

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

The Jefferson County Local Development Corporation held their board meeting on Thursday, December 7, 2023 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  
**Zoom:** Gregory Gardner, Rob Aiken

**Excused:** David Converse

**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, 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 November 2, 2023 were presented. A motion to approve the minutes as presented was made by Ms. Powers, seconded by Mr. Burto. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending November 30, 2023. He noted that the revenues looked skewed because of the ARPA grants and indicated that expenses will fall a bit under budget, which he said is good news. The DiPrinzio loans are 60 days in arrears. A motion was made by Mr. Johnson to accept the financial report as presented, seconded by Mr. Condino. All in favor. Carried.
- VI. **Committee Reports:**
  - a. **Nominating Committee**
    - i. **Resolution No. 12.07.2023.01 for Election of Officers for CY 2024** – 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, and Secretary – Kent D. Burto. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Condino. All in favor. Carried.

Committee Structure – Chairman Aliasso said that he will be reviewing the committee structure for the 2024 calendar year. He asked board members for their input if they are interested in participating on certain committees.

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**VII. Council Reports:**

**a. Ag –**

**Food Resiliency Grants** - Mr. Matteson said that the committee which includes Cornell Cooperative Extension representatives will meet later today to conduct preliminary evaluations for the 49 applications that were submitted for Round 2. He said tours will be scheduled followed by final evaluations which will include a ranking process. He expects to have recommendations for the board at the February meeting. He noted that Round 1 uncommitted funds may be used for Round 2 projects.

Ms. Powers asked if there are repeat applicants from Round 1. Mr. Matteson said yes and noted that they will receive a lower ranking, but could still be funded.

Mr. Matteson said that the Ag Council will have a chance to speak to the Farm-to-School representative from Cornell as well as the Director of Food Service for BOCES about the milk carton shortage. He said that he will be gathering data from local schools to find out how much milk they are using. He said that he is hearing that consumption of milk in plastic is up.

Mr. Matteson said that he met with the Sackets Harbor Ag Education and Awareness Center and Jeff-Lewis BOCES earlier this week to discuss Ag workforce issues.

**b. Manufacturing – No report.**

**c. Marketing –** Mr. Weir said that he has had zoom meetings with Placer.ai and JobsEQ recently about their software. He said that he will discuss participation with our regional partners about sharing the cost if we decide to purchase the software.

Mr. Weir said that we recently signed up to be included in the Sackets Harbor visitor guide.

Tagline (Grow with Jefferson County, NY) trademark – Mr. Weir said that he is working with Harris Beach and expects the process to be completed by next month.

**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 of the uncommitted funds may be used for Round 2 projects if needed.
- 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 \$1,278,068.80.

Mr. Weir said that Ms. Nuffer has done a phenomenal job keeping the grant programs organized and up to date.

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**IX. New Business:**

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

North Country Grounds Café and Resto	\$9,600
CCNNY, LLC	\$5,000
RENY Management Inc. d/b/a Haven Group	\$5,000
Forte Management Group	\$5,000
Adams Capital Partners LLC d/b/a Gram’s Diner	\$10,000
Blue Mountain Spring Water	\$10,000
Sackets Harbor Brew Pub	<u>\$10,000</u>
Total	\$54,600

Mr. Warneck mentioned the grant request for the Sackets Harbor Brew Pub because JCIDA is considering a loan to them later today. Mr. Zembiec said the grant request is for the facility located in the City Center Industrial Park on Waterman Drive and will be used for the brewery whereas the loan will be to purchase Maggie’s on the River on Newell Drive. Mr. Warneck wasn’t aware of the ‘brown out’ problem in the city. Mr. Condino commented that all of the 1812 businesses are tied together and complement each other. Mr. Warneck said he agrees with it as long as it is accounted for properly.

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

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

Thousand Islands Campground	\$5,037
Harbor House Inn	<u>\$25,000</u>
Total	\$30,037

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

**X. Counsel:** None.

**YMCA Grant** – Mr. Zembiec mentioned the letter in the packet from the YMCA thanking the board for the \$400,000 grant toward the new Y in Downtown Watertown. He said the JCLDC and JCIDA will both be listed on the donor wall.

**XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Mr. Johnson. All in favor. The meeting adjourned at 8:32 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