

## Notice of Board Meeting

**Date:** September 19, 2024

**To:** W. Edward Walldroff  
David Converse  
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 **Thursday, October 3, 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](http://www.jcida.com).

**Zoom:**  
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>  
Meeting ID: 843 5525 0468  
Passcode: 011440  
1-929-205-6099 US (New York)

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c: Marshall Weir, CEO  
Lyle Eaton  
Jay Matteson  
Robin Stephenson  
Justin S. Miller, Esq.  
Stephen J. Maier, Esq.  
Media

**BOARD MEETING AGENDA**  
**Thursday, October 3, 2024 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – September 5, 2024**
- V. Treasurer’s Report – September 30, 2024**
- VI. Committee Reports**
  - a. Finance Committee**
    - i. Resolution No. 10.03.2024.01 for Bad Debt Allowances**
    - ii. Proposed Budget for 2025**
- VII. Council Reports**
  - a. Jefferson County Agricultural Development**
  - b. Manufacturing**
  - c. Marketing**
- VIII. Unfinished Business**
  - 1. ARPA Fund Reports (Round One and Two)**
- IX. Counsel**
- X. New Business**
  - 1. ARPA Small Business Productivity Improvement Grant Recommendations**
  - 2. Resolution No. 10.03.2024.02 for Paychex – Retirement Plan Proposal**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Board Meeting Minutes  
September 5, 2024**

**DRAFT**

The Jefferson County Local Development Corporation held its board meeting on Thursday, September 5, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** Robert E. Aliasso, Jr., W. Edward Walldroff, John Condino, William Johnson, Rob Aiken, David Converse, Lisa L’Huillier, Gregory Gardner  
**Zoom:** Paul Warneck

**Excused:** Kent Burto, Christine Powers

**Absent:** None

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

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

- I. Call to Order:** Chairman Aliasso called the meeting to order at 8:01 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** No one spoke.
- IV. Minutes:** Minutes of the meeting held August 1, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Gardner. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending August 31, 2024. He commented that most transactions were related to grant programs. A motion was made by Mr. Johnson 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 updated the board on the following items:**

Upcoming events:

- 9/25/24 – Watertown Noon Rotary is hosting the Ag Day luncheon at the Old McDonald’s Farm gathering barn. The guest speaker will be Dr. Gregory Gardner. Dr. Gardner said that the title of the meeting will be ‘North Country Agriculture Back to the Future’.
- 10/4/24 – JLI Ag day
- 10/9/24 – the Jefferson County Farm Bureau will hold its annual meeting at Sally Port View. The new Farm Bureau CEO will attend the meeting. Mr. Matteson said that he hopes there is a new way of thinking about how they do business and reach out to those across the state.

General updates:

- Working with Drum Country to enhance marketing efforts.
- He and Mr. Weir recently met with the new plant manager at Great Lakes Cheese.

- 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 as well as the Manufacturing Day.
- c. **Marketing** – Ms. Stephenson said that the next newsletter will be sent out next week.

**VIII. Unfinished Business:**

- 1. **ARPA Fund Reports (Round One and Two)** – Updated spreadsheets showing the grant fund activities were provided in the board packet. Mr. Weir said that there are not any grant recommendations this month, but possibly next month.

Ms. Stephenson said that she has been seeing a lot of grant reimbursement requests from the Tourism grant program. She plans to contact existing grant recipients and do more advertising about the programs. She said that staff is working with county officials to amend the contract date beyond December 31, 2024. She noted that the childcare contract expiration date will also be amended.

Chairman Aliasso asked about the carry-over amount to Round 2. Ms. Stephenson said some of the projects finished their projects with money left over and there were others that did not advance their project at all.

Mr. Matteson reiterated that staff is working with the county to get approvals for how we want to utilize the money this time around.

Mr. Walldroff asked about the grant recommendation that was tabled last month (Holly Bayou LLC \$20,000 tourism grant). Mr. Weir reported that the recommendation is off the table.

**IX. Counsel:** None.

**X. New Business:**

- 1. **Board Resignations** – Chairman Aliasso said that Christine Powers has announced her resignation from the board effective December 1, 2024. He also said that Mr. Burto announced his resignation effective September 1, 2024. He said that the secretary position is now vacant and indicated that the nominating committee can convene to make a recommendation. Ms. Sampson noted that the JCIDA Board must appoint JCLDC board members.

