

**Jefferson County Local Development Corporation
Board Meeting Minutes
February 2, 2023**

The Jefferson County Local Development Corporation held their board meeting on Thursday, February 2, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Zoom – Kent Burto

Excused: Rob Aiken

Absent: None

Also Present: Justin Miller, Esq. (Zoom), Hari Achuthan, Anthony Fiorentino (Zoom)

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

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:01 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 annual meeting held January 5, 2023 were presented. A motion to approve the minutes as presented was made by Mr. Walldroff, seconded by Mr. Condino. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending January 31, 2023. He said the total liabilities/capital were down a little, but noted that all is in line being that we are one month into the new year. He said that all of the loans are current. A motion was made by Ms. Powers to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:** None.
- VII. **Council Reports:**
 - a. **Ag** – Mr. Matteson said that he sent out several reports to board members over the last few weeks. Ms. Powers asked if he has followed up with prospects he met at the conference held in Florida. Mr. Matteson said that he is waiting a few weeks for one particular contact, but has lined up another one for his upcoming podcast. He said that he has been using LinkedIn for connections on contacts to make more permanent and does research on their contacts.
 - b. **Manufacturing** – Mr. Zembiec said that Mr. Matteson set up a tour of HP Hood. He reported that they have 120 employees and indicated that demand is up for them. He also said we are co-sponsoring a workshop with CITEC on workforce readiness to be held March 21st.

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- c. **Marketing** – Mr. Weir said that staff has been visiting local businesses recently. He said that they visited Slack Chemical yesterday and reported that they are doing well and continue to grow. Ms. Stephenson said that she asked them about their hub zone status. She said that they are going to check into it which could give them more federal procurement opportunities. Chairman Aliasso asked if they are still utilizing the rail spur. Mr. Weir said yes. He said that they bring in chemicals and chips by rail.

Chairman Aliasso asked about the status of the corporate park sign. Mr. Weir said that the turning lane project needs to occur first. Mr. Zembiec said that National Grid needs to move the gas line. He said that the County will build the lane then turn it over to the State.

Mr. Weir said that submittals for the YMCA DOD grant have been going smoothly. He said that the newsletter that Ms. Stephenson sent out last month is getting a good response. Mr. Walldroff gave kudos for the newsletter.

Mr. Weir said that he has recently signed local advertising deals.

VIII. Unfinished Business:

- 1. **ARPA Funds Report** – An updated spreadsheet showing the grant fund activity was provided in the board packet. Mr. Zembiec said that they he spoke to county officials about the cost for the LDC and IDA to have single audits. He was told that we can use some of the ARPA funds to pay for the single audit fees.

Hari Achuthan and Anthony Fiorentino joined the meeting.

- 2. **Resolution No. 02.02.2023.01 to Amend Audit Fee to include a Single Audit** – A single audit is required since the \$750,000 threshold was exceeded for the ARPA grant funds. The 15-month audit fee is \$9,200 plus \$3,000 for a single audit for a total of \$12,200. A motion was made by Mr. Gardner to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

IX. Counsel: None.

X. New Business:

- 1. **Childcare Memorandum of Agreement with JCC and CAPC** – A memorandum of agreement between the three parties for the home-based childcare training program. The JCLDC agrees to provide up to a total of \$35,071.88 to JCC and \$8,900 to CAPC for the program. Reimbursement shall be completed by July 30, 2024. A motion was made by Mr. Warneck to approve the agreement, seconded by Ms. Powers. Roll call vote: Mr. Walldroff – Yea, Mr. Converse – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Ms. Powers – Yea, Mr. Condino – Yea, Mr. Aiken – Absent, Mr. Burto – Zoom. Carried.

New state guidelines allow remote attendance for voting as long as the corporation adopts a policy for such which is subject to a public hearing. Attorney Miller said that he has sample policies for remote meetings that the board could review and adopt.

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- 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 8:32 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 02.02.2023.01
to Amend Audit Fee to include a Single Audit

WHEREAS, the JCLDC Board of Directors approved Resolution No. 01.05.2023.01 at their January 5, 2023 board meeting, and

WHEREAS, it was determined that a single audit will be required since the JCLDC expended over the \$750,000 threshold for the ARPA grant funds, and

WHEREAS, the quote for the 15-month audit approved in January was \$9,200 and the quote for the single audit is \$3,000 for a total amount of \$12,200, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the total amount of \$12,200 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.



David J. Zembiec, CEO