2,800.00
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	499.00	99.00	0.00	0.00	400.00
AG Business Attraction	3,800.00	300.00	0.00	0.00	3,500.00
AG Subscriptions	320.00	254.88	0.00	0.00	65.12
AG Travel/Meals/Lodging	4,051.00	108.64	0.00	0.00	3,942.36
Dairy Parade	0.00	1,390.00	0.00	0.00	(1,390.00)
AG Web Site Development	2,000.00	285.12	0.00	0.00	1,714.88
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
AG Development	497.00	497.05	0.00	0.00	(0.05)
Local Food Guide	1,600.00	1,600.00	0.00	0.00	0.00
Salary Overhead	116,605.00	102,025.14	7,290.10	10,935.15	14,579.86
FICA Overhead	6,752.00	5,808.52	425.14	637.71	943.48
Medicare Overhead	1,626.00	1,565.50	99.43	149.14	60.50
Health/Dental Ins Overhead	36,985.00	33,425.25	2,696.75	3,191.71	3,559.75
Retirement Overhead	14,017.00	10,081.04	437.40	656.10	3,935.96
Indirect Labor Allocation	49,917.00	42,977.52	3,345.00	3,345.00	6,939.48
Non Labor Allocated Overhead	6,623.00	5,766.67	427.00	427.00	856.33
<b>Total Operations</b>	<b>260,068.00</b>	<b>221,256.36</b>	<b>15,020.82</b>	<b>19,341.81</b>	<b>38,811.64</b>

For Internal Use Only

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**Manuf. & Business Support Expense Statement for the Ten Month Period Ending October 31, 2022**

Prepared by Joy Nuffer, October 26, 2022

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Business Support	\$ 7,500.00	6,519.00	\$ 0.00	0.00	981.00
Safety Training	280.00	280.00	0.00	0.00	0.00
<b>Total Operations</b>	<u>7,780.00</u>	<u>6,799.00</u>	<u>0.00</u>	<u>0.00</u>	<u>981.00</u>



## JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

## Marketing Program Expense Statement for the Ten Month Period Ending October 31, 2022

Prepared by Joy Nuffer, October 26, 2022

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 54,698.00	28,277.85	\$ 557.00	2,273.00	26,420.15
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	974.71	0.00	0.00	1,025.29
Seminars Workshops Publicatio	2,526.00	525.80	0.00	0.00	2,000.20
Business Awards	2,000.00	0.00	0.00	0.00	2,000.00
Travel/Meals/Promotion	6,037.00	577.88	0.00	415.53	5,459.12
Public Relations	3,000.00	2,328.00	2,328.00	0.00	672.00
Web Site Dev & Promo Design	10,735.00	2,619.99	285.00	0.00	8,115.01
Events Sponsorship	14,928.00	21,645.89	0.00	10,967.86	(6,717.89)
FDRLO MEMBERSHIP	5,000.00	5,000.00	5,000.00	0.00	0.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Allocated Overhead	267,893.00	230,524.76	17,957.00	17,957.00	37,368.24
<b>Total Operations</b>	<b>389,017.00</b>	<b>297,474.88</b>	<b>26,127.00</b>	<b>31,613.39</b>	<b>91,542.12</b>

For Intern-9-Jse Only

Jefferson County Local Development Corp  
Balance Sheet  
October 31, 2022

ASSETS

Current Assets		
General Checking	\$	1,605,525.76
Savings Account		1,616,025.74
RLF Savings		1,894,457.87
RLF Loans Receivable		199,503.51
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		157,785.88
Clayton Loans Receivable		8,751.68
Miscellaneous Recievable		7,500.00
Due YMCA		400,000.00
LHI Records Storage		87,029.51
Prepaid Expense		2,702.08
		5,991,782.03
Total Current Assets		
Property and Equipment		
Accumulated Depreciation		(77,242.60)
		(77,242.60)
Total Property and Equipment		
Other Assets		
Furniture & Fixtures		77,387.89
		77,387.89
Total Other Assets		
Total Assets	\$	5,991,927.32

