

Notice of Board Meeting

Date: November 21, 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, December 7, 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, December 7, 2023 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – November 2, 2023**
- V. Treasurer’s Report – November 30, 2023**
- VI. Committee Reports**
 - a. Nominating Committee**
 - i. Resolution No. 12.07.2023.01 to Elect Officers for CY 2024**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
 - 1. ARPA Funds Report (Round One)**
 - 2. ARPA Funds Report (Round Two)**
- IX. Counsel**
- X. New Business**
 - 1. Small Business Productivity Improvement Grant Recommendations (ARPA)**
 - 2. Tourism Product Enhancement Grant Recommendations (ARPA)**
- XI. Adjournment**

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

DRAFT

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

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

Excused: Gregory Gardner, Rob Aiken

Absent: None

Also Present: Zach Grady (Channel 7 News), Craig Fox (Watertown Daily Times)
Zoom: Justin Miller, Esq. (Harris Beach)

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 8:00 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 October 5, 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 October 31, 2023. The DiPrinzio loans are one month behind. Chairman Aliasso asked about the CAPC payment. Mr. Zembiec said it was reimbursement for the ARPA childcare grant program. He said there will be another payment made next month on the contract for Round 2 funds. Chairman Aliasso noted the WICLDC (Jain) loan payoff last month. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:** None.
- VII. **Council Reports:**
 - a. **Ag –** Mr. Matteson said that he continues to work on the Food Resiliency Round 1 grant projects. He said that we have started receiving Round 2 applications.

Mr. Matteson spoke about the milk carton shortage. He said he is trying to assist to find a solution and in the meantime the schools are planning to pour milk into 8 oz. cups for students. He is concerned that the schools will substitute milk with water or juice. He said he is trying to encourage a small bottler here locally, but he is not sure if they can help the situation.

Mr. Matteson mentioned that tomorrow is the annual JLI Ag Day where the participants will tour many local businesses throughout the day.

Mr. Matteson said that staff will participate in staff development later today using the Clifton Strength development program which will be facilitated by Barb Perez.

- b. **Manufacturing** – Mr. Zembiec said that Ms. Stephenson is attempting to reschedule the Watertown High School students for a manufacturing tour since it was postponed due to the City of Watertown water issue last month.
- c. **Marketing** – Mr. Weir said there weren't any changes to the marketing program last month. He said that he recently attended a CSX conference in Florida and has been talking with them about the program they use for sites across the country. He said that we have one potential rail site and the rail spur in the City Center Industrial Park. A few leads have been received and he views this connection as a great opportunity for us.

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 \$128,788.80 of uncommitted funds left within the various programs. Ms. Nuffer indicated that some adjustments may be made in the near future for the recipients that have decided not to use their grant funds.
- 2. **ARPA Funds Report (Round Two)** – A spreadsheet showing the grant fund activity was provided in the board packet. There has only been one expenditure so far which leaves a \$1,370,000 balance.

IX. Counsel: None.

X. New Business:

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

Fit Food Catering	\$8,540
Shedlight Organics Farm and Greenhouse	\$8,800
Cowcalls, Inc.	\$8,552
The Animal Doctors	\$10,000
Gill Creative Industries, LLC	\$10,000
Gill Propeller	\$5,864
Gregg's Plumbing and Draining, Inc.	<u>\$10,000</u>
Total	\$61,756

Mr. Weir noted that there were several applications that were not recommended by the committee because they are following the program guidelines closely.

Mr. Warneck asked Mr. Matteson if there is still a shortage of veterinarians. Mr. Matteson said yes.

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

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

Angel Rock Cottages, Inc.	\$25,000
Fair Wind Motel and Cottages	\$21,750
Days Inn	\$18,750
River Wellness	\$24,298
White Caps Winery	<u>\$18,525</u>
Total	\$108,323

Mr. Warneck wondered how T.V.'s enhance the tourism product. Mr. Weir said it does affect the quality of the tourism offering.

A motion was made by Mr. Condino to approve the recommendations, seconded by Ms. Powers. Discussion ensued. Ms. Powers asked how many applications were received in total. Ms. Nuffer said they pulled out 3 to 4 in each of the two programs. She indicated that some applicants are reworking their applications to fit the grant criteria.

Ms. Powers asked how the grant programs are promoted. Mr. Weir said that the applications are available on our website as well as Facebook. He said the Tourism Council did a big push to their businesses.

All in favor. Carried.

