

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
December 1, 2022**

The Jefferson County Local Development Corporation held their board meeting on Thursday, December 1, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** Rob Aiken, Christine Powers

**Absent:** None

**Also Present:**

(Zoom): Justin Miller, Esq.

**Staff Present:** David Zembiec, 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.

Chairman Aliasso presented Mr. Jennings with a jacket with the agency logo as a token of appreciation for all of his years of service on the board of directors. Mr. Jennings said that he has been on both sides of the giving and receiving. He said that he appreciates the relationship and said that the agency helps to fill a gap for projects, so the need for the agency remains. He said the agency is in good hands.

**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 November 3, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Johnson, seconded by Mr. Converse. All in favor. Carried.

**V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending November 30, 2022. Mr. Warneck said there was not much change since last month. A motion was made by Mr. Burto to accept the financial report as presented, seconded by Mr. Jennings. All in favor. Carried.

**VI. Committee Reports:**

**a. Governance Committee**

**i. Resolution No. 12.01.2022.01 for Annual Internal Policy and Procedure Review** – Mr. Walldroff said the committee met to review the policies and is recommending changes to the bylaws, mission statement and equipment/property use (cell phone policy).

**Bylaws** - Mr. Zembiec said the intent of the bylaw changes is to give the JCLDC Board more autonomy and input. He said board appointments will still be made by JCIDA but ratified by the JCLDC Board.

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**Mission Statement** – Mr. Walldroff said the mission statement now coincides with the JCIDA’s mission statement. Mr. Zembiec said a mission statement should be distinct and clear. He noted that all of the background information was removed.

A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Jennings. All in favor. Carried.

- ii. **Summary Results of Confidential Evaluation of Board Performance** – Mr. Walldroff said there were three areas discussed by the committee (#’s 5, 10, and 15). He suggested the board discuss those areas at an upcoming meeting. Mr. Warneck said an educational session would be helpful to have an understanding of some of the roles.

It was suggested to have the new board member (John Condino) complete a board evaluation at his three-month mark to see his understanding of the board as a new board member.

Mr. Warneck said the evaluations showed continued improvement.

- b. **Nominating Committee** – Ms. L’Huillier reported that the committee met to discuss officers for the upcoming year. She said the nominations will take place during the January board meeting.

Ms. L’Huillier said that John Condino (Senior Project Manager at Barton Loguidice) will be joining the board in January. She said that Mr. Converse and Mr. Walldroff were reappointed with terms to expire December 31, 2026.

- c. **Personnel Committee**

- i. **Resolution No. 12.01.2022.02 to Establish Percentage for Discretionary Contribution for year ending 12/31/2022** – Mr. Burto said the committee met and is recommending 3% which amounts to \$19,848 for a one-time contribution for plan year 2022. A motion was made Mr. Burto to approve the resolution, seconded by Ms. L’Huillier. All in favor. Carried.
- ii. **Resolution No. 12.01.2022.03 for CEO Salary Increase and Contract Modification** – Mr. Burto said the committee is recommending a 3% salary increase. He said that they are also modifying the employment contract to include 6 weeks of vacation through December 31, 2023. A motion was made by Mr. Johnson to approve the resolution, seconded by Mr. Gardner. All in favor. Carried.

**VII. Council Reports:**

- a. **Ag** – Mr. Matteson expressed his appreciation to Mr. Jennings on his guidance given to the ag industry over the years. He updated the board on the following:

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**Meat Processing** – Mr. Matteson said that one of the meat processors is facing challenges over location and facilities, but noted that it is not related to the grant. He said that we are trying to use the grant to help this person through the challenges. Mr. Matteson said the other meat processor grant project is complete.

**Ag Council** – Mr. Matteson said that he is in the process of adding three positions to the ag council. They will represent Farm/Winery/Distillery representative, Maple Syrup/Honey representative, and an FFA student. He also said that he is working to fill vacancies during the January meeting.

