

Notice of Board Meeting

Date: September 22, 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

The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, October 5, 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

BOARD MEETING AGENDA
Thursday, October 5, 2023 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – September 7, 2023**
- V. Treasurer’s Report – September 30, 2023**
- VI. Committee Reports**
 - a. Finance Committee**
 - i. Proposed Budget for 2024**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
 - 1. ARPA Funds Report (Round One)**
- IX. Counsel**
- X. New Business**
 - 1. Small Business Productivity Improvement Grant Recommendations (ARPA)**
 - 2. Incumbent Worker Training Grant Recommendations (ARPA)**
 - 3. Tourism Product Enhancement Grant Recommendations (ARPA)**
 - 4. Contract with CAPC for Childcare (ARPA)**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
September 7, 2023**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, September 7, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: Robert E. Aliasso, Jr.

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:** Vice Chairman Walldroff called the meeting to order at 8:00 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** Guests were invited to speak. No one spoke.
- IV. Minutes:** Minutes of the meeting held August 10, 2023 were presented. A motion to approve the minutes as presented was made by Mr. Condino, seconded by Mr. Johnson. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending August 31, 2023. He noted that the checking account is down since several of the grant reimbursements were made this past month. He reported that the DiPrinzio loans are one month behind. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Ms. Powers. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
 - a. Ag –** Mr. Matteson said that the second round of the Food Resiliency ARPA grant applications are open and available until December 1, 2023. He said the committee will review the applications, make recommendations to the board, and make grant awards by January 31, 2024. As with round one, Cornell Cooperative Extension will assist with the grant programs.

The value-added grant program was allocated \$100,000 for round two and approximately \$70,000 which is left over from round one after an applicant decided not to proceed with their project. Applicants can apply for a maximum of \$10,000. A 10% cash match is required. Grant applications will be evaluated by a ranking system.

New this year is a production grant program with a total pot of \$500,000. Applicants can apply for a maximum of \$20,000. A 10% cash match is required. Grant applications will be evaluated by a ranking system.

Mr. Matteson said the Ag Council is scheduled to meet next Tuesday.

- b. **Manufacturing** – Mr. Zembiec said that we are working with Lewis County on a roundtable event to be held in Lowville that will focus on networking opportunities to foster working relationships between manufacturers.
- c. **Marketing** – Mr. Weir said the tourism grant program is a new program available in the second round of ARPA funds. He said there are 13 responses so far.

Mr. Weir said that we have added to the advertising to the MPR campaign. He said that he is looking into redesigning the website and will be contacting a consultant to get a quote.

Mr. Weir said that we have several URL's, but tend to focus on *jcida.com*. He said that going forward he would like to focus on *growwithjeffersoncounty.com*. He said that he looked into purchasing *jcled.com* and negotiating a sale with the owner, but indicated that it was cost prohibitive.

Change JCLDC to JCED: Mr. Zembiec said that he has been discussing the change with legal counsel and the accountants. He said there is no legal issue in changing the name.

Ms. Stephenson will be sending out the newsletter within the next week.

Mr. Matteson mentioned that his podcast (Jay Matteson's Rural America Podcast) has episodes available with different guests discussing topics such as weather events, farm bills, etc. The podcasts can be found on the www.agricultureevents.com website.

VIII. Unfinished Business:

- 1. **ARPA Funds Report (Round One)** – An updated spreadsheet showing the grant fund activity was provided in the board packet. There is currently \$47,978.12 of uncommitted funds left within the various programs.

Mr. Zembiec indicated that a new contract with CAPC for childcare for round two of the ARPA funds will be on the agenda next month.

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. Converse. All in favor. The meeting adjourned at 8:28 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Nine Month Period Ending September 30, 2023

Prepared by Joy Nuffer, September 27, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 707,275.00	530,456.22	\$ 58,939.58	58,939.58	176,818.78
JC Grant Marketing	275,400.00	206,550.00	22,950.00	22,950.00	68,850.00
JC Grant Ag Program	138,720.00	112,500.00	12,500.00	12,500.00	26,220.00
RLF Interest Income	23,000.00	7,055.70	470.65	970.40	15,944.30
Grant Income Federal	0.00	610,120.97	20,161.18	148,740.27	(610,120.97)
Interest Income	1,400.00	2,463.11	0.00	323.12	(1,063.11)
Late Fee	0.00	262.93	10.78	0.00	(262.93)
Miscellaneous Income	500.00	3,414.65	0.00	50.00	(2,914.65)
AG Conference	0.00	1,000.00	0.00	0.00	(1,000.00)
Total Revenues	1,146,295.00	1,473,823.58	115,032.19	244,473.37	(327,528.58)
Expenses					
Salaries	589,450.13	422,134.12	44,364.88	66,547.32	167,316.01
Benefits	242,031.33	165,157.79	18,158.19	18,600.69	76,873.54
Operations					
Marketing Program	354,848.00	237,645.75	24,477.24	25,939.83	117,202.25
AG Program	221,165.00	169,845.29	16,821.03	22,120.29	51,319.71
Office Expense	12,000.00	6,714.60	84.71	1,527.27	5,285.40
Payroll Processing	3,600.00	3,256.25	319.80	479.70	343.75
Office Rent	18,000.00	13,651.38	1,516.82	1,516.82	4,348.62
Project Loan Rent	55,942.00	41,956.83	4,661.87	4,661.87	13,985.17
Office Cleaning	10,900.00	8,635.39	1,007.56	1,007.56	2,264.61
Telephone	7,000.00	5,247.03	393.88	495.63	1,752.97
Equipment Rental	4,100.00	3,115.71	346.19	346.19	984.29
Equipment Maintenance	3,000.00	1,231.50	0.00	1,035.50	1,768.50
System Maintenance	1,000.00	5,166.45	595.35	595.35	(4,166.45)
System Security	0.00	395.52	0.00	395.52	(395.52)
Electric Service	5,500.00	3,291.75	0.00	440.42	2,208.25
Gas Service	3,500.00	1,504.82	0.00	26.26	1,995.18
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Manufacturers Comm. Expense	0.00	729.30	0.00	0.00	(729.30)
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Promotion/Meals	8,000.00	4,489.50	160.48	0.00	3,510.50
Staff Training & Seminars	4,000.00	2,865.00	0.00	1,425.00	1,135.00
Depreciation F&F	17,000.00	12,250.62	1,361.18	1,361.18	4,749.38
Dues & Publications	15,000.00	4,001.16	0.00	175.00	10,998.84
Commercial Insurance	9,100.00	2,009.74	285.54	285.54	7,090.26
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	14,000.00	0.00	0.00	(6,000.00)
Grants Expense Federal	0.00	610,120.97	20,161.18	148,740.27	(610,120.97)
Covid Grant	10,000.00	5,000.00	0.00	0.00	5,000.00
Reallocated Program Expenses	(465,840.00)	(356,914.02)	(39,133.36)	(43,383.66)	(108,925.98)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	1,147,296.46	1,387,502.45	95,582.54	254,339.55	(240,205.99)
Total Revenue	1,146,295.00	1,473,823.58	115,032.19	244,473.37	(327,528.58)
Total Expenses	1,147,296.46	1,387,502.45	95,582.54	254,339.55	(240,205.99)
Net Income Over Expenditures	\$ (1,001.46)	86,321.13	\$ 19,449.65	(9,866.18)	(87,322.59)