Chairman Aliasso thanked Ms. Powers for her time and contribution and Mr. Burto for his leadership and time. Mr. Aiken said that both board members have helped him during his time on the board and he is grateful.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. L’Huillier, seconded by Mr. Gardner. All in favor. The meeting was adjourned at 8:21 a.m.

Respectfully submitted,

*Peggy Sampson*

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

Prepared by Lyle Eaton

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Revenues</b>					
Admin Fees	\$ 713,694.00	535,275.00	\$ 59,475.00	59,475.00	178,419.00
JC Grant Marketing	275,400.00	209,999.97	23,333.33	23,333.33	65,400.03
JC Grant Ag Program	150,000.00	150,000.00	25,000.00	25,000.00	0.00
RLF Interest Income	10,000.00	5,075.46	404.31	706.25	4,924.54
Grant Income Federal	1,380,000.00	938,198.15	29,214.84	181,555.47	441,801.85
Interest Income	2,000.00	2,877.36	0.00	350.60	(877.36)
Late Fee	0.00	139.68	0.00	0.00	(139.68)
Miscellaneous Income	1,000.00	20,674.61	0.00	0.00	(19,674.61)
AG Conference	0.00	10,800.00	0.00	0.00	(10,800.00)
Dairy Parade	0.00	1,000.00	0.00	0.00	(1,000.00)
<b>Total Revenues</b>	<b>2,532,094.00</b>	<b>1,874,040.23</b>	<b>137,427.48</b>	<b>290,420.65</b>	<b>658,053.77</b>
<b>Expenses</b>					
Salaries	605,581.00	418,959.02	53,273.07	53,273.07	186,621.98
Benefits	252,275.00	166,320.66	15,310.83	15,671.40	85,954.34
<b>Operations</b>					
Marketing Program	332,478.00	241,472.26	24,132.59	24,316.74	91,005.74
AG Program	238,680.00	182,578.87	23,681.26	22,309.75	56,101.13
Office Expense	10,000.00	7,503.27	293.21	471.74	2,496.73
Payroll Processing	4,000.00	4,074.49	482.25	482.25	(74.49)
Office Rent	18,202.00	13,863.06	1,534.74	1,585.14	4,338.94
Project Loan Rent	55,942.00	41,956.83	4,661.87	4,661.87	13,985.17
Office Cleaning	12,000.00	9,031.06	1,016.12	1,016.12	2,968.94
Telephone	7,000.00	4,527.30	369.54	485.05	2,472.70
Equipment Rental	4,100.00	2,823.44	53.92	346.19	1,276.56
Equipment Maintenance	1,500.00	1,195.06	92.56	0.00	304.94
System Maintenance	7,200.00	5,356.15	595.35	595.35	1,843.85
System Security	0.00	431.16	0.00	431.16	(431.16)
Electric Service	5,000.00	3,454.18	0.00	514.17	1,545.82
Gas Service	3,500.00	1,175.52	0.00	17.04	2,324.48
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	12,696.25	45.00	3,179.02	(4,696.25)
Staff Training & Seminars	4,500.00	2,868.79	0.00	0.00	1,631.21
Depreciation F&F	12,484.00	11,667.77	1,300.77	1,300.77	816.23
Dues & Publications	10,000.00	4,126.00	175.00	0.00	5,874.00
Commercial Insurance	3,500.00	2,202.14	279.86	104.52	1,297.86
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	18,000.00	14,550.00	0.00	0.00	3,450.00
Grants Expense Federal	1,380,000.00	938,198.15	29,214.84	181,555.47	441,801.85
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(480,848.00)	(368,492.42)	(44,329.40)	(44,074.31)	(112,355.58)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
<b>Total Operations</b>	<b>2,532,094.00</b>	<b>1,722,539.01</b>	<b>112,183.38</b>	<b>268,242.51</b>	<b>809,554.99</b>
Total Revenue	2,532,094.00	1,874,040.23	137,427.48	290,420.65	658,053.77
Total Expenses	2,532,094.00	1,722,539.01	112,183.38	268,242.51	809,554.99
<b>Net Income Over Expenditures</b>	<b>\$ 0.00</b>	<b>151,501.22</b>	<b>\$ 25,244.10</b>	<b>22,178.14</b>	<b>(151,501.22)</b>

