

Notice of Board Meeting

Date: March 23, 2023

To: W. Edward Walldroff
David Converse
Kent Burto
Gregory Gardner
Paul Warneck
William Johnson
Lisa L'Huillier
Christine Powers
Robert Aiken
John Condino

From: Chairman Robert Aliasso

Re: Notice of Board of Directors' Meeting

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The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, April 6, 2023 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.

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 at your earliest convenience.

pss

c: David Zembiec, CEO
Marshall Weir
Lyle Eaton
Jay Matteson
Joy Nuffer
Robin Stephenson
Justin Miller, Esq.
Media

REVISED BOARD MEETING AGENDA

Thursday, April 6, 2023 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – March 9, 2023**
- V. Treasurer’s Report – March 31, 2023**
- 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 Grant (ARPA) (added to the end of the packet)**
- IX. Counsel**
- X. New Business**
 - 1. Authorizing Resolution No. 04.06.2023.01 for Videoconferencing Policy**
 - 2. Proposed Bylaws – Amendment for Videoconferencing Policy**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
March 9, 2023**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, March 9, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck, Lisa L’Huillier, David Converse, W. Edward Walldroff, Christine Powers, John Condino, William Johnson, Kent Burto, Rob Aiken

Zoom: Robert E. Aliasso, Jr., Gregory Gardner

Excused: None

Absent: None

Also Present: Liz Bush and Andrew Swords from Bowers & Company

Zoom: Cathryn Crummey (Harris Beach), Craig Fox from the Watertown Daily Times, Kurtis Bennett

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 8:00 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 February 2, 2023 were presented. A motion to approve the minutes as presented was made by Ms. Powers, seconded by Mr. Johnson. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn’t vote because they were participating via Zoom. Carried.
- V. Audit Report for 2022 – Bowers & Company:** Liz Bush presented an unmodified clean opinion. A management letter was not issued. She said there were many changes this year – reporting on a 15-month period, implementing the new lease standard, and having a single audit (\$750,000 threshold spent due to ARPA grant funds). She noted that there were no items to report in the Internal Controls. Ms. Bush said that she recommends adopting the Uniform Guidance (Internal Controls) policy similar to the policy JCIDA adopted a few years ago since the LDC is dealing with federal programs now. A motion was made by Mr. Aiken to approve the audit as presented, seconded by Mr. Warneck. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn’t vote because they were participating via Zoom. Carried.

At 8:20 a.m. Chairman Aliasso suspended the JCLDC board meeting to open the JCIDA board meeting for the audit report by Bowers & Company.

JCIDA Audit Presentation – Ms. Bush presented an unmodified clean opinion. A management letter was not issued. She encouraged board members to read the Management Discussion and Analysis which provides useful information. Like the LDC, she said there were many changes this year – reporting on a 15-month period, implementing the new lease standard and having the single audit for the federal programs (ARPA and YMCA DOD grant).

Mr. Walldroff asked about the acreage reported at the Airport Industrial Park. The report says there is approximately 73 acres at a cost of \$32,965 per acre. Mr. Eaton said the cost per acre includes improvements that have been made. He said the east part of the park is approximately 88 acres and the west is approximately 12.9 acres. He will confirm the acres and Ms. Bush will update the note in the audit report.

Mr. Eaton said that we will have a different firm partner for the audit beginning with the 2023 audit.

A motion will be made in the JCIDA meeting following this meeting. Ms. Bush and Mr. Swords left the meeting.

At 8:41 a.m. Chairman Aliasso closed the JCIDA board meeting and reopened the JCLDC board meeting.

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- VI. Annual Meeting Resolution No. 03.09.2023.01** – (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. Warneck to approve the resolution, seconded by Mr. Johnson. Roll call vote was taken. Mr. Converse – Yea, Mr. Condino – Yea, Mr. Aliasso – Abstained (zoom), Mr. Walldroff – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Mr. Burto – Yea, Mr. Aiken – Yea, Mr. Gardner – Abstained (zoom), Ms. Powers – Yea. Carried.
- VII. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending February 28, 2023. He noted that the changes to the balance sheet were mostly due to the ARPA grant funds. He said that all of the loans are current. A motion was made by Mr. Burto to accept the financial report as presented, seconded by Ms. Powers. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn’t vote because they were participating via Zoom. Carried.
- VIII. Committee Reports:** None.
- IX. Council Reports:**
- a. **Ag** – Mr. Matteson said that information will be sent out soon for the upcoming annual ag conference which will be held on March 31, 2023.
- Mr. Matteson said that he recently went to Albany with Farm Bureau members. He commented that the biggest concern he has is with a proposed minimum wage increase that could be tied to inflation.
- Mr. Matteson said the next ag council meeting is scheduled for next Tuesday and will include elected officials and/or their representatives.

Jefferson County Local Development Corporation
Board Meeting Minutes
March 9, 2023

DRAFT

Mr. Warneck mentioned soil and water worksheets for ag ceiling exemptions that several towns are experiencing. He said that the Jefferson County Soil & Water office seems to be resistant, but noted that they should realize how extremely important the matter is. Mr. Matteson said that he is hearing similar concerns and will research the issue and provide information.

- b. **Manufacturing** – Mr. Zembiec said that we are co-hosting the spring Jefferson-Lewis Manufacturers Alliance breakfast on March 24th at the Hilton Garden Inn. Topics will include legislative updates and an informational session on internship opportunities.
- c. **Marketing** – Mr. Weir said that he, Mr. Zembiec and Ms. Robinson recently attended the NYS EDC conference in Albany.

