

Notice of Board Meeting

Date: March 21, 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, April 4, 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=R0t4VjRPdGJBZDJrL2JQYVVvKytDdz09>
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, April 4, 2024 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – March 7, 2024**
- V. Treasurer’s Report – March 31, 2024**
- VI. Committee Reports**
- 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. Resolution No. 04.04.2024.01 for CEO Employment Contract**
 - 2. Resolution No. 04.04.2024.02 to Appoint Trustee to Pension Plan**
 - 3. Resolution No. 04.04.2024.03 for Authorized Signers**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
March 7, 2024**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, March 7, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: Paul Warneck

Absent: None

Also Present: Joseph Frateschi, Esq. (Harris Beach), Craig Fox (Watertown Daily Times), Laurie Podvin and Lyndi Hill (Bowers & Company)
Zoom: Justin Miller, Esq. (Harris Beach)

Staff Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, Jay Matteson

- 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 February 1, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Johnson, seconded by Mr. Condino. All in favor. Carried.
- V. Audit Report for 2023 (Bowers & Company) - Lyndi Hill, Audit Manager, presented a clean unmodified opinion. She reviewed the audit report. It was noted that five months of the administrative fee with JCIDA was written off. Ms. Hill mentioned the new accounting standard for loans receivable and allowances for credit losses and indicated that this was established during the audit procedures. The COVID loans/grant portion that will be written off have been recorded in this audit.**

Ms. Hill reviewed the significant deficiencies in the single audit related to the ARPA funds. She said that the Corporation failed to identify a grant subrecipient. She said there was a second deficiency for the same matter in that the Corporation did not monitor the subrecipient (since they were not identified as a subrecipient). Mr. Zembiec acknowledged that we did not designate one of the contracts as a subrecipient since we did not effectively understand the distinction. It was also complicated in that a portion of the funds were considered “pass through” subrecipient funds and another portion of the funds in the contract were not. He said that they have now been notified and will be required to submit an audit to us.
- VI. Annual Meeting Resolution No. 03.07.2024.01 (including acceptance of Audit and PARIS Reports, Ratification of Mission Statement, Property Disposition, Investment and Procurement Policies, Election of Officer/Board Committee Positions and Appointment of Staff) – A motion was made by Mr. Walldroff to approve the resolution, seconded by Ms. Powers. Roll call vote. Mr. Converse – Yea, Mr. Condino – Yea, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck**

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– Absent, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Mr. Burto – Yea, Mr. Aiken – Yea, Mr. Gardner – Yea, and Ms. Powers – Yea. Carried.

- VII. Treasurer’s Report:** Chairman Aliasso reviewed the financials for the period ending February 29, 2024. He reported that most of the loans are current except for the two DiPrinzio loans which are 30 days delinquent. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.

Suspend Meeting –

Motion by Mr. Aiken at 8:20 a.m. to suspend the meeting to open the JCIDA board meeting for the 2023 audit report, seconded by Mr. Condino. All in favor.

Reconvene Meeting –

The meeting was reconvened at 8:32 a.m.

VIII. Committee Reports:

- a. **Ad Hoc CEO Search Committee** – Mr. Burto said the committee met last Thursday and conducted a couple of interviews.

Executive Session

At 8:33 a.m. a motion was made by Mr. Burto to go into executive session to discuss the appointment of a particular person, seconded by Mr. Aiken. All in favor. Board members and counsel remained.

At 8:42 a.m. a motion was made by Mr. Aiken to leave executive session, seconded by Mr. Condino. All in favor.

Appointment of CEO

Chairman Aliasso said the committee is recommending the appointment of Frank (Marshall) Weir to Chief Executive Officer effective May 3, 2024. A motion was made by Mr. Condino, seconded by Ms. L’Huillier. All in favor. Chairman Aliasso said that an employment contract and job description will be presented at next month’s meeting.