Jefferson County Local Development Corp  
Balance Sheet

ASSETS

	9/30/2024	8/31/2024
<b>Current Assets</b>		
General Checking	150,503.70	\$ 105,688.39
Savings Account	1,900,625.39	2,000,444.51
RLF Savings	1,979,257.73	1,974,446.99
RLF Loans Receivable	124,373.44	126,140.29
COVID Accounts Receivable	55,703.49	60,673.35
Clayton Loans Receivable	3,464.02	3,464.02
Miscellaneous Recievable	59,475.00	59,475.00
Allowance for Credit Losses	-37,500.00	(40,000.00)
LHI Records Storage	87,029.51	87,029.51
Prepaid Expense	6,190.20	3,489.33
<b>Total Current Assets</b>	<b>\$ 4,329,122.48</b>	<b>\$ 4,380,851.39</b>
<b>Property and Equipment</b>		
Accumulated Depreciation	(105,494.89)	(104,194.12)
<b>Other Assets</b>		
Furniture & Fixtures	79,247.89	79,247.89
ROU Lease Asset	151,711.00	151,711.00
<b>Total Other Assets</b>	<b>230,958.89</b>	<b>230,958.89</b>
<b>Total Assets</b>	<b>4,454,586.48</b>	<b>4,507,616.16</b>

LIABILITIES AND CAPITAL

<b>Current Liabilities</b>		
Accounts Payable - Unrestr	\$ 2,893.95	\$ 225.91
ST Lease Liability	10,398.00	10,398.00
Withheld United Way	79.00	0.00
Withheld Employeres 401k	1,186.80	0.00
401k Loan Payment	28.03	0.00
ARPA Food Grant	106,004.88	106,004.88
ARPA Child Care Grant	19,003.86	35,594.86
ARPA Small Business & Training	87,795.36	87,795.36
ARPA Rental Property Deferred	80,477.01	80,477.01
ARPA Tourism Grant-Round 2	145,452.32	169,459.98
ARPA Sm Bus & Training-Round 2	52,978.40	52,978.40

Jefferson County Local Development Corp  
Balance Sheet

ARPA Food Production-Round 2	304,227.37	304,227.37
ARPA Childcare Grant-Round 2	792.82	8,270.01
ARPA Food Processing-Round 2	36,668.73	44,370.52
JC Grant-Marketing	277,000.03	300,333.36
JC Grant AG Program	<u>0.00</u>	25,000.00
 Total Current Liabilities	 \$ 1,124,986.56	 \$ 1,225,135.66
 Long-Term Liabilities		
LT Lease Liability	<u>191,680.00</u>	191,680.00
 Total Liabilities	 <u>\$ 1,316,666.56</u>	 <u>\$ 1,416,815.66</u>
Total Liabilities		
 Capital		
General Fund Bal - Unrestrict.	2,986,418.70	2,986,418.70
Net Income	<u>151,501.22</u>	104,381.80
Total Capital	3,137,919.92	3,090,800.50
 Total Liabilities & Capital	 <u><u>4,454,586.48</u></u>	 <u><u>4,507,616.16</u></u>

Jefferson County Local Development Corp  
Balance Sheet  
September 30, 2024

ASSETS

Current Assets		
General Checking	\$	150,503.70
Savings Account		1,900,625.39
RLF Savings		1,979,257.73
RLF Loans Receivable		124,373.44
COVID Accounts Receivable		55,703.49
Clayton Loans Receivable		3,464.02
Miscellaneous Recievable		59,475.00
Allowance for Credit Losses		(37,500.00)
LHI Records Storage		87,029.51
Prepaid Expense		6,190.20
		4,329,122.48
Total Current Assets		
Property and Equipment		
Accumulated Depreciation		(105,494.89)
		(105,494.89)
Total Property and Equipment		
Other Assets		
Furniture & Fixtures		79,247.89
ROU Lease Asset		151,711.00
		230,958.89
Total Other Assets		
		\$ 4,454,586.48

