

Notice of Board Meeting

Date: April 17, 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 its Board Meeting on **Wednesday, May 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=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
Robin Stephenson
Justin S. Miller, Esq.
Joseph V. Frateschi, Esq.
Media

BOARD MEETING AGENDA
Wednesday, May 1, 2024 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – April 4, 2024**
- V. Treasurer’s Report – April 30, 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. 05.01.2024.01 to Appoint Trustee to Pension Plan**
- XI. Adjournment**

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

DRAFT

The Jefferson County Local Development Corporation held its board meeting on Thursday, April 4, 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, David Converse, Paul Warneck, Gregory Gardner

Excused: None

Absent: None

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

Staff Present: 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:** No one spoke.
- IV. **Minutes:** Minutes of the meeting held March 1, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Johnson, seconded by Ms. Powers. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending March 31, 2024. He reported that the two DiPrinzio loans are 60 days delinquent. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Condino. All in favor. Carried.
- VI. **Committee Reports:** None.
- VII. **Council Reports:**
 - a. **Ag** – Mr. Matteson said that he has been getting fantastic responses to Dr. David Kohl's presentation on *Future-Proofing your Farm or Business* that was held at JCC last Thursday evening. He said there was a \$14,000 budget, but because of JCC's help and contribution, the event cost \$6,000. He said the remaining balance will go into the dairy parade budget. Mr. Aiken said it was a fantastic presentation. He said it was a great team effort and was impressive.

Mr. Matteson said that he is representing agriculture as a new board member of the Center for Community Studies at JCC. He said that with the help of the Ag Council, they have developed 7 questions that will be included in the spring survey of the community.
 - b. **Manufacturing** – Mr. Weir mentioned the upcoming Career Jam event. It is a one-day event for 8th grade students to see what careers are available in the North Country.

- c. **Marketing** – Mr. Weir distributed the printed 2023 annual report. He said that he used a lot of content from Ms. Stephenson’s newsletters.

Mr. Weir said that we continue with sponsorships including the upcoming Chamber Economic Forecast in which he will be a panelist.

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 \$42,284.45 of uncommitted funds left within the Rental Property Deferred Maintenance program.
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 \$1,051,280.92. Ms. Nuffer said that she processed several tourism grant projects during March. She also said that she has rolled some of the projects into Round One to use up those funds.

Mr. Weir thanked Ms. Nuffer for her tenure at the agency and said that she will be missed.

IX. Counsel: None.

X. New Business:

1. **Resolution No. 04.04.2024.01 for CEO Employment Contract** – Mr. Burto said the search committee highly recommended Mr. Weir. The CEO contract for Frank (Marshall) Weir is effective May 3, 2024 with an expiration date of December 31, 2027. The starting salary is \$120,000. A motion was made by Mr. Burto to approve the resolution, seconded by Mr. Condino. All in favor. Carried.
2. **Resolution No. 04.04.2024.02 to Appoint Trustee Pension Plan** – A request to replace David J. Zembiec as plan trustee with Frank (Marshall) Weir and approval to pay the \$175 change of trustee fee. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Aiken. Discussion ensued. Mr. Converse thought that the resolution should be tabled in order to have staff contact the pension plan representatives to see when the annual fee is due, that way it can be changed at the same time. A motion was made by Mr. Warneck to table the resolution, seconded by Mr. Converse. All in favor. Carried.
3. **Resolution No. 04.04.2024.03 for Authorized Signers** – 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, and Jay M. Matteson. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Burto. All in favor. Carried.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Ms. Powers. All in favor. The meeting was adjourned at 8:26 a.m.