LIABILITIES AND CAPITAL

Current Liabilities		
Grants Payable YMCA	\$	400,000.00
ARPA Food Grant		262,395.36
ARPA Child Care Grant		601,163.46
ARPA Small Business & Training		332,882.29
ARPA Rental Property Deferred		368,330.98
JC Grant-Marketing		252,450.00
JC Grant Agriculture Program		23,120.00
Deferred Mkt. Grant European		12,500.00
		2,252,842.09
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		2,252,842.09
Capital		
General Fund Bal - Unrestrict.		3,545,411.47
Net Income		193,673.76
		3,739,085.23
Total Capital		
Total Liabilities & Capital	\$	5,991,927.32

**Jefferson County Local Development Corp**

**Receivables**

**As of October 31, 2022**

<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	32,832.84	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	10,331.09	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	38,760.95	8/4/21	8/1/2027	3%-73 Months	Current	718.75
CRESCENT YACHT CLUB	40,000.00	0.00	9/8/21	9/1/2027	3%-73 Months	Paid in Full	718.75
DIPRINZIO'S KITCHEN	5,000.00	4,375.84	1/22/21	2/1/2027	3%, 60 Months	Current	89.84
DIPRINZIO'S MARKET	5,000.00	4,375.84	1/22/21	2/1/2027	3%, 60 Months	Current	89.84
WICLDC	200,000.00	96,567.51	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	21,011.12	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
<b>Report Total</b>		<b>208,255.19</b>					

**Jefferson County Local Development Corp  
RLF Aged Receivables  
As of Oct 31, 2022**

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	32,832.84
		<hr/> <b>32,832.84</b>
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		
		<hr/> <b>10,331.09</b>
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	
		<hr/> <b>10,331.09</b>
CLAYTON ISLAND CLAYTON ISLAND TOURS		
		<hr/> <b>38,760.95</b>
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	
		<hr/> <b>38,760.95</b>
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		
		<hr/> <b>96,567.51</b>
WIC WICLDC	1907 RLF LOAN	<b>21,011.12</b>
		<hr/> <b>117,578.63</b>
WIC WICLDC		
		<hr/> <b>199,503.51</b>
<b>Report Total</b>		

**Jefferson County Local Development Corp  
Clayton Loans Aged Receivables  
As of Oct 31, 2022**

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	4,375.84
		<hr/> 4,375.84
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		
		<hr/> 4,375.84
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	4,375.84
		<hr/> 4,375.84
DIPRINZIO MARKET DIPRINZIO'S MARKET		
		<hr/> 8,751.68
Report Total		
		<hr/> <hr/> 8,751.68

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Oct 31, 2022**

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	7,317.03
AUBREYS AUBREYS SHOPPING CENTER		7,317.03
BROTHERTON STEVEN BROTHERTON	2252	5,655.29
BROTHERTON STEVEN BROTHERTON		5,655.29
CCTI COLLEENS CHERRY TREE INN	2238	7,799.26
CCTI COLLEENS CHERRY TREE INN		7,799.26
CORNELIA LAURIE A. CORNELIA	2240	7,307.50
CORNELIA LAURIE A. CORNELIA		7,307.50
DEMAR AMY S. DEMAR	2237	7,146.61
DEMAR AMY S. DEMAR		7,146.61
ELMER KATHLEEN ELMER	2253	7,489.23

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Oct 31, 2022**

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
ELMER KATHLEEN ELMER		7,489.23
FIELD FIELD OF DREAMS, LLC	2267	8,117.99
FIELD FIELD OF DREAMS, LLC		8,117.99
GOULD ROBERT L. GOULD	2234	7,317.03
GOULD ROBERT L. GOULD		7,317.03
GRAPES BUSTED GRAPES,LLC	2250	7,568.10
GRAPES BUSTED GRAPES,LLC		7,568.10
HERMAN BONNIE HERMAN	2235	7,317.03
HERMAN BONNIE HERMAN		7,317.03
MILLER GAIL W. MILLER	2236	7,317.03
MILLER GAIL W. MILLER		7,317.03