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	2,893.95
ST Lease Liability		10,398.00
Withheld United Way		79.00
Withheld Employees 401k		1,186.80
401k Loan Payment		28.03
ARPA Food Grant		106,004.88
ARPA Child Care Grant		19,003.86
ARPA Small Business & Training		87,795.36
ARPA Rental Property Deferred		80,477.01
ARPA Tourism Grant-Round 2		145,452.32
ARPA Sm Bus & Training-Round 2		52,978.40
ARPA Food Production-Round 2		304,227.37
ARPA Childcare Grant-Round 2		792.82
ARPA Food Processing-Round 2		36,668.73
JC Grant-Marketing		277,000.03
		1,124,986.56
Total Current Liabilities		
Long-Term Liabilities		
LT Lease Liability		191,680.00
		191,680.00
Total Long-Term Liabilities		
		1,316,666.56
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.		2,986,418.70



Jefferson County Local Development Corp  
Balance Sheet  
September 30, 2024

Net Income	<u>151,501.22</u>	
Total Capital		<u>3,137,919.92</u>
Total Liabilities & Capital	\$	<u><u>4,454,586.48</u></u>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Marketing Program Expense Statement for the Nine Month Period Ending September 30, 2024**

Prepared by Lyle Eaton, September 26, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
<b>Operations</b>					
Advertising Expense	\$ 46,600.00	28,081.16	\$ 2,184.45	2,318.60	18,518.84
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	0.00	0.00	(583.20)
Travel/Meals/Promotion	3,000.00	561.57	0.00	0.00	2,438.43
Web Site Dev & Promo Design	0.00	1,663.07	0.00	50.00	(1,663.07)
Events Sponsorship	0.00	8,050.00	0.00	0.00	(8,050.00)
Drum Country Business	5,000.00	5,000.00	0.00	0.00	0.00
Allocated Overhead	263,378.00	197,533.26	21,948.14	21,948.14	65,844.74
<b>Total Operations</b>	<b>332,478.00</b>	<b>241,472.26</b>	<b>24,132.59</b>	<b>24,316.74</b>	<b>91,005.74</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**Manuf. & Business Support Expense Statement for the Nine Month Period Ending September 30, 2024**

Prepared by Lyle Eaton, September 26, 2024

UNRECONCILED

	<b>Current Year Budget</b>	<b>Year-to-Date Total</b>	<b>Current Month</b>	<b>Previous Month</b>	<b>Balance Remaining</b>
<b>Operations</b>					
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
<b>Total Operations</b>	<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****AG Program Expense Statement for the Nine Month Period Ending September 30, 2024**

Prepared by Lyle Eaton, September 26, 2024

UNRECONCILED

	<b>Current Year Budget</b>	<b>Year-to-Date Total</b>	<b>Current Month</b>	<b>Previous Month</b>	<b>Balance Remaining</b>
<b>Operations</b>					
AG Annual Meeting	\$ 5,000.00	6,109.04	\$ 56.46	0.00	(1,109.04)
AG Office Expense	2,000.00	1,730.01	0.00	0.00	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	500.00	500.00	0.00	(100.00)
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	459.82	0.00	183.58	3,540.18
Dairy Parade	0.00	1,450.00	0.00	0.00	(1,450.00)
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	800.00	800.00	0.00	0.00
Salary Overhead	102,495.00	85,307.75	12,461.55	12,461.55	17,187.25
FICA Overhead	6,150.00	4,957.94	724.26	724.24	1,192.06
Medicare Overhead	1,435.00	1,103.09	112.92	169.38	331.91
Health/Dental Ins Overhead	35,358.00	28,517.29	3,178.58	2,923.51	6,840.71
Retirement Overhead	9,225.00	5,118.43	747.69	747.69	4,106.57
Indirect Labor Allocation	55,540.00	41,655.33	4,628.37	4,628.37	13,884.67
Non Labor Allocated Overhead	5,577.00	4,242.87	471.43	471.43	1,334.13
<b>Total Operations</b>	<b>238,680.00</b>	<b>182,578.87</b>	<b>23,681.26</b>	<b>22,309.75</b>	<b>56,101.13</b>

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
	<i>RLF</i>					
CANZONIER JAY CANZONIER D/B/A N	2086				17,590.96	17,590.96
CANZONIER JAY CANZONIER D/B/A					17,590.96	17,590.96
CLAYTON ISLAND CLAYTON ISLAND TOUR	2242				6,638.82	6,638.82
CLAYTON ISLAND CLAYTON ISLAND TOUR					6,638.82	6,638.82
CLAYTON YACHT CLAYTON YACHT CLUB,	2344				24,058.20	24,058.20
CLAYTON YACHT CLAYTON YACHT CLUB,					24,058.20	24,058.20
WIC WICLDC	1907				76,085.46	76,085.46
WIC WICLDC					76,085.46	76,085.46
<b>Report Total</b>					<b>124,373.44</b>	<b>124,373.44</b>