Respectfully submitted,
Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Income Statement for the Four Month Period Ending April 30, 2024**

Prepared by Joy Nuffer, April 23, 2024

UNRECONCILED

| | Current Year Budget | Year-to-Date Total | Current Month | Previous Month | Balance Remaining |
|-------------------------------------|---------------------------|-----------------------|---------------------|-------------------|----------------------|
| Revenues | | | | | |
| Admin Fees | \$ 713,694.00 | 237,900.00 | \$ 59,475.00 | 59,475.00 | 475,794.00 |
| JC Grant Marketing | 275,400.00 | 93,333.32 | 23,333.33 | 23,333.33 | 182,066.68 |
| JC Grant Ag Program | 150,000.00 | 50,000.00 | 12,500.00 | 12,500.00 | 100,000.00 |
| RLF Interest Income | 10,000.00 | 2,130.97 | 560.71 | 262.32 | 7,869.03 |
| Grant Income Federal | 1,380,000.00 | 437,547.97 | 196,940.14 | 106,311.42 | 942,452.03 |
| Interest Income | 2,000.00 | 1,074.06 | 0.00 | 382.03 | 925.94 |
| Late Fee | 0.00 | 75.00 | 53.91 | 0.00 | (75.00) |
| Miscellaneous Income | 1,000.00 | 13,999.93 | 7,249.98 | 2,249.98 | (12,999.93) |
| AG Conference | 0.00 | 10,800.00 | 1,000.00 | 2,800.00 | (10,800.00) |
| Total Revenues | 2,532,094.00 | 846,861.25 | 301,113.07 | 207,314.08 | 1,685,232.75 |
| Expenses | | | | | |
| Salaries | 605,581.00 | 188,825.04 | 50,055.55 | 46,066.50 | 416,755.96 |
| Benefits | 252,275.00 | 80,265.35 | 19,272.56 | 18,799.46 | 172,009.65 |
| Operations | | | | | |
| Marketing Program | 332,478.00 | 108,152.43 | 25,186.84 | 29,693.22 | 224,325.57 |
| AG Program | 238,680.00 | 82,422.12 | 22,097.69 | 18,494.20 | 156,257.88 |
| Office Expense | 10,000.00 | 3,234.51 | 81.47 | 297.26 | 6,765.49 |
| Payroll Processing | 4,000.00 | 1,953.59 | 319.80 | 155.39 | 2,046.41 |
| Office Rent | 18,202.00 | 6,138.96 | 3,069.48 | 0.00 | 12,063.04 |
| Project Loan Rent | 55,942.00 | 18,647.48 | 4,661.87 | 4,661.87 | 37,294.52 |
| Office Cleaning | 12,000.00 | 4,030.24 | 1,007.56 | 1,007.56 | 7,969.76 |
| Telephone | 7,000.00 | 2,049.87 | 428.29 | 560.30 | 4,950.13 |
| Equipment Rental | 4,100.00 | 1,384.76 | 346.19 | 346.19 | 2,715.24 |
| Equipment Maintenance | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| System Maintenance | 7,200.00 | 2,381.40 | 595.35 | 595.35 | 4,818.60 |
| Electric Service | 5,000.00 | 1,253.96 | 0.00 | 386.82 | 3,746.04 |
| Gas Service | 3,500.00 | 874.85 | 0.00 | 259.06 | 2,625.15 |
| 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 | 884.38 | 209.38 | 0.00 | 7,115.62 |
| Staff Training & Seminars | 4,500.00 | 2,480.00 | 0.00 | 0.00 | 2,020.00 |
| Depreciation F&F | 12,484.00 | 5,163.92 | 1,300.77 | 1,300.77 | 7,320.08 |
| Dues & Publications | 10,000.00 | 3,240.00 | 0.00 | 660.00 | 6,760.00 |
| Commercial Insurance | 3,500.00 | 1,142.16 | 285.54 | 285.54 | 2,357.84 |
| Legal Unrestricted | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Accounting & Auditing | 18,000.00 | 13,300.00 | 0.00 | 0.00 | 4,700.00 |
| Grants Expense Federal | 1,380,000.00 | 437,547.97 | 196,940.14 | 106,311.42 | 942,452.03 |
| Covid Grant | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Reallocated Program Expenses | (480,848.00) | (161,528.55) | (39,189.15) | (39,285.13) | (319,319.45) |
| Miscellaneous - Unrestricted | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| Total Operations | 2,532,094.00 | 803,844.44 | 286,669.33 | 190,595.78 | 1,728,249.56 |
| Total Revenue | 2,532,094.00 | 846,861.25 | 301,113.07 | 207,314.08 | 1,685,232.75 |
| Total Expenses | 2,532,094.00 | 803,844.44 | 286,669.33 | 190,595.78 | 1,728,249.56 |
| Net Income Over Expenditures | \$ 0.00 | 43,016.81 | \$ 14,443.74 | 16,718.30 | (43,016.81) |

