

**Jefferson County Local Development Corporation
Board Meeting Minutes
August 10, 2023**

The Jefferson County Local Development Corporation held their board meeting on Thursday, August 10, 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, Kent Burto, John Condino
Zoom: William Johnson, Gregory Gardner

Excused: Christine Powers, Rob Aiken

Absent: None

Also Present:

Zoom: Justin Miller, Esq. (Harris Beach), Craig Fox (Watertown Daily Times)

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

- 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 meeting held July 13, 2023 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Condino. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending July 31, 2023. He said that all loans are current. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Converse. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
 - a. Ag –** Mr. Matteson provided the following update:
 - Senator Gillibrand’s staff will be coming to town next week to discuss ag issues.
 - Wine Trail – Mr. Matteson said that the topic was brought up at the recent ag council meeting that the wine trail is basically not in existence (technically only legislatively). He said he was informed that there is no website and that the Facebook page is not updated. He said that he reached out to the Thousand Islands International Tourism Council and Cornell Cooperative Extension to schedule a meeting to see how the group can support the wine trail and possibly a food trail. Mr. Warneck asked if the Tourism grant fund could be used. Mr. Matteson said that he is not sure if those funds could be used. Mr. Zembiec said that there are marketing funds available whether through our marking program or others in the community. Mr. Gardner commented that the Finger Lakes region has a successful wine trail and said that we have the potential to make ours work.

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- Food Resiliency Grants – Mr. Matteson said that we are wrapping up round one. He said that he hopes to send out a notice for the second round around September 1st.

- b. Manufacturing** – Mr. Zembiec said the next Manufacturing Day will be held on October 19th. He said that the Workplace is holding a manufacturing job fair this afternoon which will help place some of the former Jain Irrigation employees.

Mr. Zembiec said that JCC and CITEC have teamed up for lean training to be held in September. The normal cost would be \$3,195 but with JCC’s grant the cost will be \$395.

- c. Marketing** – Mr. Weir said that we will be looking into overhauling our marketing efforts next year including website redevelopment. He said that he will be hiring a consultant to audit our current marketing efforts.

Mr. Weir said that he is working on developing a new map to use as a location piece.

Mr. Weir said that he will be working on making the Jefferson County Economic Development name more official, which will prompt an amendment to our corporation papers.

VIII. Unfinished Business:

- 1. ARPA Funds Report** – An updated spreadsheet showing the grant fund activity was provided in the board packet. There is currently \$56,457.96 of uncommitted funds left within the various programs.
- 2. Small Business Productivity Improvement Grant (ARPA Round One)** – Mr. Weir said that there is one recommendation for this program at this time:

Jefferson – Lewis Board of Realtors \$9,151.20

Mr. Weir said that the request is for technology hardware that will improve their ability for meetings and education. He noted that the LED projector won’t be funded.

A motion was made by Mr. Warneck to approve the recommendation, seconded by Mr. Burto. All in favor.

Mr. Burto amended the motion to abstain from the vote. Mr. Warneck made a motion to approve the recommendation, seconded by Mr. Converse. All in favor, except for Mr. Burto and Ms. L’Huillier who abstained. Carried.

IX. Counsel: None.

X. New Business:

- 1. Subrecipient Agreement with County of Jefferson for ARPA Funds for Round Two** – The County authorized \$1,380,000 for tourism enhancement, local food production, small business, food processing, and expansion of childcare services. Mr. Zembiec said that we will not have the rental housing program in this round of funding. A motion was made by Mr. Converse to approve the subrecipient agreement, seconded by Mr. Condino. All in favor. Carried.

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2. **Tourism Program for ARPA Funds (Round Two)** – Mr. Weir said that he worked with the Thousand Islands Tourism Council to develop the program. There will be a maximum grant of \$25,000 for projects to upgrade the tourism product, enhance the tourist experience and/or diversify the audience. Examples are keyless entry and playgrounds at hotels.

Mr. Walldroff asked if there is flexibility in the amounts per category. Mr. Zembiec said yes.

A motion was made by Mr. Condino to approve the program description, seconded by Ms. L’Huillier. All in favor. Carried.

3. **County Funding Request** – Chairman Aliasso noted a typo in the amount of tonnage in the Convalt Energy paragraph. It should be 130 tons instead of 130,000 tons. Mr. Zembiec will update the form. Current county funding is \$426,000 (\$276,000 for Marketing and \$150,000 for Ag). Mr. Zembiec said that we are proposing a \$4,000 increase to the marketing line \$280,000 and \$150,000 for Ag for a total of \$430,000. A motion was made by Mr. Converse to request \$430,000, seconded by Mr. Walldroff. All in favor. Carried.

- XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Burto, seconded by Mr. Condino. All in favor. The meeting adjourned at 8:31 a.m.

Respectfully submitted,

Peggy Sampson