Mr. Matteson mentioned that wine is not part of the five food groups and will not qualify for grants in round two.

- XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Walldroff. All in favor. The meeting adjourned at 8:25 a.m.

Respectfully submitted,
Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Eleven Month Period Ending November 30, 2023

Prepared by Joy Nuffer, December 1, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 707,275.00	648,335.38	\$ 58,939.58	58,939.58	58,939.62
JC Grant Marketing	275,400.00	252,550.00	23,000.00	23,000.00	22,850.00
JC Grant Ag Program	138,720.00	137,500.00	12,500.00	12,500.00	1,220.00
RLF Interest Income	23,000.00	8,648.33	850.50	742.13	14,351.67
Grant Income Federal	0.00	794,200.49	117,429.48	66,650.04	(794,200.49)
Interest Income	1,400.00	3,102.23	0.00	325.91	(1,702.23)
Late Fee	0.00	295.27	0.00	32.34	(295.27)
Miscellaneous Income	500.00	3,414.65	0.00	0.00	(2,914.65)
AG Conference	0.00	1,000.00	0.00	0.00	(1,000.00)
Total Revenues	1,146,295.00	1,849,046.35	212,719.56	162,190.00	(702,751.35)
Expenses					
Salaries	589,450.13	511,863.84	45,364.84	44,364.88	77,586.29
Benefits	242,031.33	202,594.87	18,652.26	18,509.82	39,436.46
Operations					
Marketing Program	354,848.00	295,704.28	22,924.33	30,339.83	59,143.72
AG Program	221,165.00	205,650.57	17,482.81	17,013.97	15,514.43
Office Expense	12,000.00	9,424.51	1,158.31	1,404.35	2,575.49
Payroll Processing	3,600.00	3,895.85	319.80	319.80	(295.85)
Office Rent	18,000.00	16,720.86	1,534.74	1,534.74	1,279.14
Project Loan Rent	55,942.00	51,280.57	4,661.87	4,661.87	4,661.43
Office Cleaning	10,900.00	10,722.29	1,008.06	1,078.84	177.71
Telephone	7,000.00	6,272.09	397.08	503.18	727.91
Equipment Rental	4,100.00	3,808.09	346.19	346.19	291.91
Equipment Maintenance	3,000.00	1,534.51	0.00	303.01	1,465.49
System Maintenance	1,000.00	6,357.15	595.35	595.35	(5,357.15)
System Security	0.00	395.52	0.00	0.00	(395.52)
Electric Service	5,500.00	4,082.65	0.00	345.43	1,417.35
Gas Service	3,500.00	1,613.51	0.00	82.43	1,886.49
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	5,558.35	447.50	568.43	2,441.65
Staff Training & Seminars	4,000.00	4,360.00	0.00	1,495.00	(360.00)
Depreciation F&F	17,000.00	14,972.98	1,361.18	1,361.18	2,027.02
Dues & Publications	15,000.00	4,276.16	0.00	275.00	10,723.84
Commercial Insurance	9,100.00	2,685.82	285.54	390.54	6,414.18
Legal RLF	1,000.00	0.00	0.00	0.00	1,000.00
Legal Unrestricted	1,000.00	1,945.00	1,945.00	0.00	(945.00)
Accounting & Auditing	8,000.00	14,000.00	0.00	0.00	(6,000.00)
Grants Expense Federal	0.00	794,200.49	117,429.48	66,650.04	(794,200.49)
Covid Grant	10,000.00	5,000.00	0.00	0.00	5,000.00
Reallocated Program Expenses	(465,840.00)	(435,180.74)	(39,133.35)	(39,133.37)	(30,659.26)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	1,147,296.46	1,744,468.52	196,780.99	153,010.51	(597,172.06)
Total Revenue	1,146,295.00	1,849,046.35	212,719.56	162,190.00	(702,751.35)
Total Expenses	1,147,296.46	1,744,468.52	196,780.99	153,010.51	(597,172.06)
Net Income Over Expenditures	\$ (1,001.46)	104,577.83	\$ 15,938.57	9,179.49	(105,579.29)

For Intern-6-Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Eleven Month Period Ending November 30, 2023