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
AG Program Expense Statement for the Four Month Period Ending April 30, 2024

Prepared by Joy Nuffer, April 23, 2024

UNRECONCILED

| | Current Year Budget | Year-to-Date Total | Current Month | Previous Month | Balance Remaining |
|------------------------------|---------------------------|-----------------------|------------------|-------------------|----------------------|
| Operations | | | | | |
| AG Annual Meeting | \$ 5,000.00 | 6,052.58 | \$ 4,856.68 | 1,080.90 | (1,052.58) |
| AG Office Expense | 2,000.00 | 1,730.01 | 0.00 | 25.91 | 269.99 |
| AG Advertising | 3,000.00 | 377.30 | 0.00 | 0.00 | 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 | 0.00 | (50.00) |
| AG Travel/Meals/Lodging | 4,000.00 | 276.24 | 0.00 | 50.40 | 3,723.76 |
| 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 | 35,653.86 | 7,923.08 | 7,923.08 | 66,841.14 |
| FICA Overhead | 6,150.00 | 2,077.05 | 461.58 | 461.56 | 4,072.95 |
| Medicare Overhead | 1,435.00 | 485.77 | 107.96 | 107.94 | 949.23 |
| Health/Dental Ins Overhead | 35,358.00 | 12,980.90 | 3,173.21 | 3,269.23 | 22,377.10 |
| Retirement Overhead | 9,225.00 | 2,139.21 | 475.38 | 475.38 | 7,085.79 |
| Indirect Labor Allocation | 55,540.00 | 18,513.48 | 4,628.37 | 4,628.37 | 37,026.52 |
| Non Labor Allocated Overhead | 5,577.00 | 1,885.72 | 471.43 | 471.43 | 3,691.28 |
| Total Operations | 238,680.00 | 82,422.12 | 22,097.69 | 18,494.20 | 156,257.88 |

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Four Month Period Ending April 30, 2024

Prepared by Joy Nuffer, April 23, 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 Four Month Period Ending April 30, 2024

Prepared by Joy Nuffer, April 23, 2024

UNRECONCILED

| | Current Year Budget | Year-to-Date Total | Current Month | Previous Month | Balance Remaining |
|-------------------------------|---------------------------|-----------------------|------------------|-------------------|----------------------|
| Operations | | | | | |
| Advertising Expense | \$ 46,600.00 | 5,360.50 | \$ 2,105.50 | 1,562.00 | 41,239.50 |
| 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 |
| Manufactures Comm. | 0.00 | 583.20 | 583.20 | 0.00 | (583.20) |
| Travel/Meals/Promotion | 3,000.00 | 183.09 | 0.00 | 0.00 | 2,816.91 |
| Web Site Dev & Promo Design | 0.00 | 1,183.08 | 0.00 | 1,183.08 | (1,183.08) |
| Events Sponsorship | 0.00 | 8,050.00 | 550.00 | 5,000.00 | (8,050.00) |
| Drum Country Business | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 |
| Allocated Overhead | 263,378.00 | 87,792.56 | 21,948.14 | 21,948.14 | 175,585.44 |
| Total Operations | 332,478.00 | 108,152.43 | 25,186.84 | 29,693.22 | 224,325.57 |