For Intern-5-Jse Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Nine Month Period Ending September 30, 2023

Prepared by Joy Nuffer, September 27, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	4,581.10	\$ 0.00	0.00	418.90
AG Office Expense	1,000.00	152.41	0.00	0.00	847.59
AG Advertising	4,000.00	3,135.63	0.00	900.00	864.37
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	2,698.71	0.00	148.96	1,301.29
Dairy Parade	0.00	2,024.47	0.00	0.00	(2,024.47)
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	0.00	0.00
Salary Overhead	99,510.00	75,088.00	7,508.80	11,263.20	24,422.00
FICA Overhead	5,971.00	4,381.22	435.91	655.24	1,589.78
Medicare Overhead	1,393.00	1,024.64	101.94	153.25	368.36
Health/Dental Ins Overhead	21,740.00	25,587.21	3,266.44	3,266.44	(3,847.21)
Retirement Overhead	8,956.00	4,505.20	450.52	675.78	4,450.80
Indirect Labor Allocation	55,253.00	41,439.78	4,604.42	4,604.42	13,813.22
Non Labor Allocated Overhead	5,442.00	4,077.00	453.00	453.00	1,365.00
Total Operations	221,165.00	169,845.29	16,821.03	22,120.29	51,319.71

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Nine Month Period Ending September 30, 2023

Prepared by Joy Nuffer, September 27, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date 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	0.00	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	0.00	0.00	6,770.70

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Nine Month Period Ending September 30, 2023**

Prepared by Joy Nuffer, September 27, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	18,213.33	\$ 1,699.93	2,537.50	28,386.67
Canadian Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	1,000.00	1,931.02	0.00	90.00	(931.02)
Seminars Workshops Publicatio	2,500.00	360.00	0.00	0.00	2,140.00
Travel/Meals/Promotion	3,000.00	1,756.39	464.98	0.00	1,243.61
Workforce Development	0.00	3,000.00	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	2,369.54	0.00	0.00	2,630.46
Events Sponsorship	11,000.00	4,204.50	0.00	1,000.00	6,795.50
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Allocated Overhead	267,748.00	200,810.97	22,312.33	22,312.33	66,937.03
Total Operations	354,848.00	237,645.75	24,477.24	25,939.83	117,202.25

Jefferson County Local Development Corp
Balance Sheet
September 30, 2023

ASSETS

Current Assets		
General Checking	\$	188,723.73
Savings Account		1,767,474.84
RLF Savings		1,993,368.03
RLF Loans Receivable		158,616.16
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		107,460.28
Clayton Loans Receivable		7,134.26
Miscellaneous Recievable		242,758.32
Due YMCA		400,000.00
LHI Records Storage		87,029.51
Prepaid Expense		<u>3,569.26</u>
Total Current Assets		4,968,634.39
Property and Equipment		
Accumulated Depreciation		<u>(90,938.58)</u>
Total Property and Equipment		(90,938.58)
Other Assets		
Furniture & Fixtures		76,897.89
ROU Lease Asset		<u>175,454.00</u>
Total Other Assets		<u>252,351.89</u>
Total Assets	\$	<u><u>5,130,047.70</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Grants Payable YMCA	\$	400,000.00
ST Lease Liability		1,358.00
ARPA Food Grant		110,281.27
ARPA Child Care Grant		300,331.71
ARPA Small Business & Training		165,839.96
ARPA Rental Property Deferred		118,460.84
JC Grant Agriculture Program		37,500.00
Deferred Mkt. Grant European		<u>12,500.00</u>
Total Current Liabilities		1,146,271.78
Long-Term Liabilities		
LT Lease Liability		<u>202,078.00</u>
Total Long-Term Liabilities		<u>202,078.00</u>
Total Liabilities		1,348,349.78
Capital		
General Fund Bal - Unrestrict.		3,695,376.79
Net Income		<u>86,321.13</u>
Total Capital		<u>3,781,697.92</u>
Total Liabilities & Capital	\$	<u><u>5,130,047.70</u></u>

Jefferson County Local Development Corp

Receivables

As of September 30, 2023

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	25,652.40	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	8,639.90	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	31,195.33	8/4/21	8/1/2027	3%-73 Months	Current	718.75
DIPRINZIO'S KITCHEN	5,000.00	3,567.13	1/22/21	2/1/2027	3%, 60 Months	30 Days	89.84
DIPRINZIO'S MARKET	5,000.00	3,567.13	1/22/21	2/1/2027	3%, 60 Months	30 Days	89.84
WICLDC	200,000.00	87,806.62	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	5,321.91	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		165,750.42					

**Jefferson County Local Development Corp
 RLF Aged Receivables
 As of Sep 30, 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/	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	25,652.40
<hr/> CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		25,652.40
<hr/> CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	8,639.90
<hr/> CLAYTON ISLAND CLAYTON ISLAND TOURS		8,639.90
<hr/> CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	31,195.33
<hr/> CLAYTON YACHT CLAYTON YACHT CLUB, INC.		31,195.33
<hr/> WIC WICLDC	1907 RLF LO	87,806.62 5,321.91
<hr/> WIC WICLDC		93,128.53
<hr/> Report Total		158,616.16

**Jefferson County Local Development Corp
 Clayton Loan Aged Receivables
 As of Sep 30, 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/	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	3,567.13
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		3,567.13
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	3,567.13
DIPRINZIO MARKET DIPRINZIO'S MARKET		3,567.13
Report Total		7,134.26