Mr. Weir shared an electronic version of the completed annual report. He said printed copies will be distributed when available. Ms. Powers asked if the financial information in the annual report is tied to the audit. Mr. Weir said yes. Ms. Powers pointed out that the audit was in draft form and can be released when the final audit is in final form. Mr. Weir agreed.

X. Unfinished Business:

- 1. **ARPA Funds Report** – An updated spreadsheet showing the grant fund activity was provided in the board packet. There is currently \$59,257.64 uncommitted funds left within the various programs. Mr. Weir said that he receives calls and emails about the grant programs. He said that he developed a waiting list for when funds come available.
- 2. **Small Business Productivity Improvement Grant (ARPA)** – Mr. Weir said that there is one recommendation for this program at this time:

TI Land Trust \$9,705.60

Mr. Weir noted that the committee decided that they will not fund the projector.

Chairman Aliasso asked for a motion to approve the recommendation. A motion was made by Mr. Aiken, seconded by Ms. Powers. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn't vote because they were participating via zoom. Carried.

Mr. Weir commented that Ms. Nuffer has done an outstanding job administering the grant programs.

Mr. Johnson said that the new round of ARPA funding should be on the April board of legislators' agenda for consideration.

XI. Counsel: None.

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XII. New Business:

1. **Proposed Videoconferencing Policy** – Mr. Zembiec said that the state now allows corporations to adopt a videoconferencing policy. He pointed out that there will have to be a quorum in the room in order to have participants vote remotely. He suggested adding a new paragraph to section 4 that says, “When inclement weather creates hazardous travel conditions”. A motion was made by Ms. Powers to approve the policy language as amended, seconded by Mr. Aiken. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn’t vote because they were participating via Zoom. Carried.

Mr. Zembiec said that a public hearing will be held this month and the formal adoption of the policy will occur at the April board meeting.

2. **Proposed Uniform Guidance – Internal Controls Policy** – Mr. Eaton said that the proposed policy is the result of having federally funded programs (ARPA). A motion was made by Mr. Warneck to approve the policy, seconded by Mr. Johnson. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn’t vote because they were participating via Zoom. Carried.
3. **Resolution No. 03.09.2023.02 to approve a contract for photography services by Sackets Harbor Photographic Imaging** – A request to enter into a contract for photography services to use in marketing and social media. Contract terms include a base amount of \$4,500 for 9 sessions and special assignments for a cost of \$450 each. Any special editing requests from JCLDC will be billed at \$100 per hour. The contract will expire December 31, 2023.

A motion was made by Mr. Warneck to approve the contract, seconded by Mr. Aiken. All in favor, except for Mr. Aliasso and Mr. Gardner who couldn’t vote because they were participating via Zoom. Carried.

Ms. Powers asked if there is a threshold that is used to determine when the board has to approve a contract. Mr. Zembiec said there is a \$1,000 threshold outlined in the procurement policy.

4. **Juneteenth Holiday** – Mr. Zembiec said that we didn’t address the new federal holiday last year and asked if it should be recognized or not. Mr. Warneck asked if the County and City are recognizing it. Mr. Johnson said that the County discussed it, but due to union issues they did not approve it. Ms. L’Huillier said the City also discussed it during the CSEA negotiations, but indicated that it was not approved. Mr. Walldroff said that we should stay in line with the County. It was decided not to take formal action until the County does.

- XIII. 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 9:18 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Three Month Period Ending March 31, 2023

Prepared by Joy Nuffer, March 30, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 707,275.00	176,818.74	\$ 58,939.58	58,939.58	530,456.26
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	37,500.00	12,500.00	12,500.00	101,220.00
RLF Interest Income	23,000.00	2,426.66	768.07	791.91	20,573.34
Grant Income Federal	0.00	284,901.64	67,940.43	114,132.17	(284,901.64)
Interest Income	1,400.00	585.26	0.00	280.93	814.74
Late Fee	0.00	118.58	21.56	21.56	(118.58)
Miscellaneous Income	500.00	364.65	364.65	0.00	135.35
AG Conference	0.00	1,000.00	1,000.00	0.00	(1,000.00)
Total Revenues	1,146,295.00	572,565.53	164,484.29	209,616.15	573,729.47
Expenses					
Salaries	589,450.13	133,762.40	66,547.32	44,364.88	455,687.73
Benefits	242,031.33	58,640.40	18,987.54	20,610.56	183,390.93
Operations					
Marketing Program	354,848.00	75,845.99	28,624.33	24,012.33	279,002.01
AG Program	221,165.00	56,617.02	20,532.08	18,917.37	164,547.98
Office Expense	12,000.00	1,377.72	552.50	432.18	10,622.28
Payroll Processing	3,600.00	1,214.55	451.95	301.30	2,385.45
Office Rent	18,000.00	4,550.46	1,516.82	1,516.82	13,449.54
Project Loan Rent	55,942.00	13,985.61	4,661.87	4,661.87	41,956.39
Office Cleaning	10,900.00	2,556.90	852.30	852.30	8,343.10
Telephone	7,000.00	1,427.37	383.64	516.59	5,572.63
Equipment Rental	4,100.00	1,038.57	346.19	346.19	3,061.43
Equipment Maintenance	3,000.00	147.00	0.00	147.00	2,853.00
System Maintenance	1,000.00	1,594.35	595.35	499.50	(594.35)
Electric Service	5,500.00	926.78	0.00	484.88	4,573.22
Gas Service	3,500.00	794.03	0.00	404.86	2,705.97
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Manufacturers Comm. Expense	0.00	729.30	729.30	0.00	(729.30)
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Promotion/Meals	8,000.00	0.00	0.00	0.00	8,000.00
Staff Training & Seminars	4,000.00	885.00	0.00	0.00	3,115.00
Depreciation F&F	17,000.00	4,083.54	1,361.18	1,361.18	12,916.46
Dues & Publications	15,000.00	2,500.00	0.00	0.00	12,500.00
Commercial Insurance	9,100.00	851.34	283.78	283.78	8,248.66
Legal RLF	1,000.00	0.00	0.00	0.00	1,000.00
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	8,000.00	0.00	0.00	0.00	8,000.00
Grants Expense Federal	0.00	284,901.64	67,940.43	114,132.17	(284,901.64)
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(465,840.00)	(120,020.54)	(42,844.41)	(38,584.71)	(345,819.46)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	1,147,296.46	528,409.43	171,522.17	195,261.05	618,887.03
Total Revenue	1,146,295.00	572,565.53	164,484.29	209,616.15	573,729.47
Total Expenses	1,147,296.46	528,409.43	171,522.17	195,261.05	618,887.03
Net Income Over Expenditures	\$ (1,001.46)	44,156.10	\$ (7,037.88)	14,355.10	(45,157.56)