**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Oct 31, 2022**

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
MORGIA MORGIA MASONRY	2264	7,478.02
MORGIA MORGIA MASONRY		7,478.02
NORTH BRANCH NORTH BRANCH FARMS	2262	7,478.02
NORTH BRANCH NORTH BRANCH FARMS		7,478.02
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	7,446.84
NORTHERN NORTHERN COMMERCIAL CLEANING		7,446.84
NORTHROP MICHAEL NORTHROP	2245	7,155.63
NORTHROP MICHAEL NORTHROP		7,155.63
PAINFULL PAINFULL ACRES	2255	3,493.76
PAINFULL PAINFULL ACRES		3,493.76
RHODES RHODES GREENHOUSES, INC	2261	7,478.02



**Jefferson County Local Development Corp  
 COVID Loans Aged Receivables  
 As of Oct 31, 2022**

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
RHODES RHODES GREENHOUSES, INC		7,478.02
SAMPSON-MELISSA MELISSA SAMPSON	2254	7,638.61
SAMPSON-MELISSA MELISSA SAMPSON		7,638.61
SKINNER SCOTT P. SKINNER	2248	7,316.63
SKINNER SCOTT P. SKINNER		7,316.63
TILLSON ALISHA TILLSON	2249	7,478.02
TILLSON ALISHA TILLSON		7,478.02
WILLS GREG WILLS	2246	6,831.62
WILLS GREG WILLS		6,831.62
ZERO ZERO DOCK STREET, LLC	2280	7,638.61
ZERO ZERO DOCK STREET, LLC		7,638.61

**Jefferson County Local Development Corp**  
**COVID Loans Aged Receivables**  
**As of Oct 31, 2022**

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

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<b>Customer ID Customer Bill To Contact Telephone 1</b>	<b>Invoice/CM #</b>	<b>Amount Due</b>
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<b>Report Total</b>	<hr/> <hr/> <b>157,785.88</b> <hr/> <hr/>
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**Jefferson County Local Development Corp**  
**Miscellaneous Aged Receivables**  
**As of Oct 31, 2022**

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>
DRUM COUNTRY DRUM COUNTRY NEW YORK	2380	500.00
DRUM COUNTRY DRUM COUNTRY NEW YORK		500.00
National Grid EURO N GRID EURO GRANT 4373	2152	7,000.00
National Grid EURO N GRID EURO GRANT 4373		7,000.00
<b>Report Total</b>		<b>7,500.00</b>

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Oct 1, 2022 to Oct 31, 2022**