IX. Council Reports:

- a. **Ag** – Mr. Matteson said that he has been working with his Food Resiliency grant committee which consists of himself and the Ag team from Cornell Cooperative Extension (CCE). He said that 18 applications were received for the value-added program and that 32 applications were received for the Ag production program. He noted that the committee moved several of the projects to the correct program.

Mr. Matteson said the committee is recommending 19 Value-Added projects for a total amount of \$168,043. He said the County allocated \$100,000 and \$68,615 left from Round 1 will be used to cover the rest.

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Mr. Matteson said the committee is recommending 23 Ag Production projects for a total amount of \$368,159. He said the County allocated \$500,000. He said the committee used a ranking system and noted that they did not recommend projects that scored below 50 points. He said the remaining funds will be used for Round 3 later this year.

Mr. Matteson said there will be approximately 71 Ag economic development projects that our team will be managing with help from the CCE team. He said the grants require monitoring for 5 years.

Mr. Matteson encouraged board members to attend the upcoming forum scheduled for March 28, 2024 at 6 p.m. at JCC that will feature Dr. David Kohl. Dr. Kohl will discuss *Future-Proofing your Farm or Business*.

Mr. Matteson noted that he has 20 entries so far for the dairy parade that will be held on June 7, 2024.

Mr. Matteson said that he is still looking for sponsorships for the two events.

Mr. Gardner left the meeting at 9:06 a.m.

- b. **Manufacturing** – Mr. Zembiec mentioned the upcoming joint spring manufacturers alliance meeting with Lewis County that will be held on March 22, 2024 at the Hilton Garden Inn. The event will provide an overview of funding for manufacturers and the help available to access it. Manufacturers will learn about funding for facility expansion, growing product lines, export assistance, and workforce training and development.
- c. **Marketing** – Mr. Weir thanked Ms. Nuffer for all of her efforts keeping the ARPA grant programs on track. Mr. Weir presented the 2023 annual report PowerPoint. He said printed copies will be available next month.

X. Unfinished Business:

1. Child care:

- a. **First Extension to Grant Agreement with Community Action Planning Council** – The grant agreement was previously approved on April 7, 2022 between JCLDC and CAPC to support development of child care in Jefferson County. Mr. Zembiec said the extension extends the agreement through 12/31/24. The extension agreement also allows CAPC to re-allocate funding amounts between the previously approved categories in the original agreement as it deems fit to meet the highest need. CAPC is also now identified as a sub-recipient and therefore is required to conduct a single audit of its administration of the funds and provide the JCLDC a copy. Mr. Zembiec said the program has been successful so far by creating 88 slots and retaining 130 positions. A motion was made by Ms. Powers to approve the extension agreement, seconded by Mr. Burto. All in favor. Carried.

- b. **Child care training contract with JCC (for Cohort 4)** – A Memorandum of Agreement between Jefferson Community College (JCC) and JCLDC for home-based child care training program to expire on May 31, 2025. Per the agreement, JCC will provide project management oversight for the program, lead program recruitment and marketing efforts, provide program components, provide a program coordinator, liaise with the Small Business Development Center and coordinate and host program partner implementation meetings. The JCLDC will provide up to a total of \$18,861 for the program. A motion was made by Mr. Johnson to approve the agreement, seconded by Ms. L’Huillier. All in favor. Carried.
- 2. **ARPA Funds Report (Round One)** – An updated spreadsheet showing the grant fund activity was provided in the board packet. There is currently \$115,900.33 of uncommitted funds left within the various programs.
- 3. **ARPA Funds Report (Round Two)** – A spreadsheet showing the grant fund activity was provided in the board packet. There is currently a balance of \$1,150,661.801. Ms. Nuffer said that she continues to pay out some of the tourism grants for those that are starting their projects.

Ms. Nuffer said that she will be working on grant agreements for the Food Resiliency Grants that are approved today.