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Three Month Period Ending March 31, 2023

Prepared by Joy Nuffer, March 30, 2023

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
AG Office Expense	1,000.00	106.92	0.00	106.92	893.08
AG Advertising	4,000.00	200.00	0.00	200.00	3,800.00
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	0.00	0.00	0.00	400.00
AG Business Attraction	3,500.00	0.00	0.00	0.00	3,500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	2,076.63	0.00	1,538.07	1,923.37
AG Web Site Development	2,000.00	0.00	0.00	0.00	2,000.00
AG Website Promotion	0.00	349.92	0.00	0.00	(349.92)
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
Local Food Guide	800.00	800.00	0.00	800.00	0.00
Salary Overhead	99,510.00	26,280.80	11,263.20	7,508.80	73,229.20
FICA Overhead	5,971.00	1,535.38	658.01	438.67	4,435.62
Medicare Overhead	1,393.00	359.08	153.89	102.59	1,033.92
Health/Dental Ins Overhead	21,740.00	8,159.21	2,723.78	2,714.38	13,580.79
Retirement Overhead	8,956.00	1,576.82	675.78	450.52	7,379.18
Indirect Labor Allocation	55,253.00	13,813.26	4,604.42	4,604.42	41,439.74
Non Labor Allocated Overhead	5,442.00	1,359.00	453.00	453.00	4,083.00
Total Operations	221,165.00	56,617.02	20,532.08	18,917.37	164,547.98

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Three Month Period Ending March 31, 2023

Prepared by Joy Nuffer, March 30, 2023

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Operations					
Business Support	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
Manufacturers Comm. Expense	0.00	729.30	729.30	0.00	(729.30)
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Total Operations	7,500.00	729.30	729.30	0.00	6,770.70

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Marketing Program Expense Statement for the Three Month Period Ending March 31, 2023

Prepared by Joy Nuffer, March 30, 2023

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	2,924.00	\$ 612.00	1,700.00	43,676.00
Canadian Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
Seminars Workshops Publicatio	2,500.00	0.00	0.00	0.00	2,500.00
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	5,000.00	985.00	700.00	0.00	4,015.00
Events Sponsorship	11,000.00	0.00	0.00	0.00	11,000.00
FDRLO MEMBERSHIP	0.00	5,000.00	5,000.00	0.00	(5,000.00)
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	267,748.00	66,936.99	22,312.33	22,312.33	200,811.01
Total Operations	354,848.00	75,845.99	28,624.33	24,012.33	279,002.01

Jefferson County Local Development Corp
Balance Sheet
March 31, 2023

ASSETS

Current Assets		
General Checking	\$	921,395.01
Savings Account		1,691,598.96
RLF Savings		1,937,662.40
RLF Loans Receivable		179,638.58
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		140,405.85
Clayton Loans Receivable		8,096.54
Miscellaneous Recievable		7,364.65
Due YMCA		400,000.00
LHI Records Storage		87,029.51
Prepaid Expense		1,283.18
		<hr/>
Total Current Assets		5,386,974.68
Property and Equipment		
Accumulated Depreciation		(82,771.50)
		<hr/>
Total Property and Equipment		(82,771.50)
Other Assets		
Furniture & Fixtures		76,897.89
ROU Lease Asset		175,454.00
		<hr/>
Total Other Assets		252,351.89
		<hr/>
Total Assets	\$	<u><u>5,556,555.07</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	5,753.07
Grants Payable YMCA		400,000.00
ST Lease Liability		1,358.00
ARPA Food Grant		160,278.44
ARPA Child Care Grant		407,402.46
ARPA Small Business & Training		211,091.07
ARPA Rental Property Deferred		241,361.14
JC Grant-Marketing		137,700.00
JC Grant Agriculture Program		37,500.00
Deferred Mkt. Grant European		12,500.00
		<hr/>
Total Current Liabilities		1,614,944.18
Long-Term Liabilities		
LT Lease Liability		202,078.00
		<hr/>
Total Long-Term Liabilities		202,078.00
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Total Liabilities		1,817,022.18
Capital		
General Fund Bal - Unrestrict.		3,695,376.79
Net Income		44,156.10
		<hr/>
Total Capital		3,739,532.89
		<hr/>
Total Liabilities & Capital	\$	5,556,555.07

Unaudited - For Man - 11 -nt Purposes Only

Jefferson County Local Development Corp

Receivables

As of March 31, 2023

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	29,593.44	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	9,603.61	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	35,006.47	8/4/21	8/1/2027	3%-73 Months	Current	718.75
DIPRINZIO'S KITCHEN	5,000.00	4,048.27	1/22/21	2/1/2027	3%, 60 Months	30 Days	89.84
DIPRINZIO'S MARKET	5,000.00	4,048.27	1/22/21	2/1/2027	3%, 60 Months	30 Days	89.84
WICLDC	200,000.00	93,089.38	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	12,345.68	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		187,735.12					

