

**Jefferson County Local Development Corporation
Board Meeting Minutes
October 5, 2023**

The Jefferson County Local Development Corporation held their board meeting on Thursday, October 5, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck, Christine Powers, David Converse, W. Edward Walldroff, John Condino, Rob Aiken, William Johnson
Zoom: Gregory Gardner, Robert E. Aliasso, Jr.

Excused: Kent Burto, Lisa L’Huillier

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 September 7, 2023 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Ms. Powers. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending September 30, 2023. He said that the net income from month to month is up over \$28,000 and noted that the balance sheet is down from the previous month. The DiPrinzio loans are one month behind. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. Committee Reports:**
 - a. Finance Committee**
 - i.** Proposed Budget for 2024 – The Finance Committee recommended approval of the proposed budget. A motion was made by Mr. Warneck to approve the budget as presented, seconded by Ms. Powers. All in favor.
- VII. Council Reports:**
 - a. Ag –** Mr. Matteson said that he has been rolling out the second round of the food resiliency grant program and anticipates applications coming in soon. He said that the Ag Council will hold a meeting next Tuesday to explore options for next year’s Ag Development Conference.

Mr. Matteson announced that the JLI Ag day will be held in November. He said that he spoke to the JCC Intro. to Business class recently.

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Mr. Warneck noted that there was a solar data dump on the ORES website relating to the Boralex project. He said that he will send the information to Mr. Matteson to review.

- b. Manufacturing** – Mr. Zembiec announced that this year’s Manufacturing Day will be held on October 19th. He said there are 21 schools and 20 manufacturers participating between the three counties.
- c. Marketing** – Mr. Weir pointed out the new tagline sign in the back of the room “Grow with Jefferson County, NY”. He said that we are starting to use it and will determine how to roll it out. A news release will be sent out today. Mr. Weir said that Mr. Matteson and Ms. Stephenson took the initiative on the design and layout and worked with a local company.

Mr. Matteson said that he facilitated the JLI kickoff weekend event last month. He said that during their analysis they said there needs to be a better job of marketing with a vision/action item. Mr. Matteson said that he unveiled the tagline to them and received a great response. He said that he may try to bring in the JLI class to get their feedback for rolling it out.

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 \$98,788.80 of uncommitted funds left within the various programs. Ms. Nuffer said that she is working on finalizing round one grants and noted that the amount of uncommitted funds is higher this month because an applicant decided not to proceed with a \$50,000 grant.

IX. Counsel: None.

X. New Business:

- 1. Small Business Productivity Improvement Grant Recommendations (ARPA)** – The Committee recommended the following grant recommendations:

GWNC Chamber of Commerce	\$7,084
Netto Construction Corp.	\$10,000
The Mustard Seed Natural Foods Store Inc.	\$10,000
The Evergreen Day Spa	<u>\$10,000</u>
Total	\$37,084.00

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

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2. Incumbent Worker Training Grant Recommendations (ARPA) – The Committee recommended the following grant recommendations:

Arc Jefferson-St. Lawrence	\$20,000
Platinum Property Services of NNY	\$560
Metalcraft Marine US	\$2,364
North American Tapes	\$20,000
Indian River Lakes Conservancy	<u>\$5,000</u>
Total	\$47,924.00

A motion was made by Mr. Aiken to approve the recommendations, seconded by Mr. Condino. All in favor. Carried.

3. Tourism Product Enhancement Grant Recommendations (ARPA) – The Committee recommended the following grant recommendations:

Quality Inn and Suites	\$25,000
Royal Inn Motel	\$4,000
1000 Islands Campground	\$4,963
Hilton Garden Inn	\$25,000
Holiday Inn Express	\$25,000
K’s Motel	\$25,000
C-Way Resort	\$17,175
Boathouse Marine	\$22,500
Hideaway Cottages	\$25,000
West Winds Motel & Cottages	\$25,000
Old McDonald’s Farm	\$24,000
Carnegie Bay Marina	\$25,000
River Yoga, LLC	\$20,000
Dry Hill Ski Area	<u>\$25,000</u>
Total	\$292,638.00

A motion was made by Mr. Condino to approve the recommendations, seconded by Ms. Powers. Discussion ensued. Mr. Weir said that he is pleased with the all the new projects. He said the committee declined a few requests and tabled a few requests for projects that didn’t fit the program criteria.

Mr. Johnson thought the program was intended for mom/pop businesses versus chain hotels. Mr. Weir said there is a higher match, an employee limit and indicated that the applicants in this recommendation have local investment with local ownership.

Ms. Powers asked if there is follow-up on projects. Mr. Weir said that we requested before and after photos for the rental property program and indicated that Mr. Matteson visited each of the food resiliency projects.

All in favor. Carried.

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4. **Contract with CAPC for Childcare (ARPA)** – A grant agreement with CAPC to support the child care sector in Jefferson County. The LDC will provide a grant of \$73,000 to the CAPC from the County ARPA fund. The agreement will be in effect through December 31, 2024. Mr. Zembiec said the funds will allow CAPC to purchase software for daycare providers. He noted that Round 2 was awarded \$100,000 and indicated that the remaining \$27,000 will go toward the JCC training cohort. A motion was made by Mr. Warneck to approve the grant agreement, seconded by Mr. Aiken. All in favor. Carried.

- XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. Powers, seconded by Mr. Condino. All in favor. The meeting adjourned at 8:30 a.m.

Respectfully submitted,

Peggy Sampson