Jefferson County Local Development Corp
Balance Sheet
April 30, 2024
ASSETS

| | | |
|------------------------------|----|-----------------|
| Current Assets | | |
| General Checking | \$ | 182,576.68 |
| Savings Account | | 2,299,683.37 |
| RLF Savings | | 2,044,583.04 |
| RLF Loans Receivable | | 138,234.79 |
| COVID Accounts Receivable | | 75,289.16 |
| Clayton Loans Receivable | | 6,321.24 |
| Miscellaneous Recievable | | 59,475.00 |
| Allowance for Credit Losses | | (42,500.00) |
| LHI Records Storage | | 87,029.51 |
| Prepaid Expense | | 1,570.48 |
| | | 4,852,263.27 |
| Total Current Assets | | |
| Property and Equipment | | |
| Accumulated Depreciation | | (98,991.04) |
| | | (98,991.04) |
| Total Property and Equipment | | |
| Other Assets | | |
| Furniture & Fixtures | | 79,247.89 |
| ROU Lease Asset | | 151,711.00 |
| | | 230,958.89 |
| Total Other Assets | | |
| Total Assets | | \$ 4,984,231.12 |

LIABILITIES AND CAPITAL

| | | |
|--------------------------------|----|-----------------|
| Current Liabilities | | |
| ST Lease Liability | \$ | 10,398.00 |
| ARPA Food Grant | | 106,004.88 |
| ARPA Child Care Grant | | 109,558.90 |
| ARPA Small Business & Training | | 97,795.36 |
| ARPA Rental Property Deferred | | 94,586.33 |
| ARPA Tourism Grant-Round 2 | | 334,888.28 |
| ARPA Sm Bus & Training-Round 2 | | 59,060.80 |
| ARPA Food Production-Round 2 | | 423,886.37 |
| ARPA Childcare Grant-Round 2 | | 8,270.01 |
| ARPA Food Processing-Round 2 | | 100,000.00 |
| JC Grant-Marketing | | 393,666.68 |
| JC Grant Agriculture Program | | 25,000.00 |
| | | 1,763,115.61 |
| Total Current Liabilities | | |
| Long-Term Liabilities | | |
| LT Lease Liability | | 191,680.00 |
| | | 191,680.00 |
| Total Long-Term Liabilities | | |
| Total Liabilities | | 1,954,795.61 |
| Capital | | |
| General Fund Bal - Unrestrict. | | 2,986,418.70 |
| Net Income | | 43,016.81 |
| | | 3,029,435.51 |
| Total Capital | | |
| Total Liabilities & Capital | | \$ 4,984,231.12 |

Jefferson County Local Development Corp

Receivables

As of April 30, 2024

| Customer | Orig Loan | Balance | Issued | Maturity | Terms | Status | Payment |
|----------------------|------------|-------------------|---------|----------|----------------|---------|----------|
| JAY CANZONIER | 100,000.00 | 20,979.27 | 4/26/17 | 7/1/2026 | 3%- 84 Months | Current | 726.73 |
| CLAYTON ISLAND TOURS | 40,000.00 | 7,484.75 | 4/29/20 | 5/1/2026 | 5%-73 Months | Current | 198.97 |
| CLAYTON YACHT CLUB | 40,000.00 | 27,326.66 | 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 | 90 Days | 89.84 |
| DIPRINZIO'S MARKET | 5,000.00 | 3,160.62 | 1/22/21 | 2/1/2027 | 3%, 60 Months | 90 Days | 89.84 |
| WICLDC | 200,000.00 | 82,444.11 | 12/1/10 | 1/1/2031 | 3%, 240 Months | Current | 1,109.20 |
| Report Total | | 144,556.03 | | | | | |
| | | | | | | | |
| | | | | | | | |