Mr. Matteson said that the next council meeting will be held at the Hilton Garden Inn on December 13, 2022 at 8 a.m. Breakfast will be served.

**Solar Farms** – Mr. Matteson said there is an ongoing concern for solar projects on ag land and the impacts on the land. He said he doesn't have answers at this point in time.

**Vet care** – Mr. Matteson said that he has been made aware that there is no vet care after hours anywhere in the county. He said that he is going to find out why and see if it can be addressed. Mr. Warneck asked if a veterinarian could have a representative on the council. Mr. Matteson said it has been difficult to get them in the past.

**Dairy Processing** – Mr. Matteson said that he is always marketing dairy processing. He said that he will be releasing a report about milk quality in the near future.

**b. Manufacturing** – Mr. Zembiec said that we will be co-hosting a manufacturing alliance next Friday with Lewis County. He said that there will be a roundtable with manufacturers about what is available for assistance and will identify any key issues to help guide us to develop programs or initiatives to help support them.

**c. Marketing** – No report.

**VIII. Unfinished Business:**

**1. ARPA Funds Report** – Mr. Zembiec said that we have submitted a request for the second round of ARPA grants through the County. Mr. Johnson said that the county has completed the first review of the requests and they will go to the legislators soon. He said that he doesn't see any issues and indicated that they seem to be on board with the request.

Mr. Matteson said that the next round of funding for ag will focus on production agriculture. Mr. Zembiec said tourism destination enhancement is also included in the second round of the funding request.

**2. Food Resiliency Grant (ARPA)** – The Thousand Islands Winery was approved for a \$7,000 grant on June 2, 2022. They have requested an additional \$2,000 due to spending more than originally estimated. Others in this category were also awarded \$9,000. It was noted that the funds are available since previously approved grantees withdrew from the program.

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A motion was made by Mr. Walldroff, seconded by Mr. Burto to approve the additional \$2,000 to Thousand Islands Winery. Discussion ensued. Mr. Warneck is concerned about approving an amount and them coming back later on asking for an increase. He said that others may try to come back and request additional funds as well. 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. Warneck, seconded by Mr. Johnson. All in favor. The meeting adjourned at 8:34 a.m.

Respectfully submitted,  
*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.01.2022.01**  
**For Annual Internal Policy and Procedure Review**

**WHEREAS**, on November 15, 2022 the JCLDC Governance Committee met to review the listed policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Proposed Bylaws
- Proposed Mission Statement & Performance Measurements
- Disposition of Real Property Guidelines
- Investment Policy with Internal Controls
- Procurement Policy
- Proposed Employee Handbook – Guidelines for JCLDC Equipment/Property Use

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the above internal policies and procedures as set forth in this Resolution, and be it further,

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

This resolution shall take effect immediately.

  
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Kent Burto, Secretary

A regular meeting of the Jefferson County Local Development Corporation convened on Thursday, December 1, 2022 at 8:00 a.m.

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

Resolution No. 12.01.2022.02

RESOLUTION OF **THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION** (the "Corporation") TO MAKE A ONE TIME CONTRIBUTION OF \$19,848 (3%) TO THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION 401(K) PROFIT SHARING PLAN FOR THE PLAN YEAR 2022.

NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE **JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION** THAT:

THE **JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION** MAKES A ONE-TIME CONTRIBUTION TO THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION 401(K) PROFIT SHARING PLAN OF \$19,848 FOR PLAN YEAR 2022.

This Resolution is to take effect immediately.



Kent Burto  
Secretary

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.01.2022.03**

**RESOLUTION FOR CEO SALARY INCREASE AND CONTRACT MODIFICATION**

**WHEREAS**, the Personnel Committee met on November 23, 2022 to conduct the Annual CEO Evaluation, and

**WHEREAS**, the Personnel Committee recommended a 3% salary increase effective December 19, 2022 as well as modifying the current employment contract to have six weeks of vacation time instead of 4 weeks, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the recommendation, and be it further,

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

This resolution shall take effect immediately.

  
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Kent Burto, Secretary