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
AUBREYS AUBREYS SHOPPING C	2241				3,500.97	3,500.97
<hr/>						
AUBREYS AUBREYS SHOPPING C					<b>3,500.97</b>	<b>3,500.97</b>
<hr/>						
CCTI COLLEENS CHERRY TR	2238				3,671.63	3,671.63
<hr/>						
CCTI COLLEENS CHERRY TR					<b>3,671.63</b>	<b>3,671.63</b>
<hr/>						
CORNELIA LAURIE A. CORNELIA	2240				3,661.95	3,661.95
<hr/>						
CORNELIA LAURIE A. CORNELIA					<b>3,661.95</b>	<b>3,661.95</b>
<hr/>						
GRAPES BUSTED GRAPES,LLC	2250				3,991.25	3,991.25
<hr/>						
GRAPES BUSTED GRAPES,LLC					<b>3,991.25</b>	<b>3,991.25</b>
<hr/>						
HERMAN BONNIE HERMAN	2235				3,501.66	3,501.66
<hr/>						
HERMAN BONNIE HERMAN					<b>3,501.66</b>	<b>3,501.66</b>
<hr/>						
MILLER GAIL W. MILLER	2236				4,011.01	4,011.01

*COVID*

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
MILLER GAIL W. MILLER					4,011.01	4,011.01
MORGIA MORGIA MASONRY	2264				4,010.39	4,010.39
MORGIA MORGIA MASONRY					4,010.39	4,010.39
NORTH BRANCH NORTH BRANCH FARMS	2262				3,671.44	3,671.44
NORTH BRANCH NORTH BRANCH FARMS					3,671.44	3,671.44
NORTHERN NORTHERN COMMERCIAL	2263				3,627.81	3,627.81
NORTHERN NORTHERN COMMERCIAL					3,627.81	3,627.81
PAINFULL PAINFULL ACRES	2255				2,090.58	2,090.58
PAINFULL PAINFULL ACRES					2,090.58	2,090.58
SAMPSON-MELISSA MELISSA SAMPSON	2254				6,133.54	6,133.54
SAMPSON-MELISSA MELISSA SAMPSON					6,133.54	6,133.54

**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
SKINNER SCOTT P. SKINNER	2248				3,500.99	3,500.99
SKINNER SCOTT P. SKINNER					3,500.99	3,500.99
TILLSON ALISHA TILLSON	2249				3,330.03	3,330.03
TILLSON ALISHA TILLSON					3,330.03	3,330.03
WILLS GREG WILLS	2246				3,158.67	3,158.67
WILLS GREG WILLS					3,158.67	3,158.67
ZERO ZERO DOCK STREET, LL	2280				3,841.57	3,841.57
ZERO ZERO DOCK STREET, L					3,841.57	3,841.57
<b>Report Total</b>					<b>55,703.49</b>	<b>55,703.49</b>



**Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
	<i>CLAYTON</i>					
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309				1,732.01	1,732.01
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN					1,732.01	1,732.01
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310				1,732.01	1,732.01
DIPRINZIO MARKET DIPRINZIO'S MARKET					1,732.01	1,732.01
<b>Report Total</b>					<b>3,464.02</b>	<b>3,464.02</b>

Jefferson County Local Development Corp  
Aged Receivables  
As of Sep 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
<i>MISC</i>						
JCIDA JEFF COUNTY IDA	ADMIN9	59,475.00				59,475.00
JCIDA JEFF COUNTY IDA		59,475.00				59,475.00
Report Total		59,475.00				59,475.00