**Jefferson County Local Development Corp
RLF Aged Receivables
As of Apr 30, 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 |
|---|-----------|-------------------------------------|
| CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS | 2086 | 20,979.27 |
| | | <hr/> 20,979.27 |
| CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS | | |
| | | <hr/> 20,979.27 |
| CLAYTON ISLAND CLAYTON ISLAND TOURS | 2242 | 7,484.75 |
| | | <hr/> 7,484.75 |
| CLAYTON ISLAND CLAYTON ISLAND TOURS | | |
| | | <hr/> 7,484.75 |
| CLAYTON YACHT CLAYTON YACHT CLUB, INC. | 2344 | 27,326.66 |
| | | <hr/> 27,326.66 |
| CLAYTON YACHT CLAYTON YACHT CLUB, INC. | | |
| | | <hr/> 27,326.66 |
| WIC WICLDC | 1907 | 82,444.11 |
| | | <hr/> 82,444.11 |
| WIC WICLDC | | |
| | | <hr/> 82,444.11 |
| Report Total | | <hr/> 138,234.79 <hr/> <hr/> |

Jefferson County Local Development Corp
Clayton Loan Aged Receivables
As of Apr 30, 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 |
| DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN | | 3,160.62 |
| DIPRINZIO MARKET DIPRINZIO'S MARKET | 2310 | 3,160.62 |
| DIPRINZIO MARKET DIPRINZIO'S MARKET | | 3,160.62 |
| Report Total | | 6,321.24 |

**Jefferson County Local Development Corp
 COVID Aged Receivables
 As of Apr 30, 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 | 4,349.29 |
| AUBREYS AUBREYS SHOPPING CENTER | | 4,349.29 |
| CCTI COLLEENS CHERRY TREE INN | 2238 | 4,349.75 |
| CCTI COLLEENS CHERRY TREE INN | | 4,349.75 |
| CORNELIA LAURIE A. CORNELIA | 2240 | 4,508.16 |
| CORNELIA LAURIE A. CORNELIA | | 4,508.16 |
| GRAPES BUSTED GRAPES,LLC | 2250 | 4,633.92 |
| GRAPES BUSTED GRAPES,LLC | | 4,633.92 |
| HEARING SOLUTIONS HEARING SOLUTIONS | 2237 | 4,509.50 |
| HEARING SOLUTIONS HEARING SOLUTIONS | | 4,509.50 |
| HERMAN BONNIE HERMAN | 2235 | 4,349.98 |

**Jefferson County Local Development Corp
 COVID Aged Receivables
 As of Apr 30, 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 | | 4,349.98 |
| <hr/> | | |
| MILLER GAIL W. MILLER | 2236 | 4,349.07 |
| <hr/> | | |
| MILLER GAIL W. MILLER | | 4,349.07 |
| <hr/> | | |
| MORGIA MORGIA MASONRY | 2264 | 4,685.67 |
| <hr/> | | |
| MORGIA MORGIA MASONRY | | 4,685.67 |
| <hr/> | | |
| NORTH BRANCH NORTH BRANCH FARMS | 2262 | 4,517.65 |
| <hr/> | | |
| NORTH BRANCH NORTH BRANCH FARMS | | 4,517.65 |
| <hr/> | | |
| NORTHERN NORTHERN COMMERCIAL CLEANING | 2263 | 4,478.94 |
| <hr/> | | |
| NORTHERN NORTHERN COMMERCIAL CLEANING | | 4,478.94 |
| <hr/> | | |
| PAINFULL PAINFULL ACRES | 2255 | 2,342.52 |
| <hr/> | | |
| PAINFULL PAINFULL ACRES | | 2,342.52 |

**Jefferson County Local Development Corp
 COVID Aged Receivables
 As of Apr 30, 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 | 4,517.69 |
| RHODES RHODES GREENHOUSES, INC | | 4,517.69 |
| SAMPSON-MELISSA MELISSA SAMPSON | 2254 | 6,133.54 |
| SAMPSON-MELISSA MELISSA SAMPSON | | 6,133.54 |
| SKINNER SCOTT P. SKINNER | 2248 | 4,348.89 |
| SKINNER SCOTT P. SKINNER | | 4,348.89 |
| 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 | 4,685.67 |