XI. Counsel: None.

XII. New Business:

- 1. **Resolution No. 03.07.2024.02 to authorize charge off of administrative services to in-kind services** – A request to charge off \$294,697.90 for the JCIDA administrative services billing to in-kind services ending 12/31/23. A motion was made by Mr. Burto to approve the request, seconded by Mr. Aiken. All in favor. Carried.
- 2. **Food Resiliency Grant Recommendations (ARPA Round 2)** – The committee made the following recommendations:

<u>Value – Added</u>	
John Buneta (poultry)	\$10,000
Bart’s Apples (apples and cider)	\$10,000
North Branch Farm/Canzonier (vegetables)	\$6,596
Cedar Dell Angus Meats (hogs and beef)	\$10,000
Country Cousins Farm (dairy and proteins)	\$10,000
Rustling Grass Farm (fruits, vegetables, proteins)	\$8,623
Seaway Cold Hardy Grapes (fruits and jams)	\$8,835
Walnut Grove Apiaries (honey)	\$10,000
Hawk and Crow Acres (goat dairy products)	\$10,000
Rock and Jam (fruits and vegetables)	\$4,990
Sticky Dicks (honey)	\$8,309
Beese Apiaries (honey)	\$9,000
Groen Family Farm (poultry)	\$10,000
Widrick Maple (maple syrup)	\$7,200

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Zoar Tapatree (fruits)	\$9,000
Steiners Running Wild Maple Syrup (maple syrup)	\$10,000
Elmer Creek Farm (grains, fruit)	\$10,000
Maplewood Sweets (maple syrup)	\$8,000
Euro Farms (fruits and vegetables)	<u>\$7,490</u>
TOTAL	\$168,043

A motion was made by Ms. Powers to approve the value-added grant recommendations, seconded by Mr. Condino. All in favor. Carried.

Production Agriculture

Northern Lights Nursery (vegetables, fruit)	\$20,000
Seaway Cold Hardy Grapevines (fruit)	\$19,444
Lucki7 Livestock Co. (beef)	\$20,000
North Branch Farms (fruits and vegetables)	\$17,000
Northrop Farms (grass fed lamb)	\$20,000
Hy Light Farms LLC (milk)	\$20,000
Barts Apples (fruit and apples)	\$10,000
Sandstone Ridge Farm (vegetable – garlic)	\$17,972
Sheland Farms (dairy)	\$20,000
Rustling Grass Farm (proteins)	\$16,784
Hawk and Crow Acres (dairy)	\$17,431
Walnut Grove Apiaries (honey)	\$15,694
Getman Farms (beef)	\$10,000
Otter Creek Cattle Company (beef)	\$17,910
Elmer Creek Farm (pumpkins, fruit grains)	\$20,000
Maple Valley Farms (maple syrup)	\$10,042
Black Post Ranch (proteins, beef and pork)	\$17,000
Beese Apiaries (honey)	\$15,471
Maplewood Sweets (maple syrup)	\$3,545
Euro Farms (proteins)	\$13,653
Zoar Farm (vegetables)	\$14,850
Groen Family Farm (proteins)	\$20,000
Brown Farm	<u>\$11,363</u>
TOTAL	\$368,159

A motion was made by Mr. Condino to approve the Ag Production grant recommendations, seconded by Ms. Powers. All in favor. Carried.

XIII. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aiken, seconded by Mr. Burto. All in favor. The meeting was adjourned at 9:20 a.m.

Respectfully submitted,
Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Three Month Period Ending March 31, 2024