**Jefferson County Local Development Corp  
Cash Receipts Journal  
For the Period From Sep 1, 2024 to Sep 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
9/12/24	122250 407501 112501	3659	Invoice: 2241 INTEREST AUBREYS SHOPPING CENTER	179.69	170.51 9.18
9/12/24	122250 407501 112501	1408	Invoice: 2238 INTEREST COLLEENS CHERRY TREE INN	180.00	170.40 9.60
9/12/24	122250 407501 112501	1286	Invoice: 2263 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	170.40 9.60
9/12/24	122250 407501 112501	7383	Invoice: 2255 INTEREST PAINFULL ACRES	89.84	84.19 5.65
9/12/24	122250 407501 112501	7802	Invoice: 2235 INTEREST BONNIE HERMAN	179.69	170.51 9.18
9/12/24	122250 407501 112501	1048	Invoice: 2249 INTEREST ALISHA TILLSON	359.38	341.45 17.93
9/12/24	122250 407501 112501	80217	Invoice: 2280 INTEREST ZERO DOCK STREET, LLC	179.69	169.66 10.03
9/12/24	122250 407501 112501	3648	Invoice: 2246 INTEREST GREG WILLS	898.45	852.56 45.89
9/12/24	122025 407501 112501	995073	Invoice: 2242 INTEREST CLAYTON ISLAND TOURS	198.97	170.60 28.37
9/12/24	122025 407501 112501	4450	Invoice: 1907 INTEREST WICLDC	1,109.20	915.20 194.00
9/19/24	125001 100001	8127	Invoice: ADMIN8 JEFF COUNTY IDA	59,475.00	59,475.00
9/19/24	122025 407501 112501	5414	Invoice: 2086 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	681.05 45.68
9/19/24	122250 407501 112501	3635	Invoice: 2240 INTEREST LAURIE A. CORNELIA	179.69	170.09 9.60
9/19/24	122250 407501 112501	5415	Invoice: 2262 INTEREST NORTH BRANCH FARMS	179.69	170.09 9.60
				<b>64,116.02</b>	<b>64,116.02</b>

**Jefferson County Local Development Corp**  
**Aged Payables**  
**As of Sep 30, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
NATIONAL PEN NATIONAL PEN DEPT 274501	46373	510.45				510.45
		<b>510.45</b>				<b>510.45</b>
PROSHRED PROSHRED SECURITY	1545303	24.21				24.21
		<b>24.21</b>				<b>24.21</b>
RBC RBC WEALTH MANAGE	9/26/24	2,280.29				2,280.29
		<b>2,280.29</b>				<b>2,280.29</b>
UNITED UNITED WAY OF NNY	9/26/24	79.00				79.00
		<b>79.00</b>				<b>79.00</b>
<b>Report Total</b>		<b>2,893.95</b>				<b>2,893.95</b>

**Jefferson County Local Development Corp**  
**Cash Disbursements Journal**  
**For the Period From Sep 1, 2024 to Sep 30, 2024**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/1/24	7380	200001 200001 100001	Invoice: 612707 Invoice: 612706 ADVANCED BUSINESS SYSTEMS	458.00 652.80	1,110.80
9/1/24	7381	200001 100001	Invoice: 67966 DAVIS VISION	88.13	88.13
9/1/24	7382	200001 200001 200001 100001	Invoice: 119694 Invoice: 987367 Invoice: 9124 EXCELLUS BC/BS	409.04 413.51 10,879.62	11,702.17
9/1/24	7383	200001 100001	Invoice: COBB COVID JCLDC	89.84	89.84
9/1/24	7384	200001 100001	Invoice: 27888 NNY ONLINE	595.35	595.35
9/1/24	7385	200001 200001 100001	Invoice: 1519030 Invoice: 1408338 PROSHRED SECURITY	24.21 22.01	46.22
9/1/24	7386	200001 100001	Invoice: COBB COVID SACKETS HARBOR LDC	89.85	89.85
9/1/24	7387	200001 100001	Invoice: 6438 WB MASON CO INC.	56.40	56.40
9/1/24	7388	200001 100001	Invoice: 7250 WICLDC	1,534.74	1,534.74
9/1/24	7389	100001	WATERTOWN LOCAL DEVELOPMENT CORPORATION		
9/10/24	7390	200001 100001	Invoice: 82024 BLUE MOUNTAIN SPRING WATER, INC.	50.80	50.80
9/10/24	7391	200001 100001	Invoice: 13472 CINTAS	75.56	75.56
9/10/24	7392	200001 100001	Invoice: 8212024 KEY BANK	1,609.50	1,609.50
9/10/24	7393	200001 200001 100001	Invoice: 824 GAS Invoice: 824 ELECT NATIONAL GRID	17.04 514.17	531.21
9/10/24	7394	200001 100001	Invoice: 228477 NBC WATERTOWN	1,000.00	1,000.00
9/10/24	7395	200001 100001	Invoice: PPE W9-6-2024 RBC WEALTH MANAGEMENT	2,280.29	2,280.29

