

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
February 1, 2024**

The Jefferson County Local Development Corporation held their board meeting on Thursday, February 1, 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, Lisa L’Huillier, Rob Aiken  
Zoom: Gregory Gardner

**Excused:** David Converse, Kent Burto

**Absent:** None

**Also Present:** Joseph Frateschi, Esq. (Harris Beach), Craig Fox (Watertown Daily Times)  
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 annual meeting held January 4, 2024 were presented. A motion to approve the minutes as presented was made by Ms. Powers, seconded by Mr. Johnson. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending January 31, 2024. He reported that all loans are current. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Aiken. Chairman Aliasso asked if some of the items on the check register are for loans or grants because they are for \$5,000 or \$10,000. Ms. Nuffer said they are ARPA grants. All in favor. Carried.
- VI. Committee Reports:**
  - a. Ad Hoc CEO Search Committee** – Mr. Zembiec reported that the job ad has been posted to our website, the Watertown Daily Times website and printed version as well as the NYS EDC newsletter. It is also listed with The Workplace.
- VII. Council Reports:**
  - a. Ag** – Mr. Matteson said that he sent out his board report yesterday afternoon. Mr. Aiken said that he hopes there is a good turnout for the Spring Agriculture and Business Development Forum in March at JCC. Mr. Matteson said that the event will feature Dr. David Kohl, Professor Emeritus of Agriculture Finance and Small Business Management and Entrepreneurship in the Department of Agricultural and Applied Economics at Virginia Tech. He is a JCC graduate. Mr. Matteson is hoping to attract more than the ag crowd. He said that he will be looking for sponsors. Mr. Walldroff said local officials should attend as well.

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
February 1, 2024**

- b. Manufacturing** – Mr. Zembiec said that planning has begun for the joint spring manufacturers alliance meeting with Lewis County. The event will be held on March 22, 2024.
- c. Marketing** – Mr. Weir updated the board on the following items:
  - ARPA Grants – Mr. Weir said that he and Ms. Nuffer have been contacting grant recipients that have not turned in their agreements nor started their projects. If they don't proceed then the funds will return to the uncommitted balance.
  - Advertising – Mr. Weir said that we are advertising in various visitor guides as well as the Watertown Daily Times progress edition.
  - JLI – Mr. Weir said that next Friday is the annual JLI Economic Development day that will be held at the New York Air Brake facility.
  - National Grid Grants (JCIDA) – Mr. Weir said that he is working on grants to alleviate costs for electricity infrastructure at the Business Complex.
  - NYS EDC Conference – Mr. Weir said that he, Dave, Jay, and Robin will be attending the upcoming conference in Albany.

**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.
- 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 \$1,162,920.11. Ms. Nuffer said that she started paying out some of the tourist grants in January because some of the recipients have started ordering equipment for their projects.

Mr. Walldroff asked when the local food resiliency grants will be brought for consideration. Mr. Matteson said that the committee met yesterday and will make recommendations at the March board meeting. He said the committee reviews the applications, visits each applicant, and rates them before making recommendations to the board.

**IX. Counsel:** None.

**X. New Business:**

Center for Businesses in Transition – Ms. Powers asked if anyone was aware of the program. Mr. Zembiec said it is hosted by the Adirondack North Country Association (ANCA) and noted that local chambers are involved. He said the program helps existing businesses make a plan to sell or transfer their business upon retiring.

**Jefferson County Local Development Corporation**  
**Board Meeting Minutes**  
**February 1, 2024**

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Mr. Aiken. All in favor. The meeting adjourned at 8:16 a.m.

Respectfully submitted,

*Peggy Sampson*