Prepared by Joy Nuffer, December 1, 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	4,635.63	500.00	0.00	(635.63)
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	105.00	0.00	105.00	295.00
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	3,256.93	161.79	87.93	743.07
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	90,105.60	7,508.80	7,508.80	9,404.40
FICA Overhead	5,971.00	5,253.03	435.90	435.91	717.97
Medicare Overhead	1,393.00	1,228.53	101.94	101.95	164.47
Health/Dental Ins Overhead	21,740.00	32,120.09	3,266.44	3,266.44	(10,380.09)
Retirement Overhead	8,956.00	5,406.24	450.52	450.52	3,549.76
Indirect Labor Allocation	55,253.00	50,648.62	4,604.42	4,604.42	4,604.38
Non Labor Allocated Overhead	5,442.00	4,983.00	453.00	453.00	459.00
Total Operations	221,165.00	205,650.57	17,482.81	17,013.97	15,514.43

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Eleven Month Period Ending November 30, 2023

Prepared by Joy Nuffer, December 1, 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 Eleven Month Period Ending November 30, 2023**

Prepared by Joy Nuffer, December 1, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	24,226.26	\$ 612.00	2,927.50	22,373.74
Canadian Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	1,000.00	2,496.68	0.00	0.00	(1,496.68)
Seminars Workshops Publicatio	2,500.00	360.00	0.00	0.00	2,140.00
Travel/Meals/Promotion	3,000.00	3,426.99	0.00	0.00	(426.99)
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	2,454.22	0.00	0.00	2,545.78
Events Sponsorship	11,000.00	4,304.50	0.00	100.00	6,695.50
FDRLO MEMBERSHIP	0.00	5,000.00	0.00	5,000.00	(5,000.00)
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Allocated Overhead	267,748.00	245,435.63	22,312.33	22,312.33	22,312.37
Total Operations	354,848.00	295,704.28	22,924.33	30,339.83	59,143.72

Jefferson County Local Development Corp
Balance Sheet
November 30, 2023

ASSETS

Current Assets		
General Checking	\$	931,021.87
Savings Account		2,043,775.89
RLF Savings		2,014,987.97
RLF Loans Receivable		147,686.44
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		100,803.29
Clayton Loans Receivable		6,972.46
Miscellaneous Recievable		242,758.32
Due YMCA		400,000.00
LHI Records Storage		87,029.51
Prepaid Expense		2,998.18
		5,990,533.93
Total Current Assets		
Property and Equipment		
Accumulated Depreciation		(93,660.94)
		(93,660.94)
Total Property and Equipment		
Other Assets		
Furniture & Fixtures		76,897.89
ROU Lease Asset		175,454.00
		252,351.89
Total Other Assets		
Total Assets	\$	6,149,224.88

LIABILITIES AND CAPITAL

Current Liabilities		
ST Lease Liability	\$	1,358.00
ARPA Food Grant		108,803.88
ARPA Child Care Grant		244,617.75
ARPA Small Business & Training		153,866.82
ARPA Rental Property Deferred		105,477.01
ARPA Tourism Grant-Round 2		500,000.00
ARPA Sm Bus & Training-Round 2		151,068.80
ARPA Food Production-Round 2		500,000.00
ARPA Childcare Grant-Round 2		27,000.00
ARPA Food Processing-Round 2		100,000.00
JC Grant-Marketing		230,000.00
JC Grant Agriculture Program		12,500.00
Deferred Mkt. Grant European		12,500.00
		2,147,192.26
Total Current Liabilities		
Long-Term Liabilities		
LT Lease Liability		202,078.00
		202,078.00
Total Long-Term Liabilities		
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.		3,695,376.79
Net Income		104,577.83
		3,800,000.00

Jefferson County Local Development Corp
Balance Sheet
November 30, 2023

Total Capital	<u>3,799,954.62</u>
Total Liabilities & Capital	<u>\$ 6,149,224.88</u>

Jefferson County Local Development Corp

Receivables

As of November 30, 2023

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	24,325.54	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	8,313.28	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	29,912.21	8/4/21	8/1/2027	3%-73 Months	Current	718.75
DIPRINZIO'S KITCHEN	5,000.00	3,486.23	1/22/21	2/1/2027	3%, 60 Months	60 Days	89.84
DIPRINZIO'S MARKET	5,000.00	3,486.23	1/22/21	2/1/2027	3%, 60 Months	60 Days	89.84
WICLDC	200,000.00	85,135.41	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
Report Total		154,658.90					