**Jefferson County Local Development Corp
JCLDC RLF Aged Receivables
As of Mar 31, 2023**

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	29,593.44
<hr/> CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		<hr/> 29,593.44
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	9,603.61
<hr/> CLAYTON ISLAND CLAYTON ISLAND TOURS		<hr/> 9,603.61
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	35,006.47
<hr/> CLAYTON YACHT CLAYTON YACHT CLUB, INC.		<hr/> 35,006.47
WIC WICLDC	1907 RLF LOAN	93,089.38 12,345.68
<hr/> WIC WICLDC		<hr/> 105,435.06
<hr/> Report Total		<hr/> 179,638.58 <hr/> <hr/>

Jefferson County Local Development Corp
JCLDC Clayton Loan Aged Receivables
As of Mar 31, 2023

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	4,048.27
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		4,048.27
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	4,048.27
DIPRINZIO MARKET DIPRINZIO'S MARKET		4,048.27
Report Total		8,096.54

**Jefferson County Local Development Corp
JCLDC COVID Loan Aged Receivables
As of Mar 31, 2023**

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	6,505.99
AUBREYS AUBREYS SHOPPING CENTER		6,505.99
BROTHERTON STEVEN BROTHERTON	2252	4,533.10
BROTHERTON STEVEN BROTHERTON		4,533.10
CCTI COLLEENS CHERRY TREE INN	2238	7,123.98
CCTI COLLEENS CHERRY TREE INN		7,123.98
CORNELIA LAURIE A. CORNELIA	2240	6,333.03
CORNELIA LAURIE A. CORNELIA		6,333.03
DEMAR AMY S. DEMAR	2237	6,659.99
DEMAR AMY S. DEMAR		6,659.99
ELMER KATHLEEN ELMER	2253	6,678.59

**Jefferson County Local Development Corp
JCLDC COVID Loan Aged Receivables
As of Mar 31, 2023**

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		6,678.59
FIELD FIELD OF DREAMS, LLC	2267	7,246.09
FIELD FIELD OF DREAMS, LLC		7,246.09
GOULD ROBERT L. GOULD	2234	6,505.99
GOULD ROBERT L. GOULD		6,505.99
GRAPES BUSTED GRAPES,LLC	2250	6,717.26
GRAPES BUSTED GRAPES,LLC		6,717.26
HERMAN BONNIE HERMAN	2235	6,505.99
HERMAN BONNIE HERMAN		6,505.99
MILLER GAIL W. MILLER	2236	6,669.01
MILLER GAIL W. MILLER		6,669.01

**Jefferson County Local Development Corp
JCLDC COVID Loan Aged Receivables
As of Mar 31, 2023**

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	6,505.99
MORGIA MORGIA MASONRY		6,505.99
NORTH BRANCH NORTH BRANCH FARMS	2262	6,668.97
NORTH BRANCH NORTH BRANCH FARMS		6,668.97
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	6,635.85
NORTHERN NORTHERN COMMERCIAL CLEANING		6,635.85
NORTHROP MICHAEL NORTHROP	2245	6,505.99
NORTHROP MICHAEL NORTHROP		6,505.99
PAINFULL PAINFULL ACRES	2255	3,087.07
PAINFULL PAINFULL ACRES		3,087.07
RHODES RHODES GREENHOUSES, INC	2261	6,669.01

**Jefferson County Local Development Corp
JCLDC COVID Loan Aged Receivables
As of Mar 31, 2023**

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		6,669.01
SAMPSON-MELISSA MELISSA SAMPSON	2254	6,831.62
SAMPSON-MELISSA MELISSA SAMPSON		6,831.62
SKINNER SCOTT P. SKINNER	2248	6,342.16
SKINNER SCOTT P. SKINNER		6,342.16
TILLSON ALISHA TILLSON	2249	6,505.99
TILLSON ALISHA TILLSON		6,505.99
WILLS GREG WILLS	2246	6,342.56
WILLS GREG WILLS		6,342.56
ZERO ZERO DOCK STREET, LLC	2280	6,831.62
ZERO ZERO DOCK STREET, LLC		6,831.62

Jefferson County Local Development Corp
JCLDC COVID Loan Aged Receivables
As of Mar 31, 2023

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
Report Total		140,405.85

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Mar 1, 2023 to Mar 31, 2023

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
3/9/23	122250 407501 112501	0010000032	Invoice: 2253 3/23 INTEREST KATHLEEN ELMER	180.00	162.92 17.08
3/9/23	122025 407501 112501	5252	Invoice: 2086 3/23 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	651.12 75.61
3/9/23	122025 407501 112501	0000995041	Invoice: 2242 3/23 INTEREST CLAYTON ISLAND TOURS	198.97	158.30 40.67
3/9/23	122250 407501 412502 112501	1303	Invoice: 2254 2/23 INTEREST 2/23 LATE MELISSA SAMPSON	190.47	162.21 17.48 10.78
3/9/23	122250 407501 112501	7066	Invoice: 2235 3/23 INTEREST BONNIE HERMAN	179.68	163.02 16.66
3/9/23	122250 407501 112501	5253	Invoice: 2262 3/23 INTEREST NORTH BRANCH FARMS	179.69	162.61 17.08
3/9/23	122250 407501 112501	6561	Invoice: 2252 3/23 INTEREST STEVEN BROTHERTON	200.00	187.73 12.27
3/9/23	122250 407501 112501	2518	Invoice: 2241 3/23 INTEREST AUBREYS SHOPPING CENTER	179.69	163.02 16.67
3/9/23	122250 407501 112501	1133	Invoice: 2263 3/23 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	163.01 16.99
3/9/23	122250 407501 112501	8765	Invoice: 2240 3/23 INTEREST LAURIE A. CORNELIA	179.69	163.02 16.67
3/9/23	425003 100001	5652	AG CONFERENCE SPONSORSHIP MIDWAY INTERNATIONAL LOGISTICS LLC	1,000.00	1,000.00
3/9/23	125001 100001	7903	Invoice: 2384 JEFF COUNTY IDA	58,939.58	58,939.58
3/16/23	122250 407501 112501	6574	Invoice: 2255 5/23 INTEREST PAINFULL ACRES	89.50	81.58 7.92
3/16/23	122025 407501 112501	4106	Invoice: 1907 2/23 INTEREST WICLDC	1,109.20	872.79 236.41
3/16/23	122250 407501 112501	1815	Invoice: 2250 2/23 INTEREST BUSTED GRAPES,LLC	200.00	182.92 17.08