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Sep 30, 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/	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	5,519.29
AUBREYS AUBREYS SHOPPING CENTER		5,519.29
BROTHERTON STEVEN BROTHERTON	2252	3,585.02
BROTHERTON STEVEN BROTHERTON		3,585.02
CCTI COLLEENS CHERRY TREE INN	2238	5,850.30
CCTI COLLEENS CHERRY TREE INN		5,850.30
CORNELIA LAURIE A. CORNELIA	2240	5,509.76
CORNELIA LAURIE A. CORNELIA		5,509.76
ELMER KATHLEEN ELMER	2253	5,692.49
ELMER KATHLEEN ELMER		5,692.49
GOULD ROBERT L. GOULD	2234	5,353.40

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Sep 30, 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/	Amount Due
GOULD ROBERT L. GOULD		5,353.40
GRAPES BUSTED GRAPES,LLC	2250	5,525.37
GRAPES BUSTED GRAPES,LLC		5,525.37
HEARING SOLUTIONS HEARING SOLUTIONS	2237	5,510.27
HEARING SOLUTIONS HEARING SOLUTIONS		5,510.27
HERMAN BONNIE HERMAN	2235	5,519.29
HERMAN BONNIE HERMAN		5,519.29
MILLER GAIL W. MILLER	2236	5,684.77
MILLER GAIL W. MILLER		5,684.77
MORGIA MORGIA MASONRY	2264	5,684.77
MORGIA MORGIA MASONRY		5,684.77

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Sep 30, 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/	Amount Due
NORTH BRANCH NORTH BRANCH FARMS	2262	5,684.73
NORTH BRANCH NORTH BRANCH FARMS		5,684.73
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	5,649.19
NORTHERN NORTHERN COMMERCIAL CLEANING		5,649.19
PAINFULL PAINFULL ACRES	2255	2,758.37
PAINFULL PAINFULL ACRES		2,758.37
RHODES RHODES GREENHOUSES, INC	2261	5,684.77
RHODES RHODES GREENHOUSES, INC		5,684.77
SAMPSON-MELISSA MELISSA SAMPSON	2254	6,505.99
SAMPSON-MELISSA MELISSA SAMPSON		6,505.99
SKINNER SCOTT P. SKINNER	2248	5,353.00

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Sep 30, 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/	Amount Due
SKINNER SCOTT P. SKINNER		5,353.00
TILLSON ALISHA TILLSON	2249	5,519.29
TILLSON ALISHA TILLSON		5,519.29
WILLS GREG WILLS	2246	5,020.37
WILLS GREG WILLS		5,020.37
ZERO ZERO DOCK STREET, LLC	2280	5,849.84
ZERO ZERO DOCK STREET, LLC		5,849.84
Report Total		107,460.28

Jefferson County Local Development Corp
Miscellaneous Aged Receivables
As of Sep 30, 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/	Amount Due
JCIDA JEFF COUNTY IDA	2387 2388 2389 2390	58,939.58 58,939.58 58,939.58 58,939.58
JCIDA JEFF COUNTY IDA		235,758.32
National Grid EURO N GRID EURO GRANT 4373	2152	7,000.00
National Grid EURO N GRID EURO GRANT 4373		7,000.00
Report Total		242,758.32

**Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Sep 1, 2023 to Sep 30, 2023**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transac	Line Description	Debit Amnt	Credit Amnt
9/7/23	122250 407501 112501	7314	Invoice: 2235 9/23 INTEREST BONNIE HERMAN	179.69	165.48 14.21
9/7/23	122250 407501 112501	1229	Invoice: 2263 9/23 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	165.47 14.53
9/7/23	122250 407501 112501	80131	Invoice: 2280 9/23 INTEREST ZERO DOCK STREET, LLC	179.69	164.65 15.04
9/7/23	122250 407501 112501	0010000	Invoice: 2253 9/23 INTEREST KATHLEEN ELMER	180.00	165.38 14.62
9/7/23	122250 407501 112501	3521	Invoice: 2246 8/23, 9/23,10/23,11/23,12/23 INTEREST GREG WILLS	898.45	829.47 68.98
9/7/23	122025 407501 112501	995049	Invoice: 2242 9/23 INTEREST CLAYTON ISLAND TOURS	198.97	162.29 36.68
9/14/23	122255 407501 412502 112501	0189	Invoice: 2309 8/23 INTEREST 8/23 LATE FEE DIPRINZIO'S KITCHEN	95.23	80.69 9.15 5.39
9/14/23	122255 407501 412502 112501	0189	Invoice: 2310 8/23 INTEREST 8/23 LATE FEE DIPRINZIO'S MARKET	95.23	80.69 9.15 5.39
9/14/23	122250 407501 112501	1852	Invoice: 2250 8/23 & 9/23 INTEREST BUSTED GRAPES,LLC	300.00	271.17 28.83
9/14/23	122250 407501 112501	2710	Invoice: 2261 9/23 INTEREST RHODES GREENHOUSES, INC	179.69	165.07 14.62
9/14/23	122250 407501 112501	2905	Invoice: 2241 9/23 INTEREST AUBREYS SHOPPING CENTER	179.69	165.48 14.21
9/14/23	122250 407501 112501	5297	Invoice: 2262 9/23 INTEREST NORTH BRANCH FARMS	179.69	165.07 14.62
9/14/23	122025 407501 112501	2877	Invoice: 2086 9/23 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	660.95 65.78
9/21/23	122250 407501 112501	1612	Invoice: 2234 9/23 & 10/23 INTEREST ROBERT L. GOULD	359.38	331.37 28.01
9/21/23	122250 407501 112501	4511	Invoice: 2264 9/23 INTEREST MORGIA MASONRY	179.69	165.07 14.62
9/27/23	122025	5392	Invoice: 2344		639.16

**Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Sep 1, 2023 to Sep 30, 2023**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transac	Line Description	Debit Amnt	Credit Amnt
	407501 112501		10/23 INTEREST CLAYTON YACHT CLUB, INC.	718.75	79.59
9/27/23	122250 407501 112501	54809	Invoice: 2248 10/23 INTEREST SCOTT P. SKINNER	179.69	165.89 13.80
9/27/23	122250 407501 112501	2284	Invoice: 2237 9/23 INTEREST HEARING SOLUTIONS	179.69	165.48 14.21
				<u>5,190.26</u>	<u>5,190.26</u>