**Jefferson County Local Development Corp
RLF Aged Receivables
As of Nov 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/C	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	24,325.54
<hr/> CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		<hr/> 24,325.54
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	8,313.28
<hr/> CLAYTON ISLAND CLAYTON ISLAND TOURS		<hr/> 8,313.28
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	29,912.21
<hr/> CLAYTON YACHT CLAYTON YACHT CLUB, INC.		<hr/> 29,912.21
WIC WICLDC	1907	85,135.41
<hr/> WIC WICLDC		<hr/> 85,135.41
Report Total		<hr/> 147,686.44 <hr/> <hr/>

Jefferson County Local Development Corp
Clayton Loans Aged Receivables
As of Nov 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/C	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	3,486.23
<hr/>		3,486.23
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		
<hr/>		
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	3,486.23
<hr/>		3,486.23
DIPRINZIO MARKET DIPRINZIO'S MARKET		
<hr/>		
Report Total		6,972.46
<hr/> <hr/>		

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Nov 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/C	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	5,187.09
<hr/> AUBREYS AUBREYS SHOPPING CENTER		<hr/> 5,187.09
BROTHERTON STEVEN BROTHERTON	2252	3,010.46
<hr/> BROTHERTON STEVEN BROTHERTON		<hr/> 3,010.46
CCTI COLLEENS CHERRY TREE INN	2238	5,353.86
<hr/> CCTI COLLEENS CHERRY TREE INN		<hr/> 5,353.86
CORNELIA LAURIE A. CORNELIA	2240	5,177.56
<hr/> CORNELIA LAURIE A. CORNELIA		<hr/> 5,177.56
ELMER KATHLEEN ELMER	2253	5,360.50
<hr/> ELMER KATHLEEN ELMER		<hr/> 5,360.50
GOULD ROBERT L. GOULD	2234	5,187.09

Jefferson County Local Development Corp
COVID Loans Aged Receivables
As of Nov 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/C	Amount Due
GOULD ROBERT L. GOULD		5,187.09
GRAPES BUSTED GRAPES,LLC	2250	5,282.89
GRAPES BUSTED GRAPES,LLC		5,282.89
HEARING SOLUTIONS HEARING SOLUTIONS	2237	5,178.90
HEARING SOLUTIONS HEARING SOLUTIONS		5,178.90
HERMAN BONNIE HERMAN	2235	5,187.09
HERMAN BONNIE HERMAN		5,187.09
MILLER GAIL W. MILLER	2236	5,020.37
MILLER GAIL W. MILLER		5,020.37
MORGIA MORGIA MASONRY	2264	5,353.40
MORGIA MORGIA MASONRY		5,353.40

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Nov 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/C	Amount Due
NORTH BRANCH NORTH BRANCH FARMS	2262	5,353.36
NORTH BRANCH NORTH BRANCH FARMS		5,353.36
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	5,317.01
NORTHERN NORTHERN COMMERCIAL CLEANING		5,317.01
PAINFULL PAINFULL ACRES	2255	2,593.00
PAINFULL PAINFULL ACRES		2,593.00
RHODES RHODES GREENHOUSES, INC	2261	5,353.40
RHODES RHODES GREENHOUSES, INC		5,353.40
SAMPSON-MELISSA MELISSA SAMPSON	2254	6,307.31
SAMPSON-MELISSA MELISSA SAMPSON		6,307.31
SKINNER SCOTT P. SKINNER	2248	5,019.97

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Nov 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/C	Amount Due
SKINNER SCOTT P. SKINNER		5,019.97
TILLSON ALISHA TILLSON	2249	5,020.37
TILLSON ALISHA TILLSON		5,020.37
WILLS GREG WILLS	2246	5,020.37
WILLS GREG WILLS		5,020.37
ZERO ZERO DOCK STREET, LLC	2280	5,519.29
ZERO ZERO DOCK STREET, LLC		5,519.29
Report Total		100,803.29

Jefferson County Local Development Corp
Miscellaneous Aged Receivables
As of Nov 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/C	Amount Due
JCIDA	2389	58,939.58
JEFF COUNTY IDA	2390	58,939.58
	2391	58,939.58
	2392	58,939.58
JCIDA		235,758.32
JEFF COUNTY IDA		
National Grid EURO	2152	7,000.00
N GRID EURO GRANT 4373		
National Grid EURO		7,000.00
N GRID EURO GRANT 4373		
Report Total		242,758.32