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
10/6/22	122025 407501 112501	5207	Invoice: 2086 10/22 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	643.04 83.69
10/6/22	122250 407501 112501	5208	Invoice: 2262 10/22 INTEREST NORTH BRANCH FARMS	179.69	160.59 19.10
10/6/22	122250 407501 112501	8703	Invoice: 2240 10/22 INTEREST LAURIE A. CORNELIA	179.69	160.99 18.70
10/6/22	122250 407501 112501	2228	Invoice: 2241 10/22 INTEREST AUBREYS SHOPPING CENTER	179.69	160.99 18.70
10/6/22	122250 407501 112501	51660	Invoice: 2248 10/22 INTEREST SCOTT P. SKINNER	180.09	161.39 18.70
10/6/22	125001 100001	7832	Invoice: 2370 JEFF COUNTY IDA	58,985.00	58,985.00
10/13/22	122255 407501 112501	2006	Invoice: 2310 10/22 INTEREST DIPRINZIO'S MARKET	89.84	78.70 11.14
10/13/22	122255 407501 112501	2007	Invoice: 2309 10/22 INTEREST DIPRINZIO'S KITCHEN	89.84	78.70 11.14
10/13/22	122255 407501 412502 112501	2005	Invoice: 2310 9/22 INTEREST 9/22 LATE FEE DIPRINZIO'S MARKET	95.23	78.51 11.33 5.39
10/13/22	122255 407501 412502 112501	2001	Invoice: 2309 9/22 INTEREST 9/22 LATE FEE DIPRINZIO'S KITCHEN	95.23	78.51 11.33 5.39
10/13/22	122025 407501 112501	164492	Invoice: RLF LOAN 9/22 INTEREST WICLDC	1,784.29	1,713.00 71.29
10/13/22	122250 407501 112501	4890089	Invoice: 2280 10/22 INTEREST ZERO DOCK STREET, LLC	179.69	160.19 19.50
10/13/22	122250 407501 112501	2444	Invoice: 2261 10/22 INTEREST RHODES GREENHOUSES, INC	179.69	160.59 19.10
10/13/22	122250 407501 112501	0007000321	Invoice: 2245 11/22 INTEREST MICHAEL NORTROP	179.69	161.40 18.29
10/13/22	122250 407501 112501	6845	Invoice: 2235 10/22 INTEREST BONNIE HERMAN	179.69	160.99 18.70
10/13/22	122250	57945731	Inv_20_2253		160.90

**Jefferson County Local Development Corp  
Cash Receipts Journal  
For the Period From Oct 1, 2022 to Oct 31, 2022**

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
	407501 112501		10/22 INTEREST KATHLEEN ELMER	180.00	19.10
10/13/22	122250 407501 412502 112501	2084	Invoice: 2236 9/22 & 10/22 INTEREST 9/22 LATE FEE GAIL W. MILLER	370.16	321.58 37.80 10.78
10/13/22	122250 407501 112501	2080	Invoice: 2237 11/22 INTEREST AMY S. DEMAR	188.71	170.42 18.29
10/13/22	122250 407501 112501	2083	Invoice: 2237 10/22 INTEREST AMY S. DEMAR	179.69	160.99 18.70
10/19/22	122025 407501 112501	164561	Invoice: RLF LOAN 10/22 INTEREST WICLDC	1,784.29	1,718.00 66.29
10/19/22	122250 407501 112501	4231	Invoice: 2264 10/22 INTEREST MORGIA MASONRY	179.69	160.59 19.10
10/19/22	122250 407501 112501	3387	Invoice: 2246 11/22, 12/22, 1/23 INTEREST GREG WILLS	539.07	485.41 53.66
10/19/22	202401 202501 100001	19634	DUE JCLDC RLF DUE SHLDC PAINFULL ACRES	179.69	89.85 89.84
10/19/22	260200  100101	66055	ANNUAL SUBSIDY FROM JEFFERSON COUNTY JEFFERSON COUNTY TREASURER	275,400.00	275,400.00
10/27/22	122250 407501 112501	6313	Invoice: 2252 9/23 INTEREST STEVEN BROTHERTON	200.00	185.40 14.60
10/27/22	122025 407501 112501	3982	Invoice: 1907 10/22 INTEREST WICLDC	1,109.20	864.12 245.08
10/27/22	122025 407501 112501	926829	Invoice: 2350 INTEREST CRESCENT YACHT CLUB	40,152.07	39,995.46 156.61
10/27/22	122250 407501 112501	6354	Invoice: 2255 12/22 INTEREST PAINFULL ACRES	89.85	80.92 8.93
				<u>383,856.50</u>	<u>383,856.50</u>

