

Notice of Board Meeting

Date: January 18, 2024

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, February 1, 2024 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 S. Miller, Esq.
Joseph V. Frateschi, Esq.
Media

BOARD MEETING AGENDA
Thursday, February 1, 2024 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – January 4, 2024**
- V. Treasurer’s Report – January 31, 2024**
- VI. Committee Reports**
 - a. Ad Hoc CEO Search Committee**
- 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**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Annual Board Meeting Minutes
January 4, 2024**

DRAFT

The Jefferson County Local Development Corporation held their annual board meeting on Thursday, January 4, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: None

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

Staff Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, 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 December 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 December 31, 2023. He said that this is the last report for 2023 and indicated that net over expenses is approximately \$284,000. He also said that it appears that expenses will be approximately \$60,000 under budget. He reported that all loans are current. A motion was made by Mr. Condino to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:**
 - a. **Audit Committee**
 - i. **Resolution No. 01.04.2024.01 to Engage Auditors for Annual Audit** – The Audit Committee met on December 15, 2023 and recommended approval of the engagement letter presented by Bowers & Company. The fee will be \$7,000 for the audit, \$3,000 for the single audit and \$1,000 for the preparation of information returns for a total of \$11,000. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Converse. All in favor. Carried.
 - b. **Personnel Committee** – Mr. Burto reviewed the minutes.

Executive Session

At 8:06 a.m. a motion was made by Mr. Burto to enter into executive session to discuss the employment history of a particular person, seconded by Mr. Walldroff. Board Members and Attorney Miller remained.

At 8:33 a.m. a motion was made by Mr. Converse to leave executive session, seconded by Mr. Warneck. All in favor. No action was taken.

- i. **Resolution No. 01.04.2024.02 to Establish Percentage for Discretionary Contribution for year ending 12/31/23** – The Personnel Committee met on December 15, 2023 and recommended 3% of the salary budget for the discretionary contribution to the 401k plan, which amounts to \$17,683. A motion was made by Mr. Warneck to approve the recommendation, seconded by Mr. Burto. All in favor. Carried.
- ii. **Resolution No. 01.04.2024.03 to Adjust Sick Leave Provision in the Employee Handbook** – The Personnel Committee is recommending an increase in sick leave from seven days to ten days. A motion was made by Ms. L’Huillier to approve the recommendation, seconded by Mr. Johnson. All in favor. Carried.
- iii. **Resolution No. 01.04.2024.04 for CEO Salary Increase** – The Personnel Committee recommended a 3% salary increase for David Zembiec effective December 18, 2023. A motion was made by Mr. Converse to approve the recommendation, seconded by Ms. Powers. All in favor. Carried.

Employee Handbook – Mr. Zembiec said that we have engaged a firm to review the employee handbook. He said the review is complete and will be meeting to go over some recommendations.

c. **Governance Committee**

- i. **Resolution No. 01.04.2024.05 for Annual Internal Policy and Procedure Review** – The Governance Committee met on December 15, 2023 to review the bylaws, mission statement/performance measurements, the disposition of real property guidelines, investment policy with internal controls and the procurement policies. There were no changes. Mr. Walldroff said the performance measurement results for 2023 will be reviewed in March. A motion was made by Ms. Powers to approve the resolution, seconded by Mr. Walldroff. All in favor. Carried.
- ii. **Summary Results of Confidential Evaluation of Board Performance** – The Governance Committee reviewed the board evaluations. Mr. Walldroff said they were consistent with last year’s results and indicated that there are no problematic areas to address. Mr. Converse suggested having Attorney Miller review with the board/staff the topic pertaining to question number 10 (The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law) at a future meeting. The summary will be sent to the ABO.