Prepared by Joy Nuffer, March 27, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 713,694.00	178,425.00	\$ 59,475.00	59,475.00	535,269.00
JC Grant Marketing	275,400.00	69,999.99	23,333.33	23,333.33	205,400.01
JC Grant Ag Program	150,000.00	37,500.00	12,500.00	12,500.00	112,500.00
RLF Interest Income	10,000.00	1,570.26	262.32	865.61	8,429.74
Grant Income Federal	1,380,000.00	240,607.83	106,311.42	121,545.54	1,139,392.17
Interest Income	2,000.00	692.03	0.00	342.00	1,307.97
Late Fee	0.00	21.09	0.00	10.78	(21.09)
Miscellaneous Income	1,000.00	7,874.94	2,249.98	2,249.99	(6,874.94)
AG Conference	0.00	9,300.00	2,300.00	7,000.00	(9,300.00)
Total Revenues	2,532,094.00	545,991.14	206,432.05	227,322.25	1,986,102.86
Expenses					
Salaries	605,581.00	143,602.72	46,066.50	69,099.72	461,978.28
Benefits	252,275.00	61,334.85	18,799.46	21,538.27	190,940.15
Operations					
Marketing Program	332,478.00	76,582.51	23,310.14	25,465.23	255,895.49
AG Program	238,680.00	60,213.12	18,382.89	23,966.04	178,466.88
Office Expense	10,000.00	2,894.77	38.99	1,656.85	7,105.23
Payroll Processing	4,000.00	1,558.20	79.80	719.70	2,441.80
Office Rent	18,202.00	3,069.48	0.00	1,534.74	15,132.52
Project Loan Rent	55,942.00	13,985.61	4,661.87	4,661.87	41,956.39
Office Cleaning	12,000.00	3,022.68	1,007.56	1,007.56	8,977.32
Telephone	7,000.00	1,438.62	377.34	554.94	5,561.38
Equipment Rental	4,100.00	1,038.57	346.19	346.19	3,061.43
Equipment Maintenance	1,500.00	0.00	0.00	0.00	1,500.00
System Maintenance	7,200.00	1,786.05	595.35	595.35	5,413.95
Electric Service	5,000.00	867.14	0.00	420.77	4,132.86
Gas Service	3,500.00	615.79	0.00	306.83	2,884.21
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	675.00	0.00	675.00	7,325.00
Staff Training & Seminars	4,500.00	2,480.00	0.00	1,890.00	2,020.00
Depreciation F&F	12,484.00	3,863.15	1,300.77	1,300.77	8,620.85
Dues & Publications	10,000.00	2,580.00	0.00	0.00	7,420.00
Commercial Insurance	3,500.00	856.62	285.54	285.54	2,643.38
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	18,000.00	13,300.00	0.00	13,300.00	4,700.00
Grants Expense Federal	1,380,000.00	240,607.83	106,311.42	121,545.54	1,139,392.17
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(480,848.00)	(122,339.40)	(39,285.13)	(43,769.13)	(358,508.60)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	2,532,094.00	514,033.31	182,278.69	247,101.78	2,018,060.69
Total Revenue	2,532,094.00	545,991.14	206,432.05	227,322.25	1,986,102.86
Total Expenses	2,532,094.00	514,033.31	182,278.69	247,101.78	2,018,060.69
Net Income Over Expenditures	\$ 0.00	31,957.83	\$ 24,153.36	(19,779.53)	(31,957.83)

For Intern.-8-Jse Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Three Month Period Ending March 31, 2024

Prepared by Joy Nuffer, March 27, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	1,160.90	\$ 1,045.90	115.00	3,839.10
AG Office Expense	2,000.00	1,704.10	0.00	1,176.91	295.90
AG Advertising	3,000.00	377.30	0.00	377.30	2,622.70
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	250.00	0.00	250.00	(50.00)
AG Travel/Meals/Lodging	4,000.00	225.84	0.00	225.84	3,774.16
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	27,730.78	7,923.08	11,884.62	74,764.22
FICA Overhead	6,150.00	1,615.47	461.56	692.35	4,534.53
Medicare Overhead	1,435.00	377.81	107.94	161.92	1,057.19
Health/Dental Ins Overhead	35,358.00	9,807.69	3,269.23	3,269.23	25,550.31
Retirement Overhead	9,225.00	1,663.83	475.38	713.07	7,561.17
Indirect Labor Allocation	55,540.00	13,885.11	4,628.37	4,628.37	41,654.89
Non Labor Allocated Overhead	5,577.00	1,414.29	471.43	471.43	4,162.71
Total Operations	238,680.00	60,213.12	18,382.89	23,966.04	178,466.88

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Three Month Period Ending March 31, 2024