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Nov 1, 2023 to Nov 30, 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
11/8/23	122250 407501 112501	1210	Invoice: 2263 11/23 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	166.30 13.70
11/8/23	122250 407501 112501	7415	Invoice: 2235 11/23 INTEREST BONNIE HERMAN	179.69	166.31 13.38
11/8/23	122250 407501 112501	1511	Invoice: 2238 10/23 INTEREST COLLEENS CHERRY TREE INN	278.07	264.27 13.80
11/8/23	122025 407501 112501	0000995053	Invoice: 2242 11/23 INTEREST CLAYTON ISLAND TOURS	198.97	163.65 35.32
11/8/23	122025 407501 112501	4276	Invoice: 1907 10/23 INTEREST WICLDC	1,109.20	890.40 218.80
11/8/23	122250 407501 112501	5315	Invoice: 2262 11/23 INTEREST NORTH BRANCH FARMS	179.69	165.89 13.80
11/8/23	122025 407501 112501	5314	Invoice: 2086 11/23 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	664.26 62.47
11/8/23	122250 407501 112501	4409	Invoice: 2236 11/23 & 12/23 INTEREST GAIL W. MILLER	359.38	333.03 26.35
11/8/23	122250 407501 112501	1628	Invoice: 2234 11/23 INTEREST ROBERT L. GOULD	179.69	166.31 13.38
11/8/23	122250 407501 112501	6908	Invoice: 2252 10/24 INTEREST STEVEN BROTHERTON	200.00	191.52 8.48
11/8/23	122250 407501 112501	0000080147	Invoice: 2280 11/23 INTEREST ZERO DOCK STREET, LLC	179.69	165.48 14.21
11/15/23	122250 407501 112501	2350	Invoice: 2261 11/23 INTEREST RHODES GREENHOUSES, INC	179.69	165.89 13.80
11/15/23	122250 407501 112501	3032	Invoice: 2241 11/23 INTEREST AUBREYS SHOPPING CENTER	179.69	166.31 13.38
11/15/23	122250 407501 112501	0010000058	Invoice: 2253 11/23 INTEREST KATHLEEN ELMER	180.00	166.20 13.80
11/15/23	122250 407501 112501	0007000013	Invoice: 2264 11/23 INTEREST MORGIA MASONRY	179.69	165.89 13.80

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Nov 1, 2023 to Nov 30, 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
11/15/23	202401	19808	DUE JCLDC		89.50
	202501		DUE SHLDC		89.50
	100001		PAINFULL ACRES	179.00	
11/30/23	125001	8022	Invoice: 2387		58,939.58
	125001		Invoice: 2388		58,939.58
	100001		JEFF COUNTY IDA	117,879.16	
11/30/23	122025	5439	Invoice: 2344		642.36
	407501		12/23 INTEREST		76.39
	112501		CLAYTON YACHT CLUB, INC.	718.75	
11/30/23	122250	6931	Invoice: 2252		192.00
	407501		11/24 INTEREST		8.00
	112501		STEVEN BROTHERTON	200.00	
11/30/23	122025	4288	Invoice: 1907		892.63
	407501		11/23 INTEREST		216.57
	112501		WICLDC	1,109.20	
11/30/23	122250	8840	Invoice: 2240		166.31
	407501		11/23 INTEREST		13.38
	112501		LAURIE A. CORNELIA	179.69	
11/30/23	122250	6942	Invoice: 2255		82.79
	407501		11/23 INTEREST		6.71
	112501		PAINFULL ACRES	89.50	
11/30/23	122250	55283	Invoice: 2248		166.72
	407501		12/23 INTEREST		12.97
	112501		SCOTT P. SKINNER	179.69	
11/30/23	122250	2304	Invoice: 2237		331.37
	407501		10/23 & 11/23 INTEREST		28.01
	112501		HEARING SOLUTIONS	359.38	
				<u>125,384.55</u>	<u>125,384.55</u>