VII. **Council Reports:**

- a. **Ag** – No report.
- b. **Manufacturing** – Mr. Zembiec said that he is reaching out and is in the process of reconstituting the manufacturing council since several of the members have retired or moved to other jobs.

c. Marketing – Mr. Weir updated the board on the following items:

- Website – He said that our web hosting is now with Williams Media who is operating as Houston since Atlas advertising sold their business to them. He said we now have additional security and will be ADA compliant. Mr. Walldroff asked how much it will cost. Mr. Weir said approximately \$400 per quarter.
- Advertising – Mr. Weir said that we will be advertising in the Sackets Harbor visitor guide and will continue to support the Chamber. Ms. Powers asked if we advertise on the river. Mr. Weir said yes, but indicated that a new contract hasn't been executed.
- Deferiet Site – Mr. Weir said there is progress for redeveloping the site and discussion for a potential project. Mr. Zembiec said there is a Restore NY grant to clean up the site and a Brownfield Opportunity Area grant to the Town of Wilna for project planning on the site. Mr. Zembiec said he will discuss options with counsel about forming a separate entity for the site.

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 \$98,570.74 of uncommitted funds left within the various programs. Ms. Nuffer pointed out that the balance is a moving target since she is cutting checks throughout the month. She thanked the board for their ongoing support and indicated that the grant recipients are very appreciative of the funds.
2. **ARPA Funds Report (Round Two)** – A spreadsheet showing the grant fund activity was provided in the board packet. There is currently a balance of \$1,240,470.81.

Mr. Weir said there may be a few grant recommendations next month. Mr. Walldroff asked if the grants are reported. Mr. Zembiec said yes and indicated that they are reported in the annual report.

IX. Counsel: None.

X. New Business:

1. **Proposed Committee Structure for 2024** – A motion was made by Mr. Warneck, seconded by Mr. Burto to approve the committee structure. All in favor. Carried.
2. **Proposed Amendment to the Administrative Services Agreement with JCIDA** – Proposed changes:
 - Section 3b. Automatic Renewal – change from October to January to reflect the change to a calendar year.
 - Section 4a. Compensation – the service fee was changed to \$713,700 payable in equal monthly installments of \$59,475.
 - Section 4d. – was removed.

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 4, 2024**

DRAFT

A motion was made by Mr. Condino to approve the proposed changes to the Administrative Services Agreement between JCLDC and JCIDA, seconded by Ms. Powers. All in favor. Carried.

3. **David Zembiec Retirement Notice** – Chairman Aliasso said that Mr. Zembiec has submitted his retirement notice. He said that he will have him share the dates and information with the public and media since it’s a personal matter. Chairman Aliasso said that he will nominate a committee to start a search to fill the position. Board members thanked and applauded Mr. Zembiec for his years of service.
 4. **Weather Policy** – Mr. Zembiec said that we will play it by ear during the winter months and advised board members to use their judgement for traveling in for board/committee meetings unless they hear from him directly about closing or rescheduling.
- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Johnson. All in favor. The meeting adjourned at 8:58 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the One Month Period Ending January 31, 2024