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Mar 1, 2023 to Mar 31, 2023

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
3/16/23	122250 407501 112501	2483	Invoice: 2261 3/23 INTEREST RHODES GREENHOUSES, INC	179.69	162.61 17.08
3/16/23	122250 407501 112501	80075	Invoice: 2280 3/23 INTEREST ZERO DOCK STREET, LLC	179.69	162.21 17.48
3/16/23	202401 202501 100001	19715	DUE JCLDC RLF DUE SHLDC PAINFULL ACRES	179.00	89.50 89.50
3/23/23	122025 407501 112501	165622	Invoice: RLF LOAN 3/23 INTEREST WICLDC	1,784.29	1,743.20 41.09
3/30/23	122250 407501 412502 112501	4363	Invoice: 2264 3/23 & 4/23 INTEREST 3/23 LATE FEE MORGIA MASONRY	370.16	325.63 33.75 10.78
3/30/23	122250 407501 112501	53194	Invoice: 2248 4/23 INTEREST SCOTT P. SKINNER	179.69	163.43 16.26
3/30/23	122250 407501 112501	8777	Invoice: 2240 4/23 INTEREST LAURIE A. CORNELIA	179.69	163.43 16.26
3/30/23	122250 407501 112501	3363	Invoice: 2245 3/23 INTEREST MICHAEL NORTHROP	179.69	163.02 16.67
3/30/23	122250 407501 112501	6581	Invoice: 2252 3/24 INTEREST STEVEN BROTHERTON	200.00	188.20 11.80
3/30/23	122025 407501 112501	5209	Invoice: 2344 4/23 INTEREST CLAYTON YACHT CLUB, INC.	718.75	629.66 89.09
				67,883.85	67,883.85

Jefferson County Local Development Corp
Check Register
For the Period From Mar 1, 2023 to Mar 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6546	3/2/23	DAVIS VISION	100001	88.13
6547	3/2/23	EXCELLUS BC/BS	100001	12,016.52
6548	3/2/23	THE HARTFORD	100001	341.81
6549	3/2/23	RBC WEALTH MANAGEMENT	100001	3,189.24
6550	3/2/23	UNITED WAY OF NNY	100001	127.00
6551	3/2/23	WICLDC	100001	1,516.82
6552	3/2/23	WATERTOWN LOCAL DEVELOPMENT CORPORATI	100001	4,661.87
6553	3/2/23	EXCELLUS BC/BS	100001	620.77
6554	3/2/23	EXCELLUS BC/BS	100001	409.04
6555	3/2/23	BECHAZ RIVERDALE CHEESE & GELATERIA	100001	28,506.25
6556	3/2/23	NUGENT CARPENTRY & REMODLING, LLC	100001	10,000.00
6557	3/3/23	NORTHERN COMMERCIAL CLEANING	100001	1,955.88
6558	3/7/23	STEPHEN M. RICH	100001	10,000.00
6568	3/8/23	BPAS	100001	2,920.00
6569	3/8/23	MORGIA WEALTH MANAGEMENT	100001	1,920.00
6559	3/9/23	BLUE MOUNTAIN SPRING WATER, INC.	100001	45.80
6560	3/9/23	CINTAS	100001	127.30
6561	3/9/23	HENDERSON PRINTING INC.	100001	688.00
6562	3/9/23	NATIONAL GRID	100001	889.74
6563	3/9/23	PROSHRED SECURITY	100001	23.77
6564	3/9/23	STEVENS MEDIA GROUP-WATERTOWN, LLC	100001	400.00
6565	3/9/23	SYNTELA CONFERENCING INC.	100001	13.66
6566	3/9/23	VERIZON WIRELESS	100001	130.98
6567	3/9/23	WPBS	100001	612.00
6573	3/13/23	KEY BANK	100001	1,738.79
6574	3/15/23	JCLDC	100001	89.50
6575	3/15/23	NNY ONLINE	100001	595.35
6576	3/15/23	NORTHERN COMMERCIAL CLEANING	100001	725.00
6577	3/15/23	SAM'S CLUB	100001	149.64
6578	3/15/23	SACKETS HARBOR LDC	100001	89.50
6579	3/15/23	WESTELCOM	100001	369.98
6571	3/16/23	RBC WEALTH MANAGEMENT	100001	3,189.24

