

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

The Jefferson County Local Development Corporation held its board meeting on Thursday, August 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, Lisa L’Huillier, Kent Burto, Christine Powers
Zoom: Robert E. Aliasso, Jr. (8:40 a.m.)

Excused: Gregory Gardner

Absent: None

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

Staff Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson

- I. Call to Order:** Vice Chairman Johnson 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 June 27, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Condino, seconded by Mr. Burto. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending July 31, 2024. He noted that the only real change this past month relates to the ARPA grant disbursements. A motion was made by Ms. Powers to accept the financial report as presented, seconded by Ms. L’Huillier. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**

- a. Ag – Mr. Matteson updated the board on the following items:**

Mr. Matteson said that the agricultural industry has been battling the weather recently.

Upcoming meetings:

Mr. Matteson said that Commissioner Richard Ball will be in town tomorrow to tour the CWT Farms facility, and that Congresswoman Claudia Tenney will be in town next week to hold a manufacturers' roundtable discussion.

Food Resiliency Grants:

Mr. Matteson indicated that there are two outstanding grant projects from Round 1 and noted that one will be wrapping up their project shortly. He said that we will be talking about the possibility of Round 3 or doing something else with the extra money left over.

Ag Council:

Mr. Matteson said the next meeting will be held in two weeks.

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Ms. Powers asked Mr. Matteson what he has heard about small family farms. Mr. Matteson said he hears that they are a challenge. He did say that there is an uptick in small operations that are diversified and indicated that he is excited for what he is seeing.

Mr. Warneck asked if USDA inspection is required for poultry. Mr. Matteson said there is if the operation is above a certain size. He said the USDA stamp helps consumers feel better about what they are buying.

Farm Bureau

Mr. Matteson said that he helped Farm Bureau create a proactive messaging effort for agriculture. He said the group's first effort will be a meeting with Katie Malinowski to talk about the Lake Ontario National Marine Sanctuary and the positive things agriculture has contributed to that sanctuary over the years.

- b. Manufacturing** – Mr. Weir reported that they are working on the agenda for the fall Jeff-Lewis Manufacturing Alliance that will be held in October.

Mr. Walldroff mentioned workforce development and transit manufacturing. He said to look at potential build-outs and expansions coupled with the labor force. He said there is a big component of it that is going to capture immigrant labor pools especially when you look at what NYS is proposing for relocating the people. He is wondering who is going to help these people integrate into a potential migrant workforce (i.e. a clearing house that can match them up). Mr. Weir said it's unclear to him who will be pushing that, but he guesses that there will be some guidance and believes that the Workplace will have a role. Mr. Aiken said that the state is working on how to get the migrant workers through the system. He said that the NYS DOL Deputy Commissioner visited our area and talked specifically about it and said that Mr. Matteson was a part of that meeting. Mr. Matteson said that he will follow up on the asylum seeker program that they are putting in place and the temporary worker status of these people. He said they brought the Deputy Commissioner back up to Jefferson County for relationship building and brought her to tour the CWT Farms facility and Old McDonald's Farm.

Ms. Stephenson said that she is working on scheduling with schools for Manufacturing Day that will be held in October.

- c. Marketing** – Mr. Weir said that we continue to advertise with our marketing campaigns and reported that he spoke at Noon Rotary yesterday.

VIII. Unfinished Business:

- 1. ARPA Fund Reports (Round One and Two)** – Updated spreadsheets showing the grant fund activities were provided in the board packet. Ms. Stephenson said that we are getting a really good handle on the grants. She pointed out that we do have some excess funds from Round 1 that we are going to pull into Round 2 and start another push or another round to get more of the grant funds out. She said that we over-allocated for the Small Business and Food Processing, but we knew we were over-allocating because we knew we had excess money in Round 1, so its washing itself out. She said that we still have a list of inquiries that we will reach out to.

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Mr. Weir said that the issue is in some cases that people have the grant award, but then don't do anything with it, but he would like to get some paperwork from them if they are going to pass on the grant so that we can assign it to someone else. Ms. Powers asked if there is an expiration period. Mr. Weir said yes, and indicated that it is at the end of this year. Mr. Matteson asked Mr. Johnson if all of the money has to be used/gone/spent completely by that deadline or does it mean that we have to have it allocated for a project. Mr. Johnson said that he believes its allocation.

Ms. Powers asked what the agency's intake is for the administrative burden. Mr. Weir said the only administrative fee that we have taken was for the single audit. Mr. Matteson said that we have prided ourselves on the money that comes in is going out the door to the taxpayers. Ms. Powers thinks it should be something that is considered in the future. Ms. Stephenson agreed because it is a lot of administrative work to make sure everything runs smoothly. Mr. Matteson said that Ms. Stephenson has been a godsend on this to get a good handle on exactly where things are and gets help from Peggy and Lyle.

IX. Counsel: None.

X. New Business:

1. ARPA Small Business Productivity Improvement Grant Reimbursements – The committee made the following recommendations:

Focal Point Custom Framing	\$10,000 (Round 1)
Detail This LLC	\$6,113.60 (Round 2)

A motion was made by Mr. Condino to approve the grant recommendations, seconded by Mr. Warneck. All in favor. Carried.

2. ARPA Tourism Grant Recommendation – The committee recommended a \$20,000 Tourism ARPA Grant to Holly Bayou LLC to replace windows, doors, and boiler at the rental property. Ms. Powers indicated that she googled the business, and it came up that they are based out of Texas. Mr. Weir said that the owner told him multiple times that they are indeed out of Clayton. Mr. Weir said that he visited the site in Clayton and learned that they are originally from Massachusetts so the whole Texas thing is confusing to him.

Mr. Aliasso joined the meeting via zoom at 8:40 a.m.

Mr. Weir said that it is a rental property above a business. Mr. Warneck asked if they use it as an Airbnb. Mr. Weir believes that he tries to rent it for months at a time and they do advertise on Airbnb. Mr. Warneck asked if it fits under the tourism grant because it's a rental. Mr. Weir said that the whole Texas thing has concerned him for a while and wondered if it shouldn't be tabled. A motion was made by Mr. Warneck to table the recommendation for reconsideration, seconded by Mr. Condino. All in favor. Carried.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aiken, seconded by Mr. Walldroff. All in favor. The meeting was adjourned at 8:43 a.m.

Respectfully submitted,

Peggy Sampson