Prepared by Joy Nuffer, January 25, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 713,694.00	59,475.00	\$ 59,475.00	58,939.58	654,219.00
JC Grant Marketing	275,400.00	23,000.00	23,000.00	23,000.00	252,400.00
JC Grant Ag Program	150,000.00	0.00	0.00	12,500.00	150,000.00
RLF Interest Income	10,000.00	442.33	442.33	294.28	9,557.67
Grant Income Federal	1,380,000.00	77,550.70	77,550.70	54,435.53	1,302,449.30
Interest Income	2,000.00	0.00	0.00	349.58	2,000.00
Late Fee	0.00	10.31	10.31	32.34	(10.31)
Miscellaneous Income	1,000.00	2,249.98	2,249.98	0.00	(1,249.98)
Total Revenues	2,532,094.00	162,728.32	162,728.32	149,551.31	2,369,365.68
Expenses					
Salaries	605,581.00	23,603.27	23,603.27	68,204.96	581,977.73
Benefits	252,275.00	20,655.06	20,655.06	38,132.58	231,619.94
Operations					
Marketing Program	332,478.00	27,647.14	27,647.14	28,644.90	304,830.86
AG Program	238,680.00	17,337.00	17,337.00	17,118.39	221,343.00
Office Expense	10,000.00	168.89	168.89	5,019.69	9,831.11
Payroll Processing	4,000.00	758.70	758.70	319.80	3,241.30
Office Rent	18,202.00	1,534.74	1,534.74	1,534.74	16,667.26
Project Loan Rent	55,942.00	4,661.87	4,661.87	4,661.87	51,280.13
Office Cleaning	12,000.00	1,007.56	1,007.56	1,007.56	10,992.44
Telephone	7,000.00	381.38	381.38	496.59	6,618.62
Equipment Rental	4,100.00	346.19	346.19	346.19	3,753.81
Equipment Maintenance	1,500.00	0.00	0.00	98.00	1,500.00
System Maintenance	7,200.00	595.35	595.35	595.35	6,604.65
Electric Service	5,000.00	0.00	0.00	380.38	5,000.00
Gas Service	3,500.00	0.00	0.00	245.60	3,500.00
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Promotion/Meals	8,000.00	0.00	0.00	1,051.97	8,000.00
Staff Training & Seminars	4,500.00	0.00	0.00	0.00	4,500.00
Depreciation F&F	12,484.00	1,361.18	1,361.18	1,361.18	11,122.82
Dues & Publications	10,000.00	2,580.00	2,580.00	286.00	7,420.00
Commercial Insurance	3,500.00	285.54	285.54	285.54	3,214.46
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	18,000.00	0.00	0.00	0.00	18,000.00
Grants Expense Federal	1,380,000.00	77,550.70	77,550.70	54,435.53	1,302,449.30
Grant Expense YMCA	0.00	0.00	0.00	400,000.00	0.00
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(480,848.00)	(39,285.14)	(39,285.14)	(39,133.36)	(441,562.86)
Miscellaneous -- Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	2,532,094.00	141,189.43	141,189.43	585,093.46	2,390,904.57
Total Revenue	2,532,094.00	162,728.32	162,728.32	149,551.31	2,369,365.68
Total Expenses	2,532,094.00	141,189.43	141,189.43	585,093.46	2,390,904.57
Net Income Over Expenditures	\$ 0.00	21,538.89	\$ 21,538.89	(435,542.15)	(21,538.89)

For Intern_7 Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**AG Program Expense Statement for the One Month Period Ending January 31, 2024**

Prepared by Joy Nuffer, January 25, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	90.00	5,000.00
AG Office Expense	2,000.00	0.00	0.00	0.00	2,000.00
AG Advertising	3,000.00	0.00	0.00	2.63	3,000.00
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	0.00	0.00	0.00	400.00
AG Business Attraction	3,500.00	0.00	0.00	0.00	3,500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	0.00	0.00	204.73	4,000.00
AG Web Site Development	2,000.00	0.00	0.00	0.00	2,000.00
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	102,495.00	7,923.08	7,923.08	7,508.80	94,571.92
FICA Overhead	6,150.00	461.56	461.56	435.90	5,688.44
Medicare Overhead	1,435.00	107.95	107.95	101.95	1,327.05
Health/Dental Ins Overhead	35,358.00	3,269.23	3,269.23	3,266.44	32,088.77
Retirement Overhead	9,225.00	475.38	475.38	450.52	8,749.62
Indirect Labor Allocation	55,540.00	4,628.37	4,628.37	4,604.42	50,911.63
Non Labor Allocated Overhead	5,577.00	471.43	471.43	453.00	5,105.57
Total Operations	238,680.00	17,337.00	17,337.00	17,118.39	221,343.00

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the One Month Period Ending January 31, 2024