**Jefferson County Local Development Corp**  
**Check Register**  
**For the Period From Oct 1, 2022 to Oct 31, 2022**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6312	10/3/22	EXCELLUS BC/BS	100001	408.01
6313	10/3/22	CHRISTOPHER P. KNAPP	100001	5,599.20
6314	10/3/22	NNY ONLINE	100001	85.00
6315	10/3/22	NORTHERN COMPUTERS	100001	315.50
6316	10/3/22	PROSHRED SECURITY	100001	22.01
6317	10/3/22	WICLDC	100001	1,516.82
6318	10/3/22	WATERTOWN LOCAL DEVELOPMENT CORP	100001	4,661.87
6319	10/3/22	EXCELLUS BC/BS	100001	567.50
6320	10/3/22	EXCELLUS BC/BS	100001	12,016.52
6321	10/5/22	LUFF FARMS, INC.	100001	3,670.36
6322	10/6/22	JEFFERSON COMMUNITY COLLEGE	100001	15,045.02
6336	10/12/22	CARMON PROPERTY HOLDINGS, LLC	100001	6,111.02
6323	10/13/22	ATLAS INTEGRATED	100001	285.00
6324	10/13/22	CINTAS	100001	127.30
6325	10/13/22	FORT DRUM REGIONAL LIAISON ORGANIZA	100001	5,000.00
6326	10/13/22	THE HARTFORD	100001	269.52
6327	10/13/22	JEFFERSON COUNTY FARM BUREAU	100001	300.00
6328	10/13/22	KEY BANK	100001	4,772.90
6329	10/13/22	COUNTY OF LEWIS IDA	100001	10,967.86
6330	10/13/22	LIFETIME BENEFIT SOLUTIONS,INC.	100001	275.00
6331	10/13/22	NATIONAL GRID	100001	640.76
6332	10/13/22	RBC WEALTH MANAGEMENT	100001	2,859.32
6333	10/13/22	UNITED WAY OF NNY	100001	116.50
6334	10/13/22	VERIZON WIRELESS	100001	303.48
6335	10/13/22	WPBS	100001	557.00
6337	10/13/22	RHODES GREENHOUSES, INC.	100001	10,000.00
6338	10/17/22	THE LITTLE BOOKSTORE	100001	3,000.00
6339	10/18/22	BLUE MOUNTAIN SPRING WATER, INC.	100001	47.00
6340	10/18/22	BPAS	100001	3,596.00
6341	10/18/22	NNY WINDY ACRES NURSERY, INC.	100001	2,045.45
6342	10/18/22	NORTHERN COMMERCIAL CLEANING	100001	865.00
6343	10/18/22	SAM'S CLUB	100001	157.44

**Jefferson County Local Development Corp  
Check Register  
For the Period From Oct 1, 2022 to Oct 31, 2022**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6344	10/18/22	SPECTRUM REACH	100001	1,316.00
6345	10/18/22	STEVENS MEDIA GROUP-WATERTOWN, LLC	100001	400.00
6346	10/18/22	GWNC CHAMBER OF COMMERCE	100001	275.00
6347	10/18/22	WB MASON CO INC.	100001	82.12
6348	10/18/22	WESTELCOM	100001	371.44
6349	10/18/22	WISE CHOICE CUTS, LLC	100001	19,238.38
6350	10/18/22	JAMES WOODWORTH ART INSPIRATIONS	100001	600.00
6351	10/19/22	COUGHLIN PRINTING	100001	87.00
6352	10/20/22	CINTAS	100001	63.65
6353	10/20/22	CRAFT836 CANTEEN	100001	1,728.00
6354	10/20/22	JCLDC	100001	89.85
6355	10/20/22	NORTHERN COMMERCIAL CLEANING	100001	1,686.78
6356	10/20/22	SACKETS HARBOR LDC	100001	89.84
6357	10/24/22	ELMER CREEK FARM	100001	10,000.00
6358	10/25/22	EMMA FLOWER TAYLOR MANSION, LLC	100001	10,000.00
6359	10/27/22	RBC WEALTH MANAGEMENT	100001	2,859.81
6360	10/27/22	UNITED WAY OF NNY	100001	116.50
<b>Total</b>				<u><u>145,208.7</u></u>

Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA)

