

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

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 8<sup>th</sup> grade students to see what careers are available in the North Country.

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- 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**  
**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.

  
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Kent D. Burto, Secretary

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 04.04.2024.03**  
**For Authorized Signers**

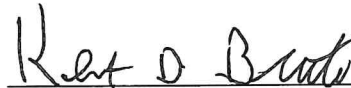
**WHEREAS**, the following individuals were recommended to be authorized signers for all Accounts at Watertown Savings Bank effective May 3, 2024:

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.



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Kent D. Burto  
Secretary