Prepared by Joy Nuffer, March 27, 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	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>
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 Three Month Period Ending March 31, 2024**

Prepared by Joy Nuffer, March 27, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	3,055.00	\$ 1,362.00	834.00	43,545.00
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	183.09	0.00	183.09	2,816.91
Events Sponsorship	0.00	2,500.00	0.00	2,500.00	(2,500.00)
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Allocated Overhead	263,378.00	65,844.42	21,948.14	21,948.14	197,533.58
Total Operations	332,478.00	76,582.51	23,310.14	25,465.23	255,895.49

Jefferson County Local Development Corp
Balance Sheet
March 31, 2024
ASSETS

Current Assets		
General Checking	\$	307,251.81
Savings Account		2,399,476.74
RLF Savings		2,038,615.26
RLF Loans Receivable		140,622.63
COVID Accounts Receivable		78,079.08
Clayton Loans Receivable		6,321.24
Miscellaneous Recievable		59,975.00
Allowance for Credit Losses		(42,500.00)
LHI Records Storage		87,029.51
Prepaid Expense		1,856.02
		<hr/>
Total Current Assets		5,076,727.29
Property and Equipment		
Accumulated Depreciation		(97,690.27)
		<hr/>
Total Property and Equipment		(97,690.27)
Other Assets		
Furniture & Fixtures		79,247.89
ROU Lease Asset		151,711.00
		<hr/>
Total Other Assets		230,958.89
Total Assets	\$	<u><u>5,209,995.91</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ST Lease Liability	\$	10,398.00
ARPA Food Grant		106,004.88
ARPA Child Care Grant		179,817.92
ARPA Small Business & Training		99,301.02
ARPA Rental Property Deferred		94,586.33
ARPA Tourism Grant-Round 2		373,950.11
ARPA Sm Bus & Training-Round 2		69,060.80
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		417,000.01
JC Grant Agriculture Program		37,500.00
		<hr/>
Total Current Liabilities		1,995,889.08
Long-Term Liabilities		
LT Lease Liability		191,680.00
		<hr/>
Total Long-Term Liabilities		191,680.00
Total Liabilities		2,187,569.08
Capital		
General Fund Bal - Unrestrict.		2,986,418.70
Net Income		36,008.13
		<hr/>
Total Capital		3,022,426.83
Total Liabilities & Capital	\$	<u><u>5,209,995.91</u></u>

Jefferson County Local Development Corp

Receivables

As of March 31, 2024

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	21,651.87	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	7,651.84	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	27,975.47	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	60 Days	89.84
DIPRINZIO'S MARKET	5,000.00	3,160.62	1/22/21	2/1/2027	3%, 60 Months	60 Days	89.84
WICLDC	200,000.00	83,343.45	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
Report Total		146,943.87					

**Jefferson County Local Development Corp
RLF Aged Receivables
As of Mar 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/CM #	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	21,651.87
		<hr/> 21,651.87
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		
		<hr/> 7,651.84
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	
		<hr/> 7,651.84
CLAYTON ISLAND CLAYTON ISLAND TOURS		
		<hr/> 27,975.47
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	
		<hr/> 27,975.47
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		
		<hr/> 83,343.45
WIC WICLDC	1907	
		<hr/> 83,343.45
WIC WICLDC		
		<hr/> <hr/> 140,622.63
Report Total		

Jefferson County Local Development Corp
Clayton Loan Aged Receivables
As of Mar 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/CM #	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	3,160.62
		<hr/> 3,160.62
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	3,160.62
		<hr/> 3,160.62
DIPRINZIO MARKET DIPRINZIO'S MARKET		
Report Total		<hr/> 6,321.24 <hr/> <hr/>