Jefferson County Local Development Corp
Check Register
For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6822	9/1/23	DAVIS VISION	100001	88.13
6823	9/1/23	EXCELLUS BC/BS	100001	620.77
6824	9/1/23	NATIONAL GRID	100001	466.68
6825	9/1/23	NNY ONLINE	100001	595.35
6826	9/1/23	NYS ECONOMIC DEVELOPMENT COUNCIL	100001	1,000.00
6827	9/1/23	MARSHALL WEIR	100001	464.98
6828	9/1/23	WICLDC	100001	1,516.82
6829	9/1/23	EXCELLUS BC/BS	100001	409.04
6830	9/1/23	THE HARTFORD	100001	341.81
6831	9/1/23	WATERTOWN LOCAL DEVELOPMENT CORPORATION	100001	4,661.87
6832	9/1/23	EXCELLUS BC/BS	100001	13,305.84
6833	9/5/23	BLUE MOUNTAIN SPRING WATER, INC.	100001	91.60
6834	9/5/23	KEY BANK	100001	910.35
6835	9/5/23	JAY MATTESON	100001	85.15
6836	9/5/23	SYNTELA CONFERENCING INC.	100001	21.98
6837	9/5/23	WB MASON CO INC.	100001	23.99
6838	9/5/23	WPBS	100001	612.00
6839	9/11/23	CINTAS	100001	71.28
6840	9/11/23	INKWELL GRAPHICS	100001	1,087.93
6841	9/11/23	JOY NUFFER	100001	32.75
6842	9/11/23	SACKETS HARBOR PHOTOGRAPHIC IMAGING LLC	100001	900.00
6843	9/11/23	SPECTRUM REACH	100001	1,405.50
6844	9/11/23	STEVENS MEDIA GROUP-WATERTOWN, LLC	100001	400.00
6845	9/11/23	ROBIN STEPHENSON	100001	127.73
6846	9/11/23	VERIZON WIRELESS	100001	124.84
6847	9/11/23	WRVO	100001	120.00
6848	9/14/23	RBC WEALTH MANAGEMENT	100001	3,284.34
6849	9/14/23	UNITED WAY OF NNY	100001	127.00
6850	9/18/23	RED WING FARM	100001	7,213.74
6851	9/19/23	NORTHERN COMMERCIAL CLEANING	100001	865.00
6852	9/19/23	SAM'S CLUB	100001	84.71
6853	9/19/23	TERENCE A. STROCK	100001	5,360.00

Jefferson County Local Development Corp
Check Register
For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6854	9/19/23	WESTELCOM	100001	371.90
6855	9/26/23	JOHN D. WARD	100001	7,587.44
6856	9/28/23	CINTAS	100001	71.28
6857	9/28/23	RBC WEALTH MANAGEMENT	100001	3,284.34
6858	9/28/23	UNITED WAY OF NNY	100001	127.00
6859	9/28/23	WELLS FARGO FINANCIAL SERVICES	100001	346.19
Total				<u>58,209.33</u>

**Jefferson County Local Development Corporation
Finance Committee Meeting Minutes
September 12, 2023**

The Jefferson County Local Development Corporation held a finance committee meeting on Tuesday, September 12, 2023, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck; Chair, David Converse, Christine Powers
Zoom: Rob Aliasso, Rob Aiken

Excused: None

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, W. Edward Walldroff, John Condino
Zoom: William Johnson

I. Call to Order: Chairman Warneck called the meeting to order at 1:03 p.m.

II. Preliminary Budget for 2024: Mr. Eaton reviewed the preliminary budget. He compared the income to the adjusted income from last year and indicated that we are in line. He said the only exception is the ARPA funds from the County.

Mr. Eaton said that we are 6% under budget for salaries and 10% under budget for benefits. He said it could be a source of funding for the discretionary contribution to the 401k's at the end of 2023 if the board approves.

Mr. Eaton said that we are projecting a zero budget.

Mr. Warneck pointed out that health insurance is a major increase. Mr. Eaton said it went up significantly.

Ms. Powers asked if the salaries were budgeted at a 3% increase. Mr. Eaton said yes and indicated that he has a process to determine the distribution by using each individual's actual salary that factors built in benefits.

After review and discussion, a motion was made by Ms. Powers to move the proposed budget to the full board for consideration, seconded by Mr. Aliasso.

III. Adjournment: With no further business before the committee, Mr. Walldroff made a motion to adjourn the meeting, seconded by Mr. Converse. The meeting was adjourned at 1:07 p.m.

Respectfully submitted,
Peggy Sampson

Jefferson County Local Development Corp.

1/01/24- 12/31/24 Budget -

Approved : Finance Comm - 9/12/2023

Board Approval

**Proposed
FYE 12-31-24
Budget**

Revenue

Admin Fee	713,694
RLF Interest	10,000
Grant Marketing Program	275,400
County AG Grant	150,000
Grant Income Federal	1,380,000
Interest Income	2,000
Misc Income	1,000

Total \$ 2,532,094

Expenses

Salaries	605,581
Total Salaries	<u>605,581</u>

Benefits

FICA & Medicare	44,813
DBL	4,800
Health/Group Ins	141,599
Dental	6,648
Workers Comp	1,600
401k	46,715
Unemployment Ins	2,600
Consulting 401k	3,500
Total Benefits	<u>252,276</u>

Office Expense	10,000
Payroll Processing	4,000
Office Rent	18,202
Loan Rent	55,942
Office Cleaning	12,000
Marketing Program	332,478
Manufacturing Prog.	7,500
Telephone	7,000
Equipment Rental	4,100
Equipment Maintenance	1,500
System Maintenance	7,200
Electric Service	5,000
Gas Service	3,500
Travel	8,000
Training & Seminars	4,500
Dues & Publications	10,000
D&O Insurance	0
Commercial Ins.	3,500
Legal - Unres	1,000
Auditing	18,000
Consultants	0
Fees	-
Grant Expense Federal	1,380,000
Covid Grant	10,000
Depreciation F&F	12,484
Miscellaneous	500
Ag Program Expenses	238,680
Reallocated Expenses	(480,848)
Total	<u><u>\$ 2,532,094</u></u>