Jefferson County Local Development Corp
Check Register
For the Period From Mar 1, 2023 to Mar 31, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6572	3/16/23	UNITED WAY OF NNY	100001	127.00
6580	3/21/23	MICHEL GRAVELLE	100001	9,600.00
6581	3/23/23	CINTAS	100001	63.65
6582	3/23/23	JR GARDNER, CPA, PC	100001	200.00
6583	3/23/23	JOY NUFFER	100001	29.63
6588	3/29/23	THOUSAND ISLANDS ART CENTER	100001	3,958.30
6589	3/29/23	SARISSA MELISSA PHOTOGRAPHY	100001	700.00
6584	3/30/23	RBC WEALTH MANAGEMENT	100001	3,284.34
6585	3/30/23	UNITED WAY OF NNY	100001	127.00
6586	3/30/23	WB MASON CO INC.	100001	149.46
6587	3/30/23	WELLS FARGO FINANCIAL SERVICES	100001	346.19
6590	3/30/23	EBERSOL'S CUSTOM CUTTING	100001	2,000.00
Total				<u>108,737.1</u>

ARPA Grant Funds from Jefferson County-Status-Expenditures

Month	Child Care	Small Business Productivity & Incumbent Worker Training	Local Foods Resiliency	Rental Property Deferred Maintenance	Remediation 146 Arsenal Street	Hounsfield Sewer	Total Grants Running Balance
Total Available	\$809,000.00	\$425,000.00	\$400,000.00	\$425,000.00	\$1,000,000.00	\$1,500,000.00	\$4,559,000.00
April-22	\$67,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,492,000.00
May-22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,492,000.00
June-22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,492,000.00
July-22	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$3,492,000.00
August-22	\$125,791.52	\$11,052.00	\$94,928.45	\$0.00	\$0.00	\$0.00	\$3,260,228.03
September-22	\$0.00	\$66,378.93	\$7,722.00	\$34,958.80	\$0.00	\$292,000.00	\$2,859,168.30
October-22	\$15,045.02	\$43,814.69	\$37,176.74	\$41,710.22	\$0.00	\$0.00	\$2,721,421.63
November-22	\$0.00	\$20,233.13	\$10,450.00	\$4,220.00	\$0.00	\$0.00	\$2,686,518.50
December-22	\$102,407.09	\$10,000.00	\$33,459.86	\$27,616.80	\$0.00	\$0.00	\$2,513,034.75
January-23	\$0.00	\$44,596.00	\$12,700.00	\$45,533.04	\$0.00	\$0.00	\$2,410,205.71
February-23	\$91,353.91	\$0.00	\$12,778.26	\$10,000.00	\$0.00	\$0.00	\$2,296,073.54
March-23	\$0.00	\$17,834.18	\$30,506.25	\$19,600.00	\$0.00	\$0.00	\$2,228,133.11
Total YTD Expenditures	\$401,597.54	\$213,908.93	\$239,721.56	\$183,638.86	\$1,000,000.00	\$292,000.00	\$2,330,866.89
Balance of Grant	\$407,402.46	\$211,091.07	\$160,278.44	\$241,361.14	\$0.00	\$1,208,000.00	\$2,228,133.11
Uncommitted Balance	\$0.00	\$30,464.54	\$82.51	\$5,400.00	\$0.00	\$0.00	
Excess Funds (Approved by board but did not take full award to date)	\$0.00	\$3,618.75	\$605.10	\$9,381.14	\$0.00	\$0.00	
Full Uncommitted Balance	\$0.00	\$34,083.29	\$687.61	\$14,781.14	\$0.00	\$0.00	



New York State
School Boards
Association

Better School Boards Lead to Better Student Performance

24 Century Hill Drive, Suite 200
Latham, New York 12110-2125

Tel: 518.783.0200 | Fax: 518.783.0211
www.nyssba.org

March 9, 2023

David J. Zembiec
CEO
Jefferson County Economic Development
800 Starbuck Ave
Watertown, NY 13601

Dear Mr. Zembiec:

Every once in a while, it is nice to get a pat on the back, especially when the recognition is unexpected. The New York State School Boards Association (NYSSBA) initiated a recognition program, *Champions of Change*, to do just that.

It has come to our attention that there is a creative program in your organization that deserves recognition — *North Country Manufacturing Day* — and we would like to pay tribute to those who make it possible. We understand there are many incredibly meritorious programs and projects throughout the state, and NYSSBA is celebrating yours!

A colorful banner has been created for you to hang in recognition of this program. We ask that the banner be displayed in an appropriate place of honor for all to see.

Please let us know if you can plan a presentation event soon for this banner delivery and we will ensure a NYSSBA representative is available to present the banner in a short ceremony. If you could arrange photos or capture video of the presentation, we could share your accomplishment on NYSSBA's social media and with our members.

If an in-person or virtual presentation is not possible, the banner could be mailed to you, and we ask that you please send us any photos taken or social media posts related to the presentation.

Please extend our congratulations to your administration and staff for all that you do for New York State students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Schneider'.

Robert S. Schneider, CPA, CAE
Executive Director

cc: Bill Miller, NYSSBA Area 5 Director
Wayne Rogers, Area 6 Director

**Jefferson County Industrial Development Agency
Jefferson County Local Development Corporation
Public Hearing Minutes
March 30, 2023**

The Jefferson County Industrial Development Agency and Jefferson County Local Development Corporation held a joint public hearing at 9:00 a.m. Thursday, March 30, 2023, at JCIDA Office, 800 Starbuck Avenue, Watertown, New York, and via live stream for **Public Meeting Videoconferencing Policy**.

Information:

JCIDA and JCLDC will jointly review and consider proposed written procedures governing member and public attendance consistent with Section 103-a of the Public Officers Law, which in relevant part permits public bodies such as JCIDA and JCLDC to authorize their members to attend meetings by videoconference from locations that are not open to the public (“private locations”), when necessitated by “extraordinary circumstances.”