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Accou	Amount
6905	11/1/23	COMMUNITY ACTION PLANNING COUNCIL	100001	2,662.13
6906	11/1/23	DAVIS VISION	100001	88.13
6907	11/1/23	EXCELLUS BC/BS	100001	620.77
6908	11/1/23	YASMIN HABIB	100001	10,000.00
6909	11/1/23	THE HARTFORD	100001	336.90
6910	11/1/23	NNY ONLINE	100001	595.35
6911	11/1/23	NORTHERN COMPUTERS	100001	147.00
6912	11/1/23	GWNC CHAMBER OF COMMERCE	100001	3,067.20
6913	11/1/23	WICLDC	100001	1,534.74
6914	11/1/23	WATERTOWN LOCAL DEVELOPMENT CORPORA	100001	4,661.87
6915	11/1/23	EXCELLUS BC/BS	100001	409.04
6916	11/1/23	EXCELLUS BC/BS	100001	13,305.84
6919	11/2/23	BARB PEREZ	100001	180.00
6920	11/3/23	COMMUNITY ACTION PLANNING COUNCIL	100001	73,000.00
6921	11/3/23	BARRY KUKOWSKI	100001	2,234.94
6922	11/3/23	MART ART, INC. DBA MICHAEL	100001	2,252.00
6923	11/3/23	THE EVERGREEN DAY SPA	100001	10,000.00
6918	11/6/23	WATERTOWN FAMILY YMCA	100001	400,000.00
6924	11/6/23	BLUE MOUNTAIN SPRING WATER, INC.	100001	94.64
6925	11/6/23	COMMUNITY ACTION PLANNING COUNCIL	100001	2,664.32
6926	11/6/23	CINTAS	100001	71.28
6927	11/6/23	NATIONAL GRID	100001	427.86
6928	11/6/23	STEVENS MEDIA GROUP-WATERTOWN, LLC	100001	400.00
6929	11/6/23	SYNTELA CONFERENCING INC.	100001	26.06
6930	11/6/23	VERIZON WIRELESS	100001	126.36
6931	11/6/23	WPBS	100001	612.00
6932	11/6/23	WRVO	100001	200.00
6935	11/8/23	BELLEVILLE HENDERSON FFA ALUMNI	100001	500.00
6936	11/8/23	KEY BANK	100001	2,693.92
6933	11/9/23	RBC WEALTH MANAGEMENT	100001	3,751.66
6934	11/9/23	UNITED WAY OF NNY	100001	127.00
6937	11/10/23	JOY NUFFER	100001	77.29

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Accou	Amount
6938	11/10/23	ROBIN STEPHENSON	100001	188.64
6939	11/21/23	CINTAS	100001	71.28
6940	11/21/23	COUGHLIN PRINTING	100001	766.03
6941	11/21/23	GILL PROPELLER	100001	5,864.00
6942	11/21/23	JCLDC	100001	89.50
6943	11/21/23	NORTHERN COMMERCIAL CLEANING	100001	865.00
6944	11/21/23	RBC WEALTH MANAGEMENT	100001	3,650.12
6945	11/21/23	SAM'S CLUB	100001	61.94
6946	11/21/23	SACKETS HARBOR LDC	100001	89.50
6947	11/21/23	SPECTRUM REACH	100001	1,365.50
6948	11/21/23	UNITED WAY OF NNY	100001	127.00
6949	11/21/23	WB MASON CO INC.	100001	150.34
6950	11/21/23	WESTELCOM	100001	371.02
6951	11/28/23	CINTAS	100001	71.78
6952	11/28/23	D. DEON dba ASSUREBUILT HOME INSPECTION	100001	748.89
6953	11/28/23	HALL PASS TAVERN	100001	4,936.00
6954	11/28/23	HARRIS BEACH	100001	1,945.00
6955	11/28/23	JAY MATTESON	100001	161.79
6956	11/28/23	WELLS FARGO FINANCIAL SERVICES	100001	346.19
6957	11/30/23	PEGGY SAMPSON	100001	181.57
Total				558,919.39

**Jefferson County Local Development Corporation
Nominating Committee Meeting Minutes
November 29, 2023**

The Jefferson County Local Development Corporation held a nominating committee meeting on Wednesday, November 29, 2023

Present: Chairwoman Lisa L'Huillier, Bill Johnson, Kent Burto

Absent: Ed Walldroff

Also Present: David Zembiec, Marshall Weir, Peggy Sampson, Christine Powers

- I. **Call to Order:** Chairwoman L'Huillier called the meeting to order at 9:27 a.m.
- II. **Nominate Officers for 2024 CY** – Chairwoman L'Huillier indicated that the purpose of the meeting is to nominate officers for the 2024 calendar year. The committee is recommending the current slate of officers to serve another year. They are as follows: Chairman – Robert E. Aliasso, Jr., Vice Chairman – W. Edward Walldroff, Treasurer – Paul Warneck, Secretary – Kent Burto.

A motion was made by Ms. L'Huillier to recommend the current slate of officers to the full board of directors, seconded by Mr. Burto. All in favor.