November 3, 2022

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
Chelsey Wise Photography	This project will increase productivity of my business by providing updated equipment that not only works faster, but provides a better quality image to decrease post-production time. New, updated props will aid in the workflow of sessions and make it possible to provide a wider variety of shots/poses in the same or less amount of time. A new planner will help keep my business/sessions organized as well as deadlines for when products are due back to the clients. Lastly, the batch ai editing software is a tool used to make it possible to edit thousands of photos in a fraction of the time it typically would...it does this by learning your editing style and applying it automatically to each photo, essentially doing the work for you and freeing up time to spend in other aspects of growing the business and improving client experience.	\$1,404	\$1,123.20
Otter Creek Winery LLC	Currently at Otter Creek, we are using a filter unit the size of 20cmx20cm. This unit is capable of filtering 250 gallons per hour of wine/juice. This is original to the winery in 2007. Our production is almost 5x's where we were in 2007 (10-12k gallons now). Our batches for bottling use to be around 200 gallons per run but currently we are trying for 750-1,000 per run. Our current filter unit cannot keep up with the bottling line I purchased in 2019. It causes me to have to prefilter the day before I bottle to be able to keep up with the line without stopping. The 40x40 filter unit can run between 1100 and 1,500 gallons per hour and is able to keep up with the line in series without have to make a separate pass increasing efficiency. The cost per gallon goes down also with this	\$9,495	\$7,596



Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA)

November 3, 2022

	<p>filter as the cost of a filter sheet is the same whether it's the 20x20 filter sheet or 40x40 sheet, lowering the cost per gallon it takes to make it. This would also allow me to make more wine as I can bottle in magnum bottles (1.5L size) also versus the standard 750ml bottles we currently use as I don't currently have the ability to process enough product to run through the bottling line to keep up with the requirements to fill the larger bottles.</p>		
<p>Hall pass tavern</p>	<p>About Harbortouch POS                  The platform enables administrators to gain insights into sales reports according to different items, order types, departments and profit margins. Managers can monitor employee performances, labor costs and payroll hours and configure role-based access permissions among staff members.                  Employee Management                  Manage all aspects of labor operations and cut down on office work. From tracking hours with a built-in time clock to rewarding your rock star staff with employee commissions and tips, our POS software makes tracking productivity and labor costs a cinch.                  Customer Loyalty Programs                  Did you know that it costs more to acquire new customers than it does to retain current customers? Take care of patrons that are already buying and engaging with your business. Collect contact information, set up welcome emails, promotional offers, and more using built-in tools to improve customer loyalty.                  Inventory Management                  Product inventory is one of your greatest assets and directly tied to your cash flow. It's critical to have enough product on hand to meet customer demand, but you also want to avoid dead stock. With our POS software, you can track on-hand inventory, set par levels, manage vendor purchase orders, and more.</p>	<p>\$6,170</p>	<p>\$4,936</p>