**Jefferson County Local Development Corp
COVID Aged Receivables
As of Apr 30, 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 | | 4,685.67 |
| Report Total | | 75,289.16 |

Jefferson County Local Development Corp
Aged Receivables
As of Apr 30, 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 # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days | Amount Due |
|---|--------------|------------------|---------|---------|--------------|------------------|
| JCIDA JEFF COUNTY IDA | ADMIN4 | 59,475.00 | | | | 59,475.00 |
| | | <u>59,475.00</u> | | | | <u>59,475.00</u> |
| Report Total | | <u>59,475.00</u> | | | | <u>59,475.00</u> |

Jefferson County Local Development Corp Cash Receipts Journal For the Period From Apr 1, 2024 to Apr 30, 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 |
|---------|----------------------------|-----------------|--|------------|------------------|
| 4/1/24 | 122025 407501 112501 | 005465 | Invoice: 2344 4/24 INTEREST CLAYTON YACHT CLUB, INC. | 718.75 | 648.81 69.94 |
| 4/1/24 | 125001 100001 | 7589 | Invoice: 2402 FARM CREDIT EAST | 500.00 | 500.00 |
| 4/1/24 | 125001 100001 | 2592 | Invoice: 2398 JEFFERSON COUNTY FARM BUREAU | 500.00 | 500.00 |
| 4/1/24 | 125001 100001 | 200030407 | Invoice: 2403 DAIRY FARMERS OF AMERICA | 1,000.00 | 1,000.00 |
| 4/1/24 | 425001 100001 | 7136 | SINGLE AUDIT REIMBURSEMENT JCLDC | 5,000.00 | 5,000.00 |
| 4/2/24 | 122025 407501 112501 | 995063 | Invoice: 2242 4/24 INTEREST CLAYTON ISLAND TOURS | 198.97 | 167.09 31.88 |
| 4/4/24 | 122250 407501 112501 | 7607 | Invoice: 2235 4/24 INTEREST BONNIE HERMAN | 179.00 | 167.71 11.29 |
| 4/4/24 | 122250 407501 112501 | 0000080183 | Invoice: 2280 INTEREST ZERO DOCK STREET, LLC | 179.69 | 167.56 12.13 |
| 4/4/24 | 122250 407501 112501 | 57180 | Invoice: 2248 INTEREST SCOTT P. SKINNER | 179.69 | 168.40 11.29 |
| 4/4/24 | 122250 407501 112501 | 1918 | Invoice: 2250 2/24 INTEREST BUSTED GRAPES,LLC | 200.00 | 187.87 12.13 |
| 4/4/24 | 122250 407501 112501 | 8875 | Invoice: 2240 INTEREST LAURIE A. CORNELIA | 179.69 | 167.56 12.13 |
| 4/4/24 | 122250 407501 112501 | 3303 | Invoice: 2241 INTEREST AUBREYS SHOPPING CENTER | 179.69 | 168.40 11.29 |
| 4/4/24 | 122250 407501 112501 | 1222 | Invoice: 2263 INTEREST NORTHERN COMMERCIAL CLEANING | 180.00 | 168.71 11.29 |
| 4/11/24 | 122025 407501 112501 | 5367 | Invoice: 2086 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS | 726.73 | 672.60 54.13 |
| 4/11/24 | 122025 407501 112501 | 4342 | Invoice: 1907 INTEREST WICLDC | 1,109.20 | 899.34 209.86 |
| 4/11/24 | 122250 407501 | 5366 | Invoice: 2262 INT_18-T | | 167.98 11.71 |

**Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Apr 1, 2024 to Apr 30, 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 |
|---------|--------------------------------------|-----------------|---|------------------|--------------------------|
| | 112501 | | NORTH BRANCH FARMS | 179.69 | |
| 4/11/24 | 122250 407501 112501 | 2218 | Invoice: 2236 4/24 INTEREST GAIL W. MILLER | 179.69 | 168.40 11.29 |
| 4/18/24 | 122250 407501 112501 | 8881 | Invoice: 2240 INTEREST LAURIE A. CORNELIA | 179.69 | 167.98 11.71 |
| 4/18/24 | 202401 202501 100001 | 19880 | DUE TO JCLDC RLF DUE TO SHLDC PAINFULL ACRES | 179.69 | 89.85 89.84 |
| 4/19/24 | 125001 100001 | 8077 | Invoice: ADMIN3 JEFF COUNTY IDA | 59,475.00 | 59,475.00 |
| 4/19/24 | 122250 407501 112501 | 2786 | Invoice: 2261 4/28 INTEREST RHODES GREENHOUSES, INC | 179.69 | 167.98 11.71 |
| 4/19/24 | 122250 407501 112501 | 7182 | Invoice: 2255 2/24 INTEREST PAINFULL ACRES | 89.85 | 83.57 6.28 |
| 4/19/24 | 122250 407501 412502 112501 | 1697 | Invoice: 2238 12/23, 1/24, 2/24,3/24, 4/24 INTEREST LATE FEES COLLEENS CHERRY TREE INN | 952.36 | 837.80 60.65 53.91 |
| | | | | <u>72,447.07</u> | <u>72,447.07</u> |

**Jefferson County Local Development Corp
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024**

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|---------|---------|---------------------------------------|--------------|-----------|
| 7142 | 4/2/24 | EXCELLUS BC/BS | 100001 | 639.45 |
| 7143 | 4/2/24 | EXCELLUS BC/BS | 100001 | 13,714.88 |
| 7144 | 4/2/24 | NATIONAL GRID | 100001 | 645.88 |
| 7145 | 4/2/24 | CINTAS | 100001 | 71.28 |
| 7146 | 4/2/24 | THE HARTFORD | 100001 | 336.90 |
| 7147 | 4/2/24 | NNY ONLINE | 100001 | 595.35 |
| 7148 | 4/2/24 | RIVERSIDE MEDIA LLC | 100001 | 1,183.08 |
| 7149 | 4/2/24 | VERIZON WIRELESS | 100001 | 182.96 |
| 7150 | 4/2/24 | WICLDC | 100001 | 1,534.74 |
| 7151 | 4/2/24 | WATERTOWN LOCAL DEVELOPMENT CORPORATI | 100001 | 4,661.87 |
| 7152 | 4/2/24 | WRVO | 100001 | 200.00 |
| 7153 | 4/9/24 | DR. DAVID M. KOHL, AGRIVISIONS, LLC | 100001 | 4,856.68 |
| 7155 | 4/9/24 | BLUE MOUNTAIN SPRING WATER, INC. | 100001 | 58.75 |
| 7156 | 4/9/24 | C-WAY RESORT & MOTEL | 100001 | 10,043.26 |
| 7158 | 4/9/24 | KEY BANK | 100001 | 970.83 |
| 7159 | 4/9/24 | RBC WEALTH MANAGEMENT | 100001 | 5,748.28 |
| 7160 | 4/9/24 | UNITED WAY OF NNY | 100001 | 136.00 |
| 7161 | 4/9/24 | GWNC CHAMBER OF COMMERCE | 100001 | 5,000.00 |
| 7162 | 4/9/24 | JEFFERSON-LEWIS BOARD OF REALTORS | 100001 | 1,505.66 |
| 7163 | 4/10/24 | GETMAN FARMS | 100001 | 10,000.00 |
| 7164 | 4/11/24 | LAURIE D. BARTOSZEWSKI | 100001 | 10,000.00 |
| 7165 | 4/12/24 | WEST WINDS COTTAGES & MOTEL | 100001 | 11,877.24 |
| 7166 | 4/12/24 | SEAWAY COLD HARDY BERRIES, LLC | 100001 | 5,686.18 |
| 7167 | 4/12/24 | WALNUT GROVE APIARIES, INC | 100001 | 6,212.70 |
| 7168 | 4/17/24 | COMMUNITY ACTION PLANNING COUNCIL | 100001 | 70,259.02 |
| 7169 | 4/17/24 | CINTAS | 100001 | 71.28 |
| 7170 | 4/17/24 | NORTHERN COMMERCIAL CLEANING | 100001 | 865.00 |
| 7171 | 4/17/24 | SAM'S CLUB | 100001 | 81.47 |
| 7172 | 4/17/24 | WESTELCOM | 100001 | 428.29 |
| 7173 | 4/17/24 | WPBS | 100001 | 674.00 |
| 7174 | 4/18/24 | ST. LAWRENCE VALLEY GROWERS | 100001 | 11,454.75 |
| 7175 | 4/18/24 | OTTER CREEK CATTLE COMPANY | 100001 | 17,910.00 |