Prepared by Joy Nuffer, January 25, 2024

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
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Total Operations	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Marketing Program Expense Statement for the One Month Period Ending January 31, 2024
 Prepared by Joy Nuffer, January 25, 2024 UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	699.00	\$ 699.00	5,267.38	45,901.00
Canadian Marketing	5,000.00	0.00	0.00	0.00	5,000.00
Printed Material	2,000.00	0.00	0.00	0.00	2,000.00
Marketing Consultant	5,000.00	0.00	0.00	0.00	5,000.00
Seminars Workshops Publicatio	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Meals/Promotion	3,000.00	0.00	0.00	311.19	3,000.00
Web Site Dev & Promo Design	0.00	0.00	0.00	754.00	0.00
Drum Country Business	5,000.00	5,000.00	5,000.00	0.00	0.00
Allocated Overhead	263,378.00	21,948.14	21,948.14	22,312.33	241,429.86
Total Operations	332,478.00	27,647.14	27,647.14	28,644.90	304,830.86

Jefferson County Local Development Corp

Balance Sheet
January 31, 2024

ASSETS

Current Assets		
General Checking	\$	606,747.21
Savings Account		2,044,122.22
RLF Savings		2,022,660.47
RLF Loans Receivable		145,379.62
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		95,300.66
Clayton Loans Receivable		6,321.24
Miscellaneous Recievable		361,172.90
LHI Records Storage		87,029.51
Prepaid Expense		2,427.10
		<hr/>
Total Current Assets		5,383,660.93
Property and Equipment		
Accumulated Depreciation		(96,383.30)
		<hr/>
Total Property and Equipment		(96,383.30)
Other Assets		
Furniture & Fixtures		76,897.89
ROU Lease Asset		175,454.00
		<hr/>
Total Other Assets		252,351.89
		<hr/>
Total Assets	\$	<u>5,539,629.52</u>

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		137,029.28
ARPA Rental Property Deferred		105,477.01
ARPA Tourism Grant-Round 2		480,589.30
ARPA Sm Bus & Training-Round 2		74,060.80
ARPA Food Production-Round 2		500,000.00
ARPA Childcare Grant-Round 2		8,270.01
ARPA Food Processing-Round 2		100,000.00
JC Grant-Marketing		184,000.00
Deferred Mkt. Grant European		12,500.00
		<hr/>
Total Current Liabilities		1,956,706.03
Long-Term Liabilities		
LT Lease Liability		202,078.00
		<hr/>
Total Long-Term Liabilities		202,078.00
		<hr/>
Total Liabilities		2,158,784.03
Capital		
General Fund Bal - Unrestrict.		3,359,306.60
Net Income		21,538.89
		<hr/>
Total Capital		3,380,845.49
		<hr/>
Total Liabilities & Capital	\$	<u>5,539,629.52</u>

Jefferson County Local Development Corp

Receivables

As of January 31, 2024

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	22,992.04	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	7,983.93	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	29,268.24	8/4/21	8/1/2027	3%-73 Months	Current	718.75
DIPRINZIO'S KITCHEN	5,000.00	3,160.62	1/22/21	2/1/2027	3%, 60 Months	Current	89.84
DIPRINZIO'S MARKET	5,000.00	3,160.62	1/22/21	2/1/2027	3%, 60 Months	Current	89.84
WICLDC	200,000.00	85,135.41	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
Report Total		151,700.86					

**Jefferson County Local Development Corp
RLF Aged Receivables
As of Jan 31, 2024**

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	Invoic	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	22,992.04
		<hr/> 22,992.04
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		
		<hr/> 7,983.93
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	
		<hr/> 7,983.93
CLAYTON ISLAND CLAYTON ISLAND TOURS		
		<hr/> 29,268.24
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	
		<hr/> 29,268.24
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		
		<hr/> 85,135.41
WIC WICLDC	1907	
		<hr/> 85,135.41
WIC WICLDC		
		<hr/> 145,379.62
Report Total		

Jefferson County Local Development Corp
Clayton Loans Aged Receivables
As of Jan 31, 2024