# Jefferson County Local Development Corporation

## Small Business Productivity Improvement (ARPA)

**November 3, 2022**

<p>Mscorp LLC (DBA Exhale Spa &amp; Salon)</p>	<p>This grant will greatly increase the productivity of our business. This potential grant award will result in a much faster and more efficient process for our stylists and by extension, the clients. We have detailed the improvements and how they will positively affect productivity below. In most cases this is due to the new equipment operating more efficiently and speeding up the time "on the chair" for the clients. Another key point being if we have a reduce number of stylists available we can still possibly keep appointments for clients and not have to cancel.</p> <p>The hair washing stations will be a classic piece of the salon equipment. The majority of the time they are used for washing hair, but also rinsing and processing toner, which could leave your clients sitting there for over 30 mins at a time. The shampoo chair in a salon provides hygienic, comfortable and private shampooing for the customers. By changing these out the stylist will be able to work faster and more efficient on the clients and will enjoy coming back to get their hair done.</p> <p>The dryer and hair combo is a hooded hair dryer. The benefits of these particular styling tools are often superior to that of a portable blow dryer and other tools. Because of their hooded hair dryers distribute heat so evenly over extended periods, some other advantages of using a hood dryer on your clients is that it causes less heat damage done to the hair and reduces work for the stylist. These things add up to create a piece of equipment that makes styling much easier and more efficient. Plus, hooded blow dryers produce much better results for your clients while keeping the health of your hair intact. The hair drying stations we have at the salon now are not very efficient. The temperature controls are old and is very hot on clients heads. If the stylists isn't sitting right next to you to control the temperature then it will get very hot. The stylists will be able to work faster and more efficiently to process more clients in a shorter period of time and therefore increase the productivity of the staff.</p> <p>The Jeffco Futuristic Halo Color Processor is a state of the art professional grade hair drying accelerator designed to rapidly dry hair while retaining moisture and reducing frizz. This features a rotating infrared</p>	<p>\$11,490</p>	<p>\$9,192</p>
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Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA)

November 3, 2022

	<p>heating ring to dry hair with maximum efficiency in up to half the time compared to using the traditional methods. This offers temperature adjustments settings, timers, rotation and a built in fan which can blow hot and cool air. This model also includes 5 pre set functions too quickly and easily set the machine for each individual client with recommended settings for Hair color processing, drying, conditioning, hot oil treatments and shaping. The client can actually stay in the chair and have the drying station brought to them. This will make it more efficient for multiple people needing the drying stations. This will also allow the stylists to fit more clients in their schedule for the day.</p> <p>The GE washer and dryer combo is to have a new electric washer and dryer that works without shredding the stylists capes as they are getting caught under the agitator and they are having to buy new ones more often. The stylists are going to be able to wash more towels at a time and make it more efficient with the help and spend more time with their clients.</p> <p>Thank you for your time.</p>		
			<b>\$22,847.20</b>

Jefferson County Local Development Corporation

Incumbent Worker Training (ARPA)

November 3, 2022

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
Watertown Family YMCA	<p>Our staff have been unable to travel to attend YMCA of the USA training programs since COVOD began. YMCA of the USA is hosting a large General Assembly three day training event July 20-July 23, 2023 in Atlanta Georgia. This is an important training for our staff preparing to open the new Downtown YMCA. The cost per employee to attend is \$800 plus the travel and hotel cost for an estimated cost of \$1500 per employee attending. Our goal is to send 10 employees for a total cost of \$15,000.</p> <p>Training specifics: 1. Professional Development including workshops for                      a. Human Resources                      b. Finance/Fund Development                      c. Food Insecurity                      d. Childcare                      e. Youth Sports                      f. Health and Wellness                      g. Facilities Management – Building and Grounds                      2. Leadership Development including workshops for:                      a. Team-building                      b. Staff Resiliency                      c. Diversity and Inclusion                      d. Employee Evaluation</p>	\$15,000	\$12,000
		<b>TOTAL</b>	<b>\$12,000</b>

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

2022 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	P	P	P	P	P	E	P	P	P	P		
Aliasso, Robert	P	P	P	P	P	P	P	P	P	P		
Burto, Kent	P	P	P	P	E	E	E	P	P	E		
Converse, David	P	P	E	P	P	P	E	P	P	P		
Gardner, Gregory	P	P	E	P	E	P	P	P	P	P		
Jennings, John	P	P	E	A	P	P	E	P	E	E		
Johnson, William	P	P	P	P	P	P	P	P	E	P		
L'Huillier, Lisa	P	P	P	P	P	P	P	P	P	P		
Powers, Christine	P	P	E	P	P	P	P	P	P	P		
Walldroff, W. Edward	P	P	P	A	P	P	A	P	A	P		
Warneck, Paul	P	P	P	P	P	P	P	P	P	P		
<b>Totals:</b>	<b>11</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>11</b>	<b>8</b>	<b>9</b>		
P - Present												
E - Excused												
A - Absent												