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Mar 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/CM #	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	4,517.69
		<hr/>
AUBREYS AUBREYS SHOPPING CENTER		4,517.69
		<hr/>
CCTI COLLEENS CHERRY TREE INN	2238	5,187.55
		<hr/>
CCTI COLLEENS CHERRY TREE INN		5,187.55
		<hr/>
CORNELIA LAURIE A. CORNELIA	2240	4,843.70
		<hr/>
CORNELIA LAURIE A. CORNELIA		4,843.70
		<hr/>
GRAPES BUSTED GRAPES,LLC	2250	4,821.79
		<hr/>
GRAPES BUSTED GRAPES,LLC		4,821.79
		<hr/>
HEARING SOLUTIONS HEARING SOLUTIONS	2237	4,509.50
		<hr/>
HEARING SOLUTIONS HEARING SOLUTIONS		4,509.50
		<hr/>
HERMAN BONNIE HERMAN	2235	4,517.69
		<hr/>

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Mar 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/CM #	Amount Due
HERMAN BONNIE HERMAN		4,517.69
<hr/>		
MILLER GAIL W. MILLER	2236	4,517.47
<hr/>		
MILLER GAIL W. MILLER		4,517.47
<hr/>		
MORGIA MORGIA MASONRY	2264	4,685.67
<hr/>		
MORGIA MORGIA MASONRY		4,685.67
<hr/>		
NORTH BRANCH NORTH BRANCH FARMS	2262	4,685.63
<hr/>		
NORTH BRANCH NORTH BRANCH FARMS		4,685.63
<hr/>		
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	4,647.65
<hr/>		
NORTHERN NORTHERN COMMERCIAL CLEANING		4,647.65
<hr/>		
PAINFULL PAINFULL ACRES	2255	2,426.09
<hr/>		
PAINFULL PAINFULL ACRES		2,426.09

**Jefferson County Local Development Corp
 COVID Loan Aged Receivables
 As of Mar 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/CM #	Amount Due
RHODES RHODES GREENHOUSES, INC	2261	4,685.67
RHODES RHODES GREENHOUSES, INC		4,685.67
SAMPSON-MELISSA MELISSA SAMPSON	2254	6,133.54
SAMPSON-MELISSA MELISSA SAMPSON		6,133.54
SKINNER SCOTT P. SKINNER	2248	4,517.29
SKINNER SCOTT P. SKINNER		4,517.29
TILLSON ALISHA TILLSON	2249	4,517.69
TILLSON ALISHA TILLSON		4,517.69
WILLS GREG WILLS	2246	4,011.23
WILLS GREG WILLS		4,011.23
ZERO ZERO DOCK STREET, LLC	2280	4,853.23

Jefferson County Local Development Corp
COVID Loan Aged Receivables
As of Mar 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/CM #	Amount Due
ZERO ZERO DOCK STREET, LLC		4,853.23
Report Total		78,079.08

**Jefferson County Local Development Corp
Miscellaneous Aged Receivables
As of Mar 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/CM #	Amount Due
JC FARM BUREAU JEFFERSON COUNTY FARM BUREAU	2398	500.00
JC FARM BUREAU JEFFERSON COUNTY FARM BUREAU		500.00
JCIDA JEFF COUNTY IDA	ADMIN3	59,475.00
JCIDA JEFF COUNTY IDA		59,475.00
Report Total		59,975.00