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	3,160.62
<hr/>		3,160.62
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		
<hr/>		
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	3,160.62
<hr/>		
DIPRINZIO MARKET DIPRINZIO'S MARKET		3,160.62
<hr/>		
Report Total		6,321.24
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**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Jan 31, 2024**

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	4,853.23
AUBREYS AUBREYS SHOPPING CENTER		4,853.23
BROTHERTON STEVEN BROTHERTON	2252	2,625.02
BROTHERTON STEVEN BROTHERTON		2,625.02
CCTI COLLEENS CHERRY TREE INN	2238	5,187.55
CCTI COLLEENS CHERRY TREE INN		5,187.55
CORNELIA LAURIE A. CORNELIA	2240	5,010.84
CORNELIA LAURIE A. CORNELIA		5,010.84
ELMER KATHLEEN ELMER	2253	5,026.85
ELMER KATHLEEN ELMER		5,026.85
GOULD ROBERT L. GOULD	2234	4,853.23

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Jan 31, 2024**

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		4,853.23
GRAPES BUSTED GRAPES,LLC	2250	5,096.27
GRAPES BUSTED GRAPES,LLC		5,096.27
HEARING SOLUTIONS HEARING SOLUTIONS	2237	5,178.90
HEARING SOLUTIONS HEARING SOLUTIONS		5,178.90
HERMAN BONNIE HERMAN	2235	4,853.23
HERMAN BONNIE HERMAN		4,853.23
MILLER GAIL W. MILLER	2236	5,020.37
MILLER GAIL W. MILLER		5,020.37
MORGIA MORGIA MASONRY	2264	5,020.37
MORGIA MORGIA MASONRY		5,020.37

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Jan 31, 2024**

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	5,020.33
NORTH BRANCH NORTH BRANCH FARMS		5,020.33
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	4,983.17
NORTHERN NORTHERN COMMERCIAL CLEANING		4,983.17
PAINFULL PAINFULL ACRES	2255	2,509.65
PAINFULL PAINFULL ACRES		2,509.65
RHODES RHODES GREENHOUSES, INC	2261	5,020.37
RHODES RHODES GREENHOUSES, INC		5,020.37
SAMPSON-MELISSA MELISSA SAMPSON	2254	6,133.54
SAMPSON-MELISSA MELISSA SAMPSON		6,133.54
SKINNER SCOTT P. SKINNER	2248	4,685.27

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Jan 31, 2024**

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		4,685.27
TILLSON ALISHA TILLSON	2249	4,517.69
TILLSON ALISHA TILLSON		4,517.69
WILLS GREG WILLS	2246	4,517.69
WILLS GREG WILLS		4,517.69
ZERO ZERO DOCK STREET, LLC	2280	5,187.09
ZERO ZERO DOCK STREET, LLC		5,187.09
Report Total		95,300.66