Staff: David Zembiec, CEO; Marshall Weir, Deputy CEO; Peggy Sampson, Executive Assistant

Public Present: None

Mr. Zembiec opened the hearing at 9:00 a.m. He read the rules and public hearing notice.

At 9:04 a.m., Mr. Zembiec closed the hearing.



David J. Zembiec
Hearing Officer

**AUTHORIZING RESOLUTION
(Videoconferencing Policy)**

A regular meeting of the Jefferson County Local Development Corporation was convened on April 6, 2023, at 8:00 a.m. at 800 Starbuck Avenue, Watertown, New York 13601

The meeting was called to order by the Chairman, with the following members being:

Present:

Absent:

Staff Present:

Also Present:

On motion duly made and seconded, the following resolution was placed before the directors of the Jefferson County Local Development Corporation:

Resolution No. 04.06.2023.01

RESOLUTION OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") ADOPTING A VIDEOCONFERENCING POLICY TO ALLOW THE USE OF VIDEO CONFERENCING FOR PUBLIC MEETINGS UNDER EXTRAORDINARY CIRCUMSTANCES PURSUANT TO SECTION 103-A OF THE NEW YORK PUBLIC OFFICERS LAW

WHEREAS, pursuant to Section 1411 of the Not-For-Profit Corporation Law ("N-PCL") of the State of New York, the Jefferson County Local Development Corporation ("JCLDC") was established as a domestic, not-for-profit local development corporation pursuant to a Certificate of Incorporation (the "Certificate") to undertake certain charitable and public purposes, among other things, including relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding the County of Jefferson, New York (the "County") by attracting new industry to the County or by encouraging the development of, or retention of, an industry in the County, and lessening the burdens of government and acting in the public interest; and

WHEREAS, Section 103-a of the New York Public Officers Law ("POL"), as enacted by Part WW of Chapter 56 of the Laws of 2022, permits public bodies such as the Corporation to authorize their members to attend meetings by videoconference from locations that are not open to the public ("private locations"), when necessitated by "extraordinary circumstances," provided that (i) the number of members of the public body who attend the meeting at location(s) where the public can attend is at least equal to the number required to satisfy the public body's quorum requirement, (ii) the public body has established written procedures governing member and

public attendance consistent with Section 103-a of the POL, (iii) such written procedures are conspicuously posted on the public website of the public body, and (iv) the other criteria specified in Section 103-a of the POL are satisfied; and

WHEREAS, Corporation staff, in consultation with the Corporation's general counsel, have prepared a draft policy in compliance Section 103-a of the POL entitled **Public Meeting Videoconference Policy** (the "Videoconferencing Policy") attached hereto as **Exhibit A**; and

WHEREAS, Section 103-a(2)(a) of the POL requires that the Corporation must adopt a resolution after a public hearing (the "Public Hearing") in order to authorize videoconferencing from a private location and as described within the Videoconferencing Policy; and

WHEREAS, the Corporation duly scheduled, noticed and conducted the Public Hearing on March 9, 2023 and the Corporation has taken into consideration all comments received; and

WHEREAS, the Corporation deems it necessary and appropriate for the board and all committees or subcommittees of the Corporation now existing or hereafter established be authorized to use videoconferencing to conduct meetings in the manner contemplated by Section 103-a of the POL.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby approves and adopts the Videoconferencing Policy and authorizes the Corporation and any and all committees or subcommittees of the Corporation now existing or hereafter established to use videoconferencing to conduct meetings in the manner authorized by Section 103-a of the POL, including meetings where a member who is unable to be physically present at any such meeting location due to extraordinary circumstances is permitted to attend and participate in the meeting by videoconferencing from a remote location that is not open to the public.

Section 2. The Corporation directs that the Videoconferencing Policy be conspicuously posted on the public website of the Corporation in compliance with Section 103-a of the POL.

Section 3. Any and all actions heretofore taken or authorized by the Corporation and/or its members, officers, employees and agents with respect to this Resolution are hereby ratified, approved and confirmed in all aspects.

Section 4. This Resolution shall take effect immediately upon adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>Yea</u>		<u>Nea</u>		<u>Absent</u>		<u>Abstain</u>	
Robert J. Aiken	[]	[]	[]	[]
Robert E. Aliasso, Jr.	[]	[]	[]	[]
Ken D. Burto	[]	[]	[]	[]
John J. Condino	[]	[]	[]	[]
David J. Converse	[]	[]	[]	[]
Gregory A. Gardner	[]	[]	[]	[]
William W. Johnson	[]	[]	[]	[]
Lisa L'Huillier	[]	[]	[]	[]
Christine A. Powers	[]	[]	[]	[]
W. Edward Walldroff	[]	[]	[]	[]
Paul Warneck	[]	[]	[]	[]

The Resolution was thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF JEFFERSON) ss:

I, the undersigned Secretary of the Jefferson County Local Development Corporation,
DO HEREBY CERTIFY:

That I have compared the foregoing extract of the minutes of the meeting of the Jefferson County Local Development Corporation (the "JCLDC") including the resolution contained therein, held on April 6, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the JCLDC and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said JCLDC had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the JCLDC present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said JCLDC this ___ day of _____, 2023.

Kent D. Burto, Secretary

[SEAL]

EXHIBIT A
Video Conferencing Policy

(See Attached)

**Jefferson County Local Development Corporation
Public Meeting Videoconference Policy**

The Jefferson County Local Development Corporation (the "Corporation") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law a.k.a. Open Meetings Law. <https://opengovernment.ny.gov/open-meetings-law>

This internal Corporation policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to "extraordinary circumstances" being experienced by a member who still wishes to attend.