Revenue	2,532,094
Expenses	2,532,094
Net	<u><u>\$ (0)</u></u>

Jefferson County LDC Ag Program				
1/01/24- 12/31/24 Budget -				
Prepared by Lyle Eaton				
Approved: Finance Comm- 9/12/2023			Board Approval-	
Revenue				
		CYE 12-31-2023		CYE 12-31-2024
Acct #	Description	Budget		Budget
405002	JC Grant	138,700		150,000
425004	Annual Meeting Donation			
	Total Revenue	138,700		150,000
Expenses				
		CYE 12-31-2023		CYE 12-31-2024
Acct #	Description	Budget		Budget
502000	Annual Meeting	5,000		5,000
502001	Office Expenses	1,000		2,000
502005	Advertising	4,000		3,000
502006	Printed Material	1,000		1,000
502020	Membership/Dues	400		400
502025	Business Attraction	3,500		3,500
502030	Subscriptions	200		200
502035	Travel/Mileage/Meals/Lodging	4,000		4,000
502045	Web Site Development & Promotion	2,000		2,000
502100	Program expenses(Dairy, JLI)	1,000		1,000
502102	Local Food Guide	800		800
502309	Indirect Labor Allocation	55,253		55,540
502310	Non Salary Allocated Overhead	5,442		5,577
	Total Office	83,595		84,017
	Assigned Staff Salary & Benefits (Matteson 111401)			
		CYE 12-31-2023		CYE 12-31-2024
Acct. #	AG Program Salary & Benefits	Budget		Budget
502300	Salary	99,510		102,495
502301	FICA	5,971		6,150
502302	Medicare	1,393		1,435
502303	Health	21,740		35,358
502305	Retirement	8,956		9,225
	Total Salary & Benefits	137,570		154,663
	TOTAL REVENUE	138,700		150,000
	TOTAL EXPENSES	221,165		238,680
	Program Gain, (Loss)	(82,465)		(88,680)

Jefferson County LDC Marketing Program

1/01/24- 12/31/24 Budget -

Prepared by Lyle Eaton

Approved Finance- 9/12/2023

Approved Board_

Revenue

Acct #	Description	CY 2023 Budget	CY 2024 Budget
405000	JC Grant	275,400	275,400
415002	Grant N Grid -Euromarket		
406000	Grant NYS-Workplace Training		
	Total Revenue	275,400	275,400

Expenses

Acct #	Description	Budget CY 2023	Budget CY 2024
	Marketing Expenses		
500000	Advertising	46,600	46,600
500100	Printed Material	1,000	2,000
500200	Marketing Consultant	0	5,000
500400	Seminars, Workshops, Publications	2,500	2,500
500050	Canadian Marketing Initiative	10,000	5,000
500800	Travel/Meals/Promotion	3,000	3,000
501100	Public Relations(NYSEDC, etc.)		
501200	Web Site Development		
501400	Events Sponsorship		
501700	Allocated Overhead	267,748	263,378
566100	Drum Country Business	5,000	5,000
566101	Misc Program Expenses		
	Total Marketing	335,848	332,478

Budget 2023	Budget 2024
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	Manufacturing Committee		
710501	Business Support	5,000	5,000
710513	Manufacturing Day		
710514	Workforce Dev & Promotion	2,500	2,500
710515	Workplace Training		
	Total Manufacturing Comm	7,500	7,500

Total Income	275,400	275,400
Total Expenses	343,348	339,978
Program Balance	(67,948)	(64,578)

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
April-23	\$53,670.63	\$0.00	\$10,000.00	\$19,197.68	\$0.00	\$0.00	\$2,145,264.80
May-23	\$0.00	\$11,278.90	\$0.00	\$7,200.00	\$0.00	\$0.00	\$2,126,785.90
June-23	\$0.00	\$6,044.04	\$11,289.68	\$25,344.80	\$0.00	\$0.00	\$2,084,107.38
July-23	\$3,363.98	\$8,928.17	\$0.00	\$0.00	\$0.00	\$0.00	\$2,071,815.23
August-23	\$50,036.14	\$19,000.00	\$21,493.75	\$58,210.38	\$0.00	\$0.00	\$1,923,074.96
September-23	\$0.00	\$0.00	\$7,213.74	\$12,947.44	\$0.00	\$0.00	\$1,902,913.78
Total Expenditures	\$508,668.29	\$259,160.04	\$289,718.73	\$306,539.16	\$1,000,000.00	\$292,000.00	\$2,656,086.22
Balance of Grant	\$300,331.71	\$165,839.96	\$110,281.27	\$118,460.84	\$0.00	\$1,208,000.00	\$1,902,913.78
Uncommitted Balance	\$0.00	\$18,833.34	\$82.51	\$5,400.00	\$0.00	\$0.00	
Excess Funds (Approved by board but did not take full award)	\$0.00	\$11,384.72	\$51,203.78	\$11,884.45	\$0.00	\$0.00	
Full Uncommitted Balance	\$0.00	\$30,218.06	\$51,286.29	\$17,284.45	\$0.00	\$0.00	
<i>Report Prepared by Joy Nuffer-Finance Assistant</i>							