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Jan 1, 2024 to Jan 31, 2024

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
1/8/24	122025 407501 112501	5448	Invoice: 2344 1/24 INTEREST CLAYTON YACHT CLUB, INC.	718.75	643.97 74.78
1/8/24	122250 407501 112501	55556	Invoice: 2248 1/24 INTEREST SCOTT P. SKINNER	179.69	167.14 12.55
1/8/24	122250 407501 112501	6947	Invoice: 2252 INTEREST STEVEN BROTHERTON	200.00	192.48 7.52
1/8/24	122250 407501 112501	1650	Invoice: 2234 1/24 INTEREST ROBERT L. GOULD	179.69	167.14 12.55
1/8/24	122025 407501 112501	0000995057	Invoice: 2242 1/24 INTEREST CLAYTON ISLAND TOURS	198.97	165.02 33.95
1/8/24	122250 407501 112501	1234	Invoice: 2263 1/24 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	167.13 12.87
1/8/24	122250 407501 112501	1044	Invoice: 2249 1/24, 2/24, 3/24 INTEREST ALISHA TILLSON	539.07	502.68 36.39
1/8/24	122250 407501 412502 112501	1530	Invoice: 2238 11/23 INTEREST 11/23 LATE FEE COLLEENS CHERRY TREE INN	190.00	166.31 13.38 10.31
1/8/24	122250 407501 112501	00100000066	Invoice: 2253 1/24 INTEREST KATHLEEN ELMER	180.00	167.03 12.97
1/8/24	122250 407501 112501	2906	Invoice: 2262 1/24 INTEREST NORTH BRANCH FARMS	179.69	166.72 12.97
1/8/24	122025 407501 112501	2907	Invoice: 2086 1/24 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	667.58 59.15
1/8/24	122250 407501 112501	3137	Invoice: 2241 1/24 INTEREST AUBREYS SHOPPING CENTER	179.69	167.14 12.55
1/8/24	122250 407501 112501	3571	Invoice: 2246 1/24, 2/24, 3/24 INTEREST GREG WILLS	539.07	502.68 36.39
1/24/24	202401 202501 100001	3783	DUE JCLDC RLF DUE SHLDC PAINFULL ACRES	179.69	89.85 89.84
1/24/24	122250 407501 112501	7048	Invoice: 2255 12/23 INTEREST PAI -19- L ACRES	89.85	83.35 6.50

**Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Jan 1, 2024 to Jan 31, 2024**

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
1/24/24	122250 407501 112501	6817	Invoice: 2252 1/25 INTEREST STEVEN BROTHERTON	200.00	192.96 7.04
1/24/24	122250 407501 112501	55800	Invoice: 2248 2/24 INTEREST SCOTT P. SKINNER	179.69	167.56 12.13
1/24/24	122250 407501 112501	80154	Invoice: 2280 1/24 INTEREST ZERO DOCK STREET, LLC	179.69	166.31 13.38
1/24/24	122250 407501 112501	8855	Invoice: 2240 12/23 INTEREST LAURIE A. CORNELIA	179.69	166.72 12.97
1/24/24	122250 407501 112501	2741	Invoice: 2261 1/24 INTEREST RHODES GREENHOUSES, INC	179.69	166.72 12.97
1/24/24	122250 407501 112501	7506	Invoice: 2235 1/24 INTEREST BONNIE HERMAN	179.69	167.14 12.55
1/24/24	122250 407501 112501	80153	Invoice: 2280 12/23 INTEREST ZERO DOCK STREET, LLC	179.69	165.89 13.80
1/24/24	122250 407501 112501	4594	Invoice: 2264 1/24 INTEREST MORGIA MASONRY	179.69	166.72 12.97
				<u>179.69</u>	
				<u>5,918.72</u>	<u>5,918.72</u>