Jefferson County Local Development Corp
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|--------------|---------|--------------------------------|--------------|-------------------------|
| 7176 | 4/18/24 | WICLDC | 100001 | 1,534.74 |
| 7177 | 4/18/24 | DAVID ZEMBIEC | 100001 | 209.38 |
| 7178 | 4/18/24 | ZOAR FARM | 100001 | 14,850.00 |
| 7179 | 4/19/24 | 1000 ISLANDS CAMPGROUND | 100001 | 5,108.90 |
| 7180 | 4/19/24 | HARBOR HOUSE INN | 100001 | 12,032.43 |
| 7181 | 4/19/24 | HILTON GARDEN INN | 100001 | 583.20 |
| 7182 | 4/19/24 | JCLDC | 100001 | 89.85 |
| 7183 | 4/19/24 | SACKETS HARBOR LDC | 100001 | 89.84 |
| 7184 | 4/19/24 | WELLS FARGO FINANCIAL SERVICES | 100001 | 346.19 |
| 7185 | 4/23/24 | DAVIS VISION | 100001 | 88.13 |
| 7186 | 4/23/24 | JOHNSON NEWSPAPER CORP | 100001 | 550.00 |
| 7187 | 4/23/24 | NETTO CONSTRUCTION CORP | 100001 | 10,000.00 |
| 7188 | 4/23/24 | SPECTRUM REACH | 100001 | 1,431.50 |
| 7189 | 4/25/24 | RBC WEALTH MANAGEMENT | 100001 | 6,205.82 |
| 7190 | 4/25/24 | UNITED WAY OF NNY | 100001 | 136.00 |
| Total | | | | <u><u>250,861.7</u></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 |
| April-24 | \$70,259.02 | \$1,505.66 | \$0.00 | \$0.00 | \$0.00 | \$292,000.00 | \$1,323,945.47 |
| Total Expenditures | \$699,441.10 | \$327,204.64 | \$293,995.12 | \$330,413.67 | \$1,000,000.00 | \$584,000.00 | \$3,235,054.53 |
| Balance of Grant | \$109,558.90 | \$97,795.36 | \$106,004.88 | \$94,586.33 | \$0.00 | \$916,000.00 | \$1,323,945.47 |
| 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 |
| April-24 | \$0.00 | \$10,000.00 | \$39,061.83 | \$0.00 | \$76,113.63 | \$926,105.46 |
| Total Expenditures | \$91,729.99 | \$120,939.20 | \$165,111.72 | \$0.00 | \$76,113.63 | \$453,894.54 |
| Balance of Grant | \$8,270.01 | \$59,060.80 | \$334,888.28 | \$100,000.00 | \$423,886.37 | \$926,105.46 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| <i>Report Prepared by Joy Nuffer-Finance Assistant</i> | | | | | | |

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 05.01.2024.01

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