Small Business Productivity Grant
October 5, 2023

	Business Name	Total Project	Total Requested	Details of Project	Committee Recommendation
1.	GWNC Chamber of Commerce	\$8,855.88	\$7,084	3 Computer Systems for all employees 2 Laptops for shared use Set up, NNY Computers	\$7,084
2.	Netto Construction Corp	\$20,000	\$10,000	I could use a enclosed cab skid steer to work and cold weather	\$10,000
3.	The Mustard Seed Natural Foods Store INC.	\$34,752.84	\$10,000	Point of Sale System(POS) 1. Server - Digital - \$2,175.00 2. Power Conditioner - \$543.99 3. All in One POS Terminal - ECRS - Freedom Panel -Onyx - Port Power \$5,518.00 4. Flat Round Mount - Sam Mouron - Pedestal - VESA Mount - Panel/CID/Touch \$248.00 5. Power Conditioner - Powervar \$769.98 6. Scanner Scale - 3,200.00 7. Cable - Datalogic - 9800i - Scanner Scale - 12V Powered USB \$134.50 8. Printer - POS Receipt - \$816.00 9. Cable - Printer - 24V Port Powered USB to USB B and 3 pin Barrel Connector - \$102.00 10. Paper - Receipt - 50 Rolls - \$150.99 11. Cash Drawer - Star - \$500.00 12. Scanner - Hand - Zebra - \$286.72 13. Ingenico Lane 7000 Payment Terminal with Wall Power and Stand Kit - \$1,772.00 14. Zebra TC21 Wall Power Kit - \$959.00 15. Zebra TC21 Tempered Glass Screen Protector - \$15.00 16. Ingenico Encryption - Injection of Wells Fargo Key 351 + WIC MK9 - Wells - \$75.00 17. CATAPULT® POS License \$3,000.00 18. CATAPULT® Credit Card Interface \$400.00 19. CATAPULT® HHT & Mobile Printing License - \$1,500.00 20. Gateway License- including set up/ training 1.00 \$1,500.00 21. CATAPULT WebOffice™ License 1.00 \$1,500.00 22. Virtual Catapult University - Fundamentals - Per User 1.00 \$250.00 23. OnSite Implementation Per Day x 4 Days x \$1,600.00= \$6,400.00 24. Database Construction Fee - Collection and Import of inventory Data Including Top 25 Vendor Catalogs, PLU Data, UPC inventory. Up to 20 hours. Additional Hours \$175/ hour. = \$1,500.00 25. Project Management Service Base Fee, 3 Months Service (New Customer Implementation – Lab, if applicable & First Store) 1.00 \$1,995.00 26. In-Store Payments Setup 1.00 \$350.00 27. CATAPULT WebOffice™ Monthly Service & Upgrade 1.00 \$31.25 28. CATAPULT® POS License Monthly Service & Upgrades \$62.50 29. CATAPULT® Credit Card Monthly Service & Upgrade \$8.34 30.	\$10,000

Small Business Productivity Grant
October 5, 2023

				CATAPULT® HHT Monthly Service & Upgrade \$31.25 31. ECRS Online Backup, License, Unlimited Storage, Monthly Billing \$49.95 32. ECRS Gateway, Monthly Subscription per POS License \$50.00 33. POS Support, Hardware, Monthly Gold Care Service Plan \$135.45	
4.	The Evergreen Day Spa	\$30,000	\$10,000	Purchase a new machine to add current treatment technology, Geneo Glo2Facial Machine	\$10,000
				TOTAL	\$37,084.00

Incumbent Worker Training Grant
October 5, 2023

	Business Name	Total Project	Total Requested	Details of Project	Committee recommendation
1.	Arc Jefferson-St. Lawrence	\$48,672	\$20,000	We have been struggling with our vacancy rate and have a high turnover at the less than one year level for our Direct Support Professional (DSP) positions that provide direct services to those we support. We are looking at establishing a DSP Success Coach, who would provide on the job training and support for new employees in the DSP positions in our residential, Community Prevocational and day services programs for a period of 3-6 months depending on the skill sets and level of support needed by the employee. This position would not only provide training on the job but would be a support for the staff member and function as an intermediary between the supervisor and the employee. This model has proven successful in other Arc Chapters and we have been approved and are starting it in St. Lawrence County with support from St. Lawrence IDA. With our high vacancy rate in these areas, our current supervisors do not have the time to spend providing that additional training and support. We are looking for financial assistance to start this position and test it's effectiveness but plan on making it a permanent position in these programs to overcome the challenges of retaining staff once hired. Our vacancy rate currently is 38%, we feel this additional support and training for our DSP staff will assist us in retaining more staff and reducing our vacancy rate to a more acceptable level. As one of the larger employers in Jefferson County who has struggled to reduce our turnover; we feel this position to support our newer staff with more on the job training and support will be instrumental in improving our vacancy rate.	\$20,000
2.	Platinum Property Services of NNY	\$700.00	\$560	The projected training will allow our office/book keeping manager to attend a self paced QuickBooks certification course online to better understand and manage the software that we use daily to track our funds and invoice ours customers.	\$560
3.	Metalcraft Marine US Inc	2,955	\$2,364	American Boating and Yachting Counsel - Marine Electrical Certification	\$2,364
4.	North American Tapes	\$25,000	\$20,000	Looking for assistance to train our operators on set-up and operation of auto packer machines coming from Ohio. Combi Packaging Systems is the manufacturer who is working with Veritiv, the company will be	\$20,000

Incumbent Worker Training Grant
October 5, 2023

				sending 2 technicians for 5 days of training. The anticipated arrival of machine will be March of 2024 and training will be scheduled soon after. This grant will take some of the burden off our company as we work at expanding into a new market, trainers tape.	
5.	Indian River Lakes Conservancy	\$6,250.00	5,000	As the IRLC transitions from an all-volunteer work group to 3.5 FTE paid staff positions, further clarification of roles & responsibilities is vital. Also, the IRLC has a strategic plan, but the board and staff need to further define a work plan to determine how to achieve the strategic goals and objectives. A one-day planning retreat facilitated by Cortel Improvement is recommended.	\$5,000
				TOTAL	\$47,924.00

Tourism Grant (ARPA Round 2)

October 5, 2023

	Business Name	Total Project	Total Requested	Details of Project	Committee recommendation
1.	Quality Inn and Suites	88,000	25,000	Upgrade door locks to RFID	\$25,000
2.	Royal Inn Motel	5,000	4,000	Upgrade WiFi	\$4,000
3.	1000 Islands Campground	6,200	4,963	Replace a wooden playground items (farmall tractor) priced at \$2015.00 and add an additional wooden playground item (monster truck 4x4) priced at \$3715 from North Country Storage Barns located in Philadelphia, NY.	\$4,963
4.	Hilton Garden Inn	62,661	25,000	Required Internet Changeout. All switches and wireless access points need to be upgraded and replaced. The is for all guest rooms and conference rooms, common areas. Received three bids and have selected the company that Hilton requires. It is mandatory through Hilton to have this upgrade. It will have higher speeds to assist with the new TV's purchased (\$94K) so guests can steam their own Netflix and paid streaming accounts on top of the usual 60 paid cable HD Channels currently in the hotel. The internet upgrade will be needed to provide enough band with for all the steaming. It will also offer better conference internet speeds.	\$25,000
5.	Holiday Inn Express	65,000	25,000	We are looking at redoing our guest door locks, with the ones we have being 16 years old, it would be a great asset to provide better safety and security for our guests. To include phone keys that allow our guests to use their phone and not keys cards. Plus the back door to the hotel we will be getting upgraded with the locks and a wind barrier as during the winter time the wind and snow blow the current door wide open and is a hazard to our guests. The back vestibule where the back door goes to will also be redone as it's 16 years old and needs to be updated for safety reasons. We have maintained what is there for that long, but as the weather has been harsh the past few years it's time for the update.	\$25,000
6.	K's Motel	33,600	25,000	Replace old single pane windows in all buildings and replace with double hung vinyl (20 windows) - \$12,000 Install mini split AC/Heat systems in each room (11 total units) - \$13,200 Insulate exterior walls and attic in the cottage and 6 unit motel building - \$8400	\$25,000
7.	C-Way Resort	22,900	17,175	New exterior doors 36 x \$300 each = \$10,800 Security door guards 36 x \$25 each = \$900 Replace exterior decks 8 x \$1,400 = \$11,200 Total Cost = \$22,900	\$17,175
8.	Boathouse Marine	30,000	22,500	We are looking to add a floating wave attenuator to protect the marina from north winds. The wave attenuator will be 75' long and placed in front of our most easterly docks. The attenuation system will consist of floating metal tubes with	\$22,500