Jefferson County Local Development Corp
Check Register
For the Period From Jan 1, 2024 to Jan 31, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6997	1/1/24	BLUE MOUNTAIN SPRING WATER, INC.	100001	10,000.00
6998	1/1/24	CINTAS	100001	71.28
6999	1/1/24	CNY OFFICE FURNITURE	100001	383.00
7000	1/1/24	DAVIS VISION	100001	88.13
7001	1/1/24	EMPIRE STATE CAO	100001	90.00
7002	1/1/24	EXCELLUS BC/BS	100001	639.45
7003	1/1/24	HUESTON	100001	469.00
7004	1/1/24	INDIAN RIVER LAKES CONSERVANCY, INC.	100001	5,000.00
7005	1/1/24	NYS ECONOMIC DEVELOPMENT COUNCIL	100001	2,000.00
7006	1/1/24	RENY MANAGEMENT, INC. dba HAVENS GROUP	100001	5,000.00
7007	1/1/24	WELLS FARGO FINANCIAL SERVICES	100001	346.19
7008	1/1/24	WATERTOWN LOCAL DEVELOPMENT CORPORATIO	100001	4,661.87
7009	1/1/24	EXCELLUS BC/BS	100001	408.14
7010	1/1/24	NNY ONLINE	100001	595.35
7011	1/1/24	EXCELLUS BC/BS	100001	13,305.84
7012	1/3/24	BLUE MOUNTAIN SPRING WATER, INC.	100001	37.85
7013	1/3/24	FIT FOOD CATERING	100001	8,540.00
7014	1/3/24	THE HARTFORD	100001	336.90
7016	1/3/24	NORTHERN COMPUTERS	100001	98.00
7017	1/3/24	PROSHRED SECURITY	100001	47.54
7018	1/3/24	STEVENS MEDIA GROUP-WATERTOWN, LLC	100001	400.00
7019	1/3/24	SYNTELA CONFERENCING INC.	100001	8.12
7020	1/3/24	VERIZON WIRELESS	100001	124.96
7021	1/3/24	WB MASON CO INC.	100001	159.11
7022	1/3/24	WICLDC	100001	1,534.74
7025	1/3/24	DAVID ZEMBIEC	100001	384.44
7026	1/3/24	NATIONAL GRID	100001	625.98
7023	1/4/24	RBC WEALTH MANAGEMENT	100001	5,748.28
7024	1/4/24	UNITED WAY OF NNY	100001	136.00
7027	1/8/24	NORTH COUNTRY GROUNDS CAFE & RESTO	100001	9,600.00
7028	1/8/24	WRVO	100001	200.00
7029	1/9/24	SHELTERPOINT LIFE	100001	2,230.18

Jefferson County Local Development Corp
Check Register
For the Period From Jan 1, 2024 to Jan 31, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
7030	1/16/24	CINTAS	100001	71.28
7031	1/16/24	GILL CREATIVE INDUSTRIES, LLC	100001	10,000.00
7032	1/16/24	KEY BANK	100001	4,880.57
7033	1/16/24	NORTHERN COMMERCIAL CLEANING	100001	865.00
7034	1/16/24	SACKETS HARBOR BREW PUB, LLC	100001	10,000.00
7035	1/16/24	WB MASON CO INC.	100001	23.69
7036	1/18/24	RBC WEALTH MANAGEMENT	100001	23,431.28
7037	1/18/24	UNITED WAY OF NNY	100001	136.00
7038	1/18/24	WPBS	100001	674.00
7039	1/22/24	CNY BUSINESS JOURNAL	100001	80.00
7040	1/22/24	FAIR WIND MOTEL AND COTTAGES	100001	14,519.60
7042	1/22/24	JOHNSON NEWSPAPER CORP	100001	25.00
7043	1/22/24	NORTH COUNTRY ALLIANCE	100001	500.00
7044	1/22/24	SACKETS HARBOR LDC	100001	89.84
7045	1/22/24	WB MASON CO INC.	100001	145.20
7046	1/22/24	WELLS FARGO FINANCIAL SERVICES	100001	346.19
7047	1/22/24	WESTELCOM	100001	373.26
7048	1/22/24	JCLDC	100001	89.85
7049	1/24/24	1000 ISLANDS CAMPGROUND	100001	4,891.10
7050	1/24/24	CINTAS	100001	71.28
7051	1/24/24	FORT DRUM REGIONAL LIAISON ORGANIZATION	100001	5,000.00
7052	1/24/24	SPECTRUM REACH	100001	1,405.50
Total				<u>150,888.9</u>

**Jefferson County Local Development Corporation
Ad Hoc CEO Search Committee Meeting Minutes
January 12, 2024**

The Jefferson County Local Development Corporation held an ad hoc CEO Search Committee meeting on Friday, January 12, 2024 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Christine Powers, David Converse, W. Edward Walldroff
Zoom: Gregory Gardner

Excused: Kent Burto (Chair)

Also Present: Rob Aliasso, John Condino, Peggy Sampson
Zoom: David Zembiec, Rob Aiken

I. Call to Order: Mr. Converse called the meeting to order at 8:03 a.m.

II. Establish best practices to fill the CEO position –

At 8:04 a.m. Mr. Walldroff made a motion to convene into executive session to discuss matters leading to the appointment of a particular person, seconded by Ms. Powers. All in favor. Committee Members, board members and Mr. Zembiec remained.