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

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

Date	Account ID	Transactio	Line Description	Debit Amnt	Credit Amnt
3/6/24	122250 407501 112501	1671	Invoice: 2234 3/24 INTEREST ROBERT L. GOULD	179.69	167.98 11.71
3/6/24	122250 407501 112501	7109	Invoice: 2255 1/24 INTEREST PAINFULL ACRES	89.85	83.56 6.29
3/6/24	122250 407501 112501	1237	Invoice: 2263 3/24 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	167.97 12.03
3/6/24	122250 407501 112501	000700000	Invoice: 2264 3/24 INTEREST MORGIA MASONRY	179.69	167.56 12.13
3/6/24	122250 407501 112501	7577	Invoice: 2235 3/24 INTEREST BONNIE HERMAN	179.69	167.98 11.71
3/6/24	122025 407501 112501	000099506	Invoice: 2242 3/24 INTEREST CLAYTON ISLAND TOURS	198.97	166.39 32.58
3/6/24	122250 407501 112501	2743	Invoice: 2261 3/24 INTEREST RHODES GREENHOUSES, INC	179.69	167.56 12.13
3/6/24	122250 407501 112501	4121	Invoice: 2236 3/24 INTEREST GAIL W. MILLER	179.69	167.98 11.71
3/6/24	122250 407501 112501	1911	Invoice: 2250 12/23, 1/24 INTEREST BUSTED GRAPES,LLC	300.00	274.48 25.52
3/6/24	202401 202501 100001	19862	DUE JCLDC DUE SHLDC PAINFULL ACRES	179.69	89.85 89.84
3/6/24	125001 125001 100001	8061	Invoice: ADMIN1 Invoice: ADMIN2 JEFF COUNTY IDA	118,950.00	59,475.00 59,475.00
3/14/24	122250 407501 112501	1675	Invoice: 2234 INTEREST ROBERT L. GOULD	2,019.39	2,017.69 1.70
3/14/24	122250 407501 112501	000008017	Invoice: 2280 3/24 INTEREST ZERO DOCK STREET, LLC	179.69	167.14 12.55
3/14/24	122250 407501 112501	3588	Invoice: 2246 2/24, 5/24, 6/24 INTEREST GREG WILLS	539.07	506.46 32.61
3/14/24	122250 407501 112501	3245	Invoice: 2241 3/24 INTEREST AUBREYS SHOPPING CENTER	179.69	167.98 11.71
3/14/24	122250 407501 112501	5356	Invoice: 2262 3/24 INTEREST NORTH BRANCH FARMS	179.69	167.56 12.13

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

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

Date	Account ID	Transactio	Line Description	Debit Amnt	Credit Amnt
3/14/24	122025 407501 112501	5357	Invoice: 2086 3/24 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	670.92 55.81
3/14/24	125001 100001	010047889	Invoice: 2400 GREAT LAKES CHEESE	2,000.00	2,000.00
3/25/24	125001 100001	50238	Invoice: 2401 MURCREST FARMS, LLC	300.00	300.00
				126,921.22	126,921.22

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
7099	3/1/24	DAVIS VISION	100001	88.13
7100	3/1/24	EXCELLUS BC/BS	100001	13,305.84
7101	3/1/24	THE HARTFORD	100001	336.90
7102	3/1/24	NNY ONLINE	100001	595.35
7103	3/1/24	WATERTOWN LOCAL DEVELOPMENT CORPORATIO	100001	4,661.87
7104	3/1/24	EXCELLUS BC/BS	100001	409.04
7105	3/1/24	EXCELLUS BC/BS	100001	639.45
7106	3/5/24	BLUE MOUNTAIN SPRING WATER, INC.	100001	38.85
7107	3/5/24	CINTAS	100001	71.28
7108	3/5/24	HILTON GARDEN INN	100001	25,000.00
7109	3/5/24	JCLDC	100001	89.85
7110	3/5/24	JOHNSON NEWSPAPER CORP	100001	697.12
7111	3/5/24	NATIONAL GRID	100001	727.60
7112	3/5/24	RIVER WELLNESS CENTER	100001	4,751.04
7113	3/5/24	SACKETS HARBOR CHAMBER OF COMMERCE	100001	688.00
7114	3/5/24	SACKETS HARBOR LDC	100001	89.84
7115	3/5/24	VERIZON WIRELESS	100001	124.96
7116	3/5/24	WB MASON CO INC.	100001	68.37
7117	3/5/24	WRVO	100001	160.00
7118	3/13/24	KEY BANK	100001	3,535.01
7119	3/13/24	WHITE CAPS WINERY, LLC	100001	11,400.00
7120	3/13/24	THOUSAND ISLANDS WINERY, LLC	100001	1,930.53
7121	3/13/24	WPBS	100001	674.00
7122	3/14/24	RBC WEALTH MANAGEMENT	100001	5,748.28
7123	3/14/24	UNITED WAY OF NNY	100001	136.00
7124	3/18/24	INKWELL GRAPHICS	100001	130.00
7125	3/18/24	NEWZJUNKY, INC.	100001	250.00
7126	3/18/24	NORTHERN COMMERCIAL CLEANING	100001	865.00
7127	3/18/24	SAM'S CLUB	100001	15.22
7128	3/18/24	WESTELCOM	100001	377.34
7129	3/25/24	DAYS INN EVANS MILLS	100001	16,347.42
7130	3/25/24	HARBOR HOUSE INN	100001	11,882.43