Tourism Grant (ARPA Round 2)

October 5, 2023

				sheet metal suspended below the surface of the water. The whole structure will be held in place by steel pilings and it will be installed by a marine contractor.	
9.	Hideaway Cottages	34,160	25,000	Flagstone walkway to enhance the curb appeal of the property and improve safety for customers, \$7,900; Flagstone patio and fire pit for the enjoyment of customers, \$8,900; Kayak launch, \$7,600; Steel railings, \$7,500; New sign, \$2,260	\$25,000
10.	West Winds Motel & Cottages	38,000	25,000	I will be updated two utilities and one landscape project 1) I will be adding 6 wired WIFI access points, While also adding 6-43" ROKO TV's 2) We Will be adding Split Unit AC/Heat units to 8 of our cottages. 3) We will be expanding the central patio fire pit to include the picnic area and the Gazebo	\$25,000
11.	Old McDonald's Farm	30,000	24,000	\$18,775 Hayride wagon with electric wheelchair lift \$2291 Public address system \$1138 Labor and equipment to install public address system \$7296 Handicap door opener kits for 3 doors \$500 Labor to install door kits = 30,000	\$24,000
12.	Carnegie Bay Marina	50,000	25,000	\$3000 to be spent for the purchase and installation of 6 state park type grills. \$22,000 to be spent on the purchase of an Everest VX2 ice machine (total cost: \$50,000).	\$25,000
13.	River Yoga, LLC	41,648	20,000	Construct a 30x30 outdoor space/garden with fence enclosure around property Install 60 linear feet of metal privacy fence with coded gate and concrete foundation piers \$13,000 Install 20x20 paving block patio \$7,100 Excavate, configure, plant trees and shrubs and build planters \$8,000 Solar Lighting \$500 Canopy \$7,848 Landscaping materials and plants \$2,000	\$20,000
14.	Dry Hill Ski Area	120,000	25,000	150' SunKid Skiing Conveyor \$98,800.00 Conveyor Cabinet package \$1,350.00 Monitored drive & return terminal covers \$5,480.00 Drive Drum Heater \$3,270.00 Delivery: TBD Installation & Ground Work: \$12,000.00	\$25,000
				TOTAL	\$292,638.00

GRANT AGREEMENT

Between

Jefferson County Local Development Corporation

800 Starbuck Avenue, Watertown, NY 13601

And

Community Action Planning Council of Jefferson County, Inc.

518 Davidson Street, Watertown, NY 13601

For

Support of the Child Care Sector in Jefferson County

September __, 2023

WHEREAS, the Jefferson County Local Development Corporation (JCLDC) is a local development corporation formed under Section 1411 of the Not-For-Profit Corporation Law of the State of New York, and operated for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, whose purpose is to undertake projects and programmatic initiatives in furtherance of and to advance the job opportunities, health, general prosperity and economic welfare of the people of Jefferson County; and

WHEREAS, the Community Acton Planning Council of Jefferson County, Inc. (CAPC) is a private non-profit, multi-service agency serving the citizens of Jefferson County since 1966; is one of 50 Community Action Agencies in New York State and one of over 1,000 nationwide. born out of the Equal Opportunity Act of 1964; and was founded to assist, support and empower people through diverse programs designed to alleviate poverty, promote self-sufficiency and advance community prosperity; and

WHEREAS, a 2019 report by the Childcare Coordinating Council of the North Country identified 86% of North Country census tracts as childcare deserts, with inadequate childcare to meet local needs; and

WHEREAS, in Jefferson County, there are 6.7 children for each regulated childcare slot available, and 100% of the county is considered a childcare desert; and

WHEREAS, the lack of affordable childcare is an impediment to many people entering the workforce; and

WHEREAS, a 2020 survey of businesses across the 7-county North Country region, identified childcare as a top priority by employers, who indicated this was a pre-COVID issue impeding recruitment efforts and affecting employee attendance, and that it was exacerbated by the pandemic; and

WHEREAS, in addition to addressing a community need and workforce issue, the establishment of regulated home-based day care facilities will increase the number of locally owned small businesses; and

WHEREAS, the County of Jefferson has allocated to the JCLDC funding from American Recovery Program Act (ARPA) to help increase the availability of child care to the residents of Jefferson County; and

WHEREAS, the CAPC, in its experience operating the Jefferson-Lewis Childcare project as the one stop resource for child care needs in the Jefferson and Lewis County areas, providing training and technical assistance to child care providers, is well-qualified to administer the ARPA funds for their intended purpose to improve the availability and quality of child care services in Jefferson County;

NOW THEREFORE THE PARTIES DO HEREBY AGREE to the following:

1. JCLDC will provide a grant of \$73,000 to the CAPC, contingent upon the JCLDC's receipt of funds from the County of Jefferson.
2. CAPC will administer the funds according to the attached Scope of Work, intended to improve the availability of quality child care in Jefferson County.
3. CAPC will provide quarterly reports to the JCLDC itemizing the expenditure of funds to date.
4. CAPC shall retain documentation of expenditures for a period of three years.
5. Adjustments between categories in the scope of work are allowed upon mutual agreement of the JCLDC and CAPC.
6. This agreement shall be in effect through December 31, 2024.

