

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

The Jefferson County Local Development Corporation held its board meeting on Wednesday, May 1, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: W. Edward Walldroff, John Condino, William Johnson, Rob Aiken, David Converse, Paul Warneck
Zoom: Gregory Gardner

Excused: Robert E. Aliasso, Jr., Kent Burto, Christine Powers

Absent: Lisa L'Huillier

Also Present: Zoom: Justin Miller, Esq, (Harris Beach)

Staff Present: David Zembiec, Marshall Weir, Peggy Sampson, Jay Matteson, Robin Stephenson

- I. Call to Order:** Vice Chairman Walldroff called the meeting to order at 8:00 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** There were no guests in attendance; therefore, no one spoke.
- IV. Minutes:** Minutes of the meeting held April 4, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Condino, seconded by Mr. Aiken. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending April 30, 2024. He reported that the two DiPrinzio loans are 90 days delinquent. Mr. Zembiec said that we are expecting a payment and indicated that the owners plan to pay off the loans early. A motion was made by Mr. Johnson to accept the financial report as presented, seconded by Mr. Gardner. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
 - a. Marketing** – Mr. Weir reported that he participated in the Chamber's Economic Forecast event last month. He said that staff provided an update to the County Finance & Rules committee last night. Mr. Johnson said that he received a lot of great feedback. Mr. Aiken, who was in attendance, said that it was a lot of great information and encouraged other meetings offsite to continue with presentations to recap the activities of the organization. Mr. Walldroff, who was also in attendance, said it was a job well done.
 - b. Ag** – Mr. Matteson said that he continues to work on the Food Resiliency grant program and will be working on the upcoming dairy parade. He said that he and Ms. Stephenson have been working with a potential small-scale meat processor. Mr. Matteson said that CWT Farms should be opening soon. He said he will try to schedule a tour before they begin operating.
 - c. Manufacturing** – No report.

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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. Mr. Weir said that the uncommitted balance is from funds that were awarded but the projects took less. He said that he would suggest moving the balance to the Round 2 Small Business Productivity and Tourism programs. He did note that part of the remaining balance will be used for the single audit fee for 2024.

A motion was made by Mr. Warneck to reallocate the Rental Property Deferred Maintenance balance to the Round 2 programs, seconded by Mr. Converse. All in favor. Carried.

- 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 \$926,105.46. Mr. Weir said that there are no new applicants at this time.
- 3. Employee Handbook** – Mr. Zembiec said the employee handbook has been redrafted and will show the proposed changes. He said that the personnel committee will need to meet to review the changes before sending them to the board for consideration.

IX. Counsel: None.

X. New Business:

- 1. Resolution No. 05.01.2024.01 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. All in favor. Carried.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Condino, seconded by Mr. Warneck. All in favor. The meeting was adjourned at 8:28 a.m.

Respectfully submitted,

Peggy Sampson

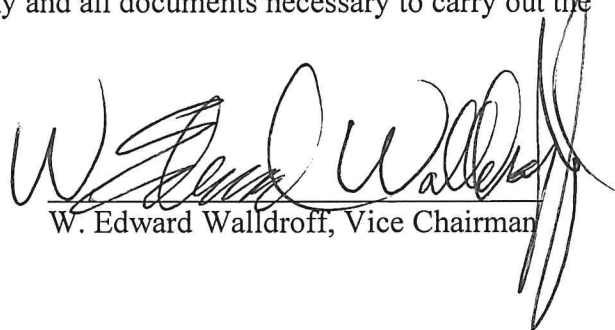
JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 05.01.2024.01

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.


W. Edward Walldroff, Vice Chairman