Ms. L'Huillier indicated that the Jefferson County Board of Legislators will consider reappointing JCIDA Board Members Rob Aliasso and Bill Johnson at an upcoming meeting.

- III. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Burto, seconded by Mr. Johnson. The meeting adjourned at 9:32 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 12.07.2023.01
For Election of Officers

WHEREAS, the Nominating Committee met on November 29, 2023 and recommended the following slate of officers for the 2024 calendar year:

Chairman	Robert E. Aliasso, Jr.
Vice Chairman	W. Edward Walldroff
Treasurer	Paul J. Warneck
Secretary	Kent D. Burto, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the slate of officers as set forth in this Resolution, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

Kent D. Burto, Secretary

ARPA Grant Funds from Jefferson County-Round 1-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
October-23	\$50,387.51	\$4,785.14	\$1,477.39	\$0.00	\$0.00	\$0.00	\$1,846,263.74
November-23	\$5,326.45	\$7,188.00	\$0.00	\$12,983.83	\$0.00	\$0.00	\$1,820,765.46
Total Expenditures	\$564,382.25	\$271,133.18	\$291,196.12	\$319,522.99	\$1,000,000.00	\$292,000.00	\$2,738,234.54
Balance of Grant	\$244,617.75	\$153,866.82	\$108,803.88	\$105,477.01	\$0.00	\$1,208,000.00	\$1,820,765.46
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	\$41,884.45	\$0.00	\$0.00	
Full Uncommitted Balance	\$0.00	\$30,218.06	\$51,286.29	\$47,284.45	\$0.00	\$0.00	
<i>Report Prepared by Joy Nuffer-Finance Assistant</i>							

ARPA Grant Funds from Jefferson County-Round 2-Status-Expenditures

Month	Child Care	Small Business Productivity	Tourism Enhancement	Local Foods Resiliency-Processing	Local Foods Resiliency-Production	Total Grants Running Balance
Total Available	\$100,000.00	\$180,000.00	\$500,000.00	\$100,000.00	\$500,000.00	\$1,380,000.00
October-23		\$10,000.00				\$1,370,000.00
November-23	\$73,000.00	\$18,931.20				
Total Expenditures	\$73,000.00	\$28,931.20	\$0.00	\$0.00	\$0.00	\$101,931.20
Balance of Grant	\$27,000.00	\$151,068.80	\$500,000.00	\$100,000.00	\$500,000.00	\$1,278,068.80
<i>Report Prepared by Joy Nuffer-Finance Assistant</i>						

Small Business Productivity Grant (ARPA Round 2)
December 7, 2023

	Business Name	Total Project	Total Requested	Details of Project	Committee Recommendation
1.	North Country Grounds Café and Resto	\$12,000	\$9,600	Purchase a Coffee Roaster and 2 group Espresso Machine to roast coffee and increase coffee production. With the roaster we will roast our own coffee beans and sell retail beans to the local community. With the espresso machine we can make more coffee drinks to serve to public	\$9,600
2.	CCNNY, LLC	\$15,271	\$10,000	New Server = \$13,273 + Includes Licensing fees and software 32 Port 10GB Aggregation Switch - 899 48 Port 10GB Layer3 POE Switch – 1099 Will allow for faster data recovery and backup for Managed IT customers and residential customers. Allow for more secure data backup of current Managed IT customers. Speed up in-house repairs and ticketing / accounting system. Allow for in-house creation of documentation system that is secure. Ability to mass deploy operating systems to my clients and offer in-house server remote desktops, which we currently are unable to accomodate.	\$5,000
3.	RENY Management Inc. dba Havens Group	\$12,500	\$10,000	Update computer & office equipment \$3,900; labor and materials to install upgraded security/entry systems to both buildings \$8,600. The computer system will allow for greater efficiency which will save a lot of time in the office dealing with antiquated systems and translate to a greater experience on the part of our residents. The undated security/entry system will result in a big time savings for our staff as a result of reducing or eliminating the issues related to our having to deal with the outdated and worn out system that we currently have.	\$5,000
4.	Forte Management Group	\$15,500	\$10,000	Our website build is much more than just your typical website. We are looking to build software that will integrate with our website to maximize the customers experience and enable our employees to better assist and screen potential clients. Our office has operated with an antiquated system that has required large paper trials of applications, rental documents and payments. If we learned anything from the pandemic it is that we need to be able to maximize our digital experience for our tenants	\$5,000