At 9:18 a.m. a motion was made by Mr. Walldroff to leave executive session, seconded by Ms. Powers. All in favor.

III. Adjournment: With no further business before the ad hoc committee, a motion to adjourn the meeting was made by Ms. Powers seconded by Mr. Walldroff. The meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Peggy Sampson

**Jefferson County Local Development Corporation
Ad Hoc CEO Search Committee Meeting Minutes
January 24, 2024**

The Jefferson County Local Development Corporation held an ad hoc CEO Search Committee meeting on Wednesday, January 24, 2024 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Kent Burto (Chair), David Converse, W. Edward Walldroff (8:42 a.m.)
Zoom: Christine Powers

Absent: Gregory Gardner

Also Present: Bill Johnson, John Condino, Lisa L'Huillier, David Zembiec, Peggy Sampson
Zoom: Rob Aliasso

I. Call to Order: Chairman Burto called the meeting to order at 8:30 a.m.

II. Establish best practices to fill the CEO position –

At 8:30 a.m. Mr. Burto asked for a motion to convene into executive session to discuss matters leading to the appointment of a particular person. Mr. Converse made the motion, seconded by Ms. Powers. All in favor. Committee Members, board members and Mr. Zembiec remained.

At 9:04 a.m. a motion was made by Mr. Converse to leave the executive session, seconded by Mr. Walldroff. All in favor.

A motion was made by Mr. Converse to direct Mr. Zembiec to advertise the CEO position in the Watertown Daily Times, with the New York State Economic Development Council and the Workplace, seconded by Mr. Walldroff. All in favor.

III. Adjournment: With no further business before the ad hoc committee, a motion to adjourn the meeting was made by Mr. Walldroff seconded by Mr. Converse. The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Peggy Sampson

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
December-23	\$0.00	\$16,837.54	\$0.00	\$0.00	\$0.00	\$0.00	\$1,803,927.92
January-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,803,927.92
Total Expenditures	\$564,382.25	\$287,970.72	\$291,196.12	\$319,522.99	\$1,000,000.00	\$292,000.00	\$2,755,072.08
Balance of Grant	\$244,617.75	\$137,029.28	\$108,803.88	\$105,477.01	\$0.00	\$1,208,000.00	\$1,803,927.92
Uncommitted Balance	\$0.00	\$0.00	\$82.51	\$5,400.00	\$0.00	\$0.00	
Excess Funds (Approved by board but did not take full award)	\$0.00	\$0.00	\$51,203.78	\$41,884.45	\$0.00	\$0.00	
Full Uncommitted Balance	\$0.00	\$0.00	\$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	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$1,370,000.00
November-23	\$73,000.00	\$18,931.20	\$0.00	\$0.00	\$0.00	\$1,278,068.80
December-23	\$18,729.99	\$18,868.00	\$0.00	\$0.00	\$0.00	\$1,240,470.81
January-24	\$0.00	\$58,140.00	\$19,410.70	\$0.00	\$0.00	\$1,162,920.11
Total Expenditures	\$91,729.99	\$105,939.20	\$19,410.70	\$0.00	\$0.00	\$217,079.89
Balance of Grant	\$8,270.01	\$74,060.80	\$480,589.30	\$100,000.00	\$500,000.00	\$1,162,920.11
<i>Report Prepared by Joy Nuffer-Finance Assistant</i>						

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

2024 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	P											
Aliasso, Robert	P											
Burto, Kent	P											
Condino, John	P											
Converse, David	P											
Gardner, Gregory	P											
Johnson, William	P											
L'Huillier, Lisa	P											
Powers, Christine	P											
Walldroff, W. Edward	P											
Warneck, Paul	P											
Totals:	11											
P - Present												
E - Excused												
A - Absent												