

**Jefferson County Local Development Corporation
Board Meeting Minutes
June 6, 2024**

The Jefferson County Local Development Corporation held its board meeting on Thursday, June 6, 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, Lisa L'Huillier, Gregory Gardner

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

Absent: None

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

Staff Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, 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 May 1, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Condino. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending May 31, 2024. He said that Mr. Eaton created a comparative balance sheet that will be included in the packets going forward. 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:**
 - a. Loan Review Committee**
 - i. Proposed Lending/Collection Policy and Procedures** – Staff suggested some minor changes to the policy:
 - Types of Loans
 - Remove 'business/real estate acquisition'.
 - Interest Rates and Repayment Terms
 - Remove 'repayment terms for real estate loans are typically amortized over 20 years.'
 - Responsibility of Board of Directors
 - Change 'he/she' to 'they' and change 'his' to 'their.'

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Exhibit A – Revolving Loan Fund

- Application Deadline: change to ‘must be submitted 30 days prior to the loan review committee meeting, which is held the fourth Wednesday of the month.’

Committee member suggestions:

Reports to be Kept

- Add ‘life insurance’ to the list.

Appraisals

- Add language that the appraisal will be provided by the lender and/or project applicant.

The loan review committee recommended all changes. A motion was made by Mr. Warneck to approve the changes, seconded by Mr. Johnson. All in favor. Carried.

VII. Council Reports:

- a. **Ag** – Mr. Matteson said that he is working on the upcoming dairy parade which has a record number of entries. He said that he continues to work on the Food Resiliency grant program. He thanked Robin and Peggy for going through all of the grant folders to make sure they are updated and in compliance.

Mr. Matteson shared a few examples of grant recipients. He said that a soldier started a pasture based poultry operation and is expanding because of the grant he received. He also said that Duane Smith from Seaway Cold Hardy Grapes, grows honeyberries and is excited about growth resulting from grant funds.

Mr. Aiken said the tour of the new CWT hatchery facility last month was very impressive.

- b. **Manufacturing** – Mr. Weir reported that there are several Ag prospects with potential projects that he hopes will come to fruition.
- c. **Marketing** – Mr. Weir reported that there are advertising campaigns in place. He said that we have been promoting the upcoming dairy parade as well.

VIII. Unfinished Business:

1. **Resolution No. 06.06.2024.01 for Maplewood Sweets, LLC (Food Resiliency Production Grant Modification)** – On March 7, 2024, the JCLDC Board of Directors approved a grant award of \$3,545 to Maplewood Sweets, LLC for a production grant; however, the amount should have been \$20,000. Staff recommended approval of an additional \$16,455 to Maplewood Sweets, LLC for their project. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Condino. 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 a balance of \$1,323,945.47 (committed funds) ending May 30, 2024.

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- 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 \$843,594.75.

Mr. Weir said that Joy did a great job organizing the grant program. He said that Robin and Peggy have started to get familiar with the program to keep it running smoothly.

Ms. Stephenson said that she is making sure compliance is met and may look to reallocate some of the funds that have not been utilized. She also plans to update the Round 2 spreadsheet to show uncommitted funds.

Mr. Matteson said that NYS Ag and Markets have announced a new grant program which is similar to how we've structured ours.

IX. Counsel: None.

X. New Business:

- 1. Small Business Productivity Improvement Grant Recommendation** – The committee recommended the following grant recommendation:

SWBG Wholesale Inc. \$10,000

Mr. Weir recommended using Round 1 funds for this grant. A motion was made by Mr. Johnson to approve the recommendation, seconded by Mr. Gardner. 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. Gardner. All in favor. The meeting was adjourned at 8:33 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 06.06.2024.01

**RESOLUTION TO MODIFY GRANT AWARD AMOUNT TO MAPLEWOOD
SWEETS, LLC (FOOD RESILIENCY PRODUCTION GRANT)**

WHEREAS, on March 7, 2024, the JCLDC Board of Directors approved a grant award of \$3,545 to Maplewood Sweets, LLC for a production grant, and

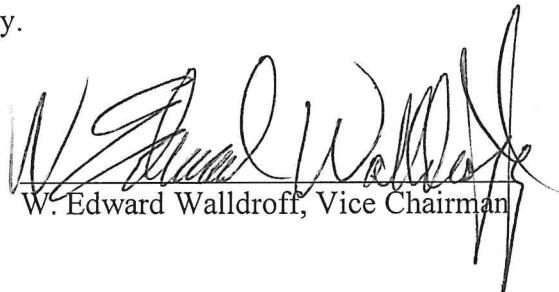
WHEREAS, the amount should have been \$20,000, and

WHEREAS, staff is recommending approval of an additional \$16,455 to Maplewood Sweets, LLC for their project, 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.


W. Edward Walldroff, Vice Chairman