Small Business Productivity Grant (ARPA Round 2)
December 7, 2023

				and property owners. The software we are building will allow for online applications, screening, document sharing and payments for our clients. The software will also be linked with sites that advertise our available properties as well as the software we use for maintenance and repair requests.	
5.	Adams Capital Partners LLC dba Gram's Diner	\$12,500	\$10,000	Dining Room Productivity Upgrades: 3 iPad Minis to run Point of Sale software for dining room staff. 1 - Point of Sale software licensing for iPads Kitchen Productivity Upgrades: 54 inch reach in refrigerator Planetary 20qt stand mixer Natural Gas 110-120 lb flat bottom fryer 43 inch solid door reach-in freezer	\$10,000
6.	Blue Mountain Spring Water	\$12,720	\$10,000	Updating Computer systems, Racks for the 5 gallon bottles for better efficiency	\$10,000
7.	Sackets Harbor Brew Pub	\$37,000	\$10,000	Materials: 1200 Amp Electrical Panel Board - \$16,925 New Service - \$7,090 Concrete pad - \$2,000 Generator Rental - \$1,000 Time & Labor - \$10,000 We currently have intermittent power supply shortages that give the brewery short "brown out", which put undo strain on all of pour pumps and motors and increasing our energy use.	\$10,000
				TOTAL	\$54,600

*Note-We are using some of the unused first round funds in this month of grant approvals.

Tourism Grant (In ARPA Round 2)
 Committee recommendations for 12/7/23 Board Meeting

Business Name	Total Project	Total Requested	Details of Project	Committee recommendation
1000 Islands Campground	\$7,200	\$5,037	Requesting additional funds to add to the existing grant approved on October 5 th . We originally were approved for \$4,963 for a replacement of a playground. We are in need of picnic table replacements damaged by the NYS approved chemicals for cleaning during the Covid Lockdown. Estimated cost for 30 picnic tables \$7,200.	\$5,037.00
Harbor House Inn	\$34,000	\$25,000	Modernizing our access control is important for guest safety as well as their perception of our business and overall comfort. We will be able check people in and fix lockout issues remotely after hours, and if someone accidentally (or intentionally) forgets to give back a key, we won't have to change the locks. Triple A has actually given us notice that they won't list our property if we don't modernize our locks! The number is based on a quote I received to upgrade the access control and door locks for the hotel. It includes 30 room locks, 5 exterior control locks, and 10 internal control locks for offices, housekeeping, and maintenance access rooms.	\$25,000
			Total	\$30,037.00



TRANSFORMING COMMUNITY FOR GENERATIONS

THE CAMPAIGN FOR A NEW YMCA / WATERTOWN FAMILY YMCA

November 13, 2023

Jefferson County Local Development Corporation
Attn: David Zembiec
800 Starbuck Avenue, Suite 800
Watertown, NY 13601

Dear Dave and the JCIDA Board of Directors,

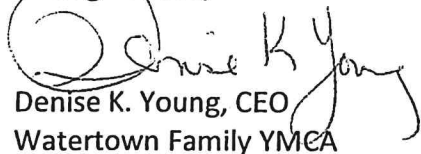
It is heartwarming to receive a grant that allows us to say "yes" to the changing needs of our community – not only today, but for generations to come. Jefferson County Local Development Board's grant of \$400,000.00 was received in support of our project to create a new Watertown Family YMCA. On behalf of our Board of Directors, Campaign Leadership, staff, and members served – thank you.

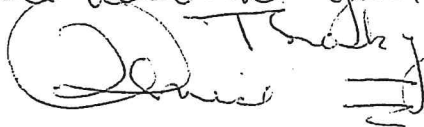
Our Y was founded 165 years ago by visionary leaders and a generous community. A new Watertown YMCA will ensure we can continue to build and strengthen our community. Thoughtfully designed and full accessible spaces will connect families and neighbors, transform our community's health, and nurture the potential of all.

Together, we envision a new Y in Downtown Watertown. We are so grateful for your support, your friendship and most importantly your commitment to our mission.

NOV 30 2023

With gratitude,


Denise K. Young, CEO
Watertown Family YMCA

It would never have been possible without your support!
 Thank you!

This letter serves as the record of receipt for your gift. The Watertown Family YMCA is a 501(C)(3) designation (EIN 15-0559207). No goods or services were received in exchange for this contribution. You should consult with your tax advisor to determine the tax benefits of your donation.

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