This policy defines these "extraordinary circumstances" by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying the Corporation staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending via videoconference in a predetermined and noticed public location may count toward quorum.
2. Any member attending via videoconference in a non-public setting under "extraordinary circumstances" will not be counted toward a quorum, but may nevertheless participate and vote. Any member attending via videoconference in a public setting under "extraordinary circumstances" will be counted toward a quorum, and may participate and vote.
3. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify the Corporation staff by phone or email as soon as the circumstance is presented. The staff will present the information to the chair of the board and the administrative director for final determination.
4. Extraordinary circumstances allowed by this Corporation are:
 - a. Physical Disability whereby they are unable to meet in a physical location.
 - b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings.
 - c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.
 - d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business location. Written policy for the employer or place of business must be signed by the member and on file with the Corporation.

Jefferson County Local Development Corporation
Public Meeting Videoconference Policy

- e. When inclement weather creates hazardous travel conditions.
 - f. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to the Corporation staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.
5. Public Notice of an Open Meeting will be posted online in the Corporation's website and on the public bulletin boards at the physical location.
 6. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend and it must account for ADA accommodations or compliance for public attendance.
 7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," Corporation staff shall post a public notice on the website with a link to the same videoconference service by which the member will be participating as soon as reasonably possible.
 8. Any member of board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation of the minutes.
 9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in person or via videoconference and under which "extraordinary circumstance."
 10. Any meeting of the Corporation or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.

Adopted this ____ day of _____, 2023

SECTION 12. - QUORUM AND ADJOURNED MEETINGS.

(a) A majority of the entire Board of voting Directors shall constitute a quorum for the transaction of business at meetings of the Board. When a quorum is once present to organize a meeting, it shall not be broken by the subsequent withdrawal of any Director(s).

(b) A majority of the voting Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. If a quorum is present at the adjourned meeting, any business may be transacted that might have been transacted on the original date of the meeting. Notice of the adjourned meeting shall be given to all voting Directors.

~~(c) Any one or more directors may participate in a meeting of the Board by means of a conference telephone or similar means of communication equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.~~ In accordance with the Corporation's Videoconferencing Policy, any one or more members of the board may participate in a meeting of the board or committee by videoconference from non-public locations when necessitated by "extraordinary circumstances" (as identified by the policy) with the following provisions:

- i. Any member attending via videoconferencing from a non-public setting under extraordinary circumstances will not be counted toward a quorum, but will be considered present and may participate and vote.
- ii. The number of members participating in person – including any member attending via videoconferencing in a predetermined and noticed public location, or from a public location under extraordinary circumstances—must constitute a quorum.
- iii. Any member participating via videoconferencing must be visible, heard, and identifiable by all members attending in person, as well as by members of the public attending in person or via videoconference.
- iv. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify the Corporation staff by phone or email as soon as the circumstance is presented.

SECTION 13. - ACTION BY THE BOARD OF DIRECTORS.

Any corporate action to be taken by the Board of Directors means action at a meeting of the Board. Each voting Director shall have one vote regarding any corporate action to be taken by the Board. Except as otherwise provided by law or these By-laws, the vote of a majority of the voting Directors present at the time of the vote at a duly convened meeting at which a quorum is present shall be the act of the Board of Directors. All references to actions of the Board of Directors herein and in the Certificate of Incorporation shall mean the affirmative vote

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

2023 Board Attendance

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

SAIL Ontario, LLC

Charters, Lessons, Rentals
@ Navy Point Marine, Sackets Harbor, NY 13685



(315) 783-2755

March 15th, 2023

Marshall Weir
Deputy CEO
Jefferson County Economic Development

Hi Marshall (and full Board),

Thank you, deeply, for the resources you've already approved, resources that will power new and safer opportunities for our guests as they visit and explore the North Country and our lakeside community! The more comprehensive experience we can offer, the more visiting explorers we can host.

Our original grant request was for approximately \$9,000 or so, and a portion of that was approved for purchase and installation of an autopilot. We'll soon be consolidating receipts and submitting for our grant of "up to \$3,250 or 80% of the project." But it is in this regard we really need your help. We gravely underestimated the cost of installation for the autopilot.

Without an autopilot, the captain must remain at the helm all the time. In the event of a guest need or emergency, the captain must send guests around the vessel to look for items, or lower sails to tend to problems, which takes time. In truth, we've been operating this way for years on our 32' sailboat because the smaller size makes it manageable.

This year, though, we're finishing work on and adding a newer, larger 38' boat to the fleet. This sailboat has more volume down below and weighs twice as much. To make the guest experience as positive and safe as possible, we've been installing an autopilot. The boat's autopilot will allow the vessel captain to tend other concerns on board while the vessel maintains a heading and continues to sail.

We purchased the autopilot and necessary components last summer, at a cost of approximately \$2,000 and elected to have the experts at Navy Point Marine in Sackets handle the installation over the winter because the custom fiberglass work was beyond our scope. Our hopes of keeping install costs to around \$2,000 were quickly dashed as installation alone was over \$4,700.

We'd like to ask that our grant request be revisited if possible; perhaps there is additional funding that will stretch our \$3,250 grant to \$6,000 and offset most of the cost. We're excited to demonstrate our new vessel in charter this upcoming season, with our new autopilot for ease and safety. Your efforts to help us realize that goal as efficiently as possible are greatly appreciated.

Respectfully,

CAPT Brett

CAPT Brett Kessler
Sail Ontario, LLC
Charters, Lessons, Rentals

Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA)

April 6, 2023

Grant recommendations:

Business Name	Summary of Project	Original Amount Approved	Additional Funding Request	Funding Recommendation
SAIL Ontario, LLC	Purchase and installation of an autopilot	\$3,250	\$2,750	\$6,000