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
7131	3/25/24	K'S MOTEL DBA 1075 STATE STREET LLC	100001	25,000.00
7132	3/27/24	BOWERS & COMPANY CPAS, PLLC	100001	13,300.00
7133	3/27/24	CINTAS	100001	71.28
7134	3/27/24	FORTE MANAGEMENT GROUP	100001	5,000.00
7135	3/27/24	INKWELL GRAPHICS	100001	665.90
7136	3/27/24	JCLDC	100001	5,000.00
7137	3/27/24	PROSHRED SECURITY	100001	23.77
7139	3/27/24	UNITED WAY OF NNY	100001	136.00
7140	3/27/24	WELLS FARGO FINANCIAL SERVICES	100001	346.19
7141	3/27/24	RBC WEALTH MANAGEMENT	100001	5,748.28
Total				<u>161,126.1</u>

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
February-24	\$64,799.83	\$35,797.73	\$2,799.00	\$5,890.68	\$0.00	\$0.00	\$1,694,640.68
March-24	\$0.00	\$1,930.53	\$0.00	\$5,000.00	\$0.00	\$0.00	\$1,687,710.15
Total Expenditures	\$629,182.08	\$325,698.98	\$293,995.12	\$330,413.67	\$1,000,000.00	\$292,000.00	\$2,871,289.85
Balance of Grant	\$179,817.92	\$99,301.02	\$106,004.88	\$94,586.33	\$0.00	\$1,208,000.00	\$1,687,710.15
Uncommitted Balance	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	
Excess Funds (Approved by board but did not take full award)	\$0.00	\$0.00	\$0.00	\$41,884.45	\$0.00	\$0.00	
Full Uncommitted Balance	\$0.00	\$0.00	\$0.00	\$42,284.45	\$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
February-24	\$0.00	\$0.00	\$12,258.30	\$0.00	\$0.00	\$1,150,661.81
March-24	\$0.00	\$5,000.00	\$94,380.89	\$0.00	\$0.00	\$1,051,280.92
Total Expenditures	\$91,729.99	\$110,939.20	\$126,049.89	\$0.00	\$0.00	\$328,719.08
Balance of Grant	\$8,270.01	\$69,060.80	\$373,950.11	\$100,000.00	\$500,000.00	\$1,051,280.92
<i>Report Prepared by Joy Nuffer-Finance Assistant</i>						

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 04.04.2024.01

RESOLUTION FOR CEO EMPLOYMENT CONTRACT

WHEREAS, a recommendation for the Board of Directors to approve the CEO Employment Contract for Frank (Marshall) Weir effective May 4, 2024 with an expiration date of December 31, 2027. Starting salary to be \$120,000, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the recommendation, 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.

This resolution shall take effect immediately.

Kent D. Burto, Secretary

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 04.04.2024.02**

RESOLUTION TO APPOINT TRUSTEE TO PENSION PLAN

WHEREAS, a request to replace David J. Zembiec as a plan trustee with Frank (Marshall) Weir and approval to pay the \$175 change-of-trustee fee, and

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the request 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

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 04.04.2024.03
For Authorized Signers

WHEREAS, the following individuals were recommended to be authorized signers for all Accounts at Watertown Savings Bank effective May 3, 2024:

Robert E. Aliasso, Jr.
David J. Converse
Frank (Marshall) Weir
Jay M. Matteson, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approved the authorized signers 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.

This resolution shall take effect immediately.

Kent D. Burto
Secretary

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