INSURANCE

The CAPC shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Workers' Compensation Insurance, Employer's Liability Insurance, Disability Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms, shall be written by insurers licensed to do business in the State of New York and which have an A.M. Best Rating of A(-) or better as determined in the most recent A.M. Best publication, and who have been fully informed as to the nature of the SERVICES to be performed, and shall cover risks and liability to JCLDC resulting from this Agreement. Commercial General Liability shall include personal injury liability.

The JCLDC, JCIDA, COUNTY, its officers, employees and agents shall be named as additional insureds on a primary and non-contributory basis on CAPC's Commercial General Liability policy. In addition, a waiver of subrogation shall apply in favor of the JCLDC, JCIDA, the COUNTY, its officers, employees and agents on CAPC's Commercial General Liability policy. It is further understood that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of CAPC and not those of the JCLDC, JCIDA or COUNTY.

Notwithstanding anything to the contrary in this Agreement, CAPC irrevocably waives all claims against the JCLDC, JCIDA and the COUNTY for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Section. The provision of insurance by CAPC shall not in any way limit CAPC's liability under this Agreement.

<u>Type of Coverage</u>	<u>MINIMUM Limits of coverage</u>
Workers' Compensation and NYS Disability	Statut
Business Automobile Liability Limit (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles)	\$1,000,000 Combined Single
Commercial General Liability, (including Limit	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Broad form contractual Operations Liability, combined bodily Advertising/Personal Injury injury and property damage) Premises Medical Payment	\$2,000,000 Products-Completed \$1,000,000 \$5,000

Each policy of insurance required herein shall be specifically endorsed to provide that in the event of cancellation, non-renewal, or material change on the part of the insurer, prior written notice shall be provided to the JCLDC, JCIDA and the COUNTY in accordance with the terms of the CAPC's policy. The inclusion of such endorsement shall be confirmed on the certificates of insurance required herein.

At the time of execution of this ADDENDUM to the April 7, 2002 AGREEMENT, and upon each policy renewal, CAPC shall submit to JCLDC certificates of insurance evidencing CAPC's compliance with the requirements of this Section, including certificates

of insurance from any approved subcontractors. The CAPC shall furnish the appropriate

ACORD Form Certificate of Insurance to the JCIDA to evidence all coverage set forth above except Workers' Compensation and Disability Insurance. **A copy of the additional insured and waiver of subrogation endorsement forms must be submitted with the insurance certificates.**

Workers' Compensation coverage must be evidenced by Form C105.2 or New York State Insurance Fund Form U26.3. Disability Insurance coverage must be evidenced by Form DB120.

INDEMNIFICATION

CAPC agrees to indemnify, defend and hold harmless JCLDC, JCIDA, the COUNTY, and its officers, employees and agents from and against any and all claims, liens, demands, judgments, penalties, fines, liabilities, settlements, damages, costs and expenses of whatever kind of nature (including, without limitation, attorney's fees and disbursements), known or unknown, contingent or otherwise, whether incurred as a result of a claim by a third party or any other person or entity, arising out of or in any way related to: (a) the activities, work or operations of CAPC in the performance of this Agreement and the programs; or (b) CAPC's failure to comply with any of the provisions of this Agreement or of the Law.

Insofar as the facts and Law relating to any claim would preclude COUNTY, or its officers, employees or agents, from being completely indemnified by CAPC, the JCLDC, JCIDA, COUNTY and officers, agents and employees, shall be partially indemnified by CAPC to the fullest extent permitted by Law.

The acts or omissions of any party employed directly or indirectly by CAPC, shall be deemed to be that of CAPC for the purposes of the CAPC obligations to defend, indemnify and hold harmless under this Section. The fact that a party so employed by CAPC is alleged to or is proven to have acted outside the scope of employment, agency or contract, shall not relieve CAPC of any of its duties under this Section.

PROVISIONS:

1. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Agency, the Company and their respective successors and assigns.
2. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

3. Amendments, Changes and Modifications. Neither this Agreement nor any of the Project Documents may be amended, changed, modified, altered or terminated without the concurring written consent of the parties hereto.
4. Execution of Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
5. Applicable Law. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of New York for contracts to be wholly performed therein.

SIGNED:

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

David J. Zembiec, Chief Executive Officer

Date

COMMUNITY ACTION PLANNING COUNCIL

Craig Cashman, Chief Executive Officer

Date

SCOPE OF WORK

Next Level Provider Collaborative Costs - \$46,150

- Funds support up to 30 in-home child care programs who can join (without cost) the Next Level Collaborative, a shared services network for 2 years. The Collaborative uses Childcare Management Software (Brightwheel) with an enterprise feature to assist and build quality and sound business practices. Brightwheel tracks enrollment, attendance, waiting lists, parent communication, as well as revenue and expenses. The time and accuracy gains make home-based programs more stable and efficient. The enterprise feature lets our staff assist providers in real time, and track data across programs.
- NYAEYC (Association for the Education of Young Children) membership is a professional tool that connects programs with current research, trends, and accreditation opportunities at a national level. Legal and HR information and best practice templates are available to members.
- The Collaborative also creates a network of peers, increasing retention and professionalism. Mental health and family support services will be offered to participants through a PIVOT EAP agreement.
- Extensive coaching for providers, on and off site, is funded by other contracts. Staff time in this budget is for record keeping and reporting and developing analysis about use and efficacy of Collaborative support services.

Administrative and Indirect Costs - \$26,850

- CAPC shall retain \$26,740 to cover its administrative costs: including \$14,500 for staff time, \$3,780 for fringe benefits, \$700 for supplies and \$7,870 for indirect.

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	E	P	P	P	E	P			
Aliasso, Robert	P	P	Zoom	P	P	P	P	P	E			
Burto, Kent	E	Zoom	P	P	P	P	E	P	P			
Condino, John	P	P	P	E	P	P	P	P	P			
Converse, David	P	P	P	P	P	P	P	P	P			
Gardner, Gregory	Zoom	P	Zoom	P	P	P	P	P	P			
Johnson, William	E	P	P	E	P	P	P	P	P			
L'Huillier, Lisa	P	P	P	P	P	P	P	P	P			
Powers, Christine	P	P	P	P	P	P	P	E	P			
Walldroff, W. Edward	P	P	P	P	P	P	P	P	P			
Warneck, Paul	P	P	P	P	P	P	P	P	P			
Totals:	8	9	9	8	11	11	10	9	10			
P - Present												
E - Excused												
A - Absent												