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Sep 1, 2024 to Sep 30, 2024**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/10/24	7396	200001 100001	Invoice: AG LUNCHEON WATERTOWN ROTARY CLUB	45.00	45.00
9/10/24	7397	200001 100001	Invoice: 130561 TIME VALUE	60.00	60.00
9/10/24	7398	200001 100001	Invoice: PPE 9-8-2024 UNITED WAY OF NNY	79.00	79.00
9/10/24	7399	200001 100001	Invoice: 153105 VERIZON WIRELESS	115.49	115.49
9/10/24	7400	200001 100001	Invoice: 46958 WB MASON CO INC.	13.99	13.99
9/10/24	7401	200001 100001	Invoice: 14414 WELLS FARGO FINANCIAL SERVICES	53.92	53.92
9/13/24	7401	717001 100001	ARPA CHILD CARE GRANT ROUND 2 JEFFERSON COMMUNITY COLLEGE	5,207.18	5,207.18
9/13/24	7402	717001 100001	ARPA TOURISM GRANT WEST WINDS COTTAGES & MOTEL	1,507.66	1,507.66
9/13/24	7403	717001 100001	ARPA TOURISM GRANT BOATHOUSE MARINE, LLC	22,500.00	22,500.00
9/17/24	7404	200001 100001	Invoice: 476276 ASSOCIATION OF THE US ARMY	175.00	175.00
9/17/24	7405	200001 100001	Invoice: ANNUAL MEETING FARM BUREAU	500.00	500.00
9/17/24	7406	200001 100001	Invoice: UMBRELLA LIBERTY MUTUAL INSURANCE	2,104.16	2,104.16
9/17/24	7407	200001 100001	Invoice: 1107 NORTHERN COMMERCIAL CLEANING	800.00	800.00
9/17/24	7407V	200001 100001	Invoice: 1107 NORTHERN COMMERCIAL CLEANING- 22-	800.00	800.00

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Sep 1, 2024 to Sep 30, 2024**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/17/24	7408	200001 100001	Invoice: 70701 NORTHERN COPY PRODUCTS, INC.	159.00	159.00
9/17/24	7409	200001 100001	Invoice: 91224 SAM'S CLUB/SYNCHRONY BANK	85.14	85.14
9/17/24	7410	200001 200001 100001	Invoice: 640031823 Invoice: 321822 SPECTRUM REACH	369.60 935.00	1,304.60
9/17/24	7411	200001 100001	Invoice: MILEAGE ROBIN STEPHENSON	190.95	190.95
9/17/24	7412	200001 200001 200001 100001	Invoice: 58560A Invoice: 58702A Invoice: 56086A GWNC CHAMBER OF COMMERCE	30.00 10.00 10.00	50.00
9/17/24	7413	200001 100001	Invoice: 66977 WESTELCOM	369.54	369.54
9/17/24	7414	200001 100001	Invoice: LOAN-9 WATERTOWN LOCAL DEVELOPMENT CORPORATION	4,661.87	4,661.87
9/17/24	7415	200001 100001	Invoice: 19524 WPBS	674.00	674.00
9/20/24	7416	200001 100001	Invoice: 417895 CINTAS	75.56	75.56
9/20/24	7417	200001 100001	Invoice: FOOD GUDE CORNELL COOPERATIVE	800.00	800.00
9/20/24	7418	200001 100001	Invoice: 1107A NORTHERN COMMERCIAL CLEANING	865.00	865.00
9/20/24	7419	200001 200001 200001 100001	Invoice: 133044 Invoice: 133159 Invoice: 133292 WRVO	440.00 300.00 340.00	1,080.00
<b>Total</b>				<b>65,137.92</b>	<b>65,137.92</b>

**Jefferson County Local Development Corporation  
Finance Committee Meeting Minutes  
September 26, 2024**

The Jefferson County Local Development Corporation held a finance committee meeting on Thursday, September 26, 2024, in the board room, 800 Starbuck Avenue, Watertown, NY.

**Present:** Paul Warneck; Chair, Christine Powers, Rob Aiken  
Zoom: Rob Aliasso

**Excused:** David Converse

**Also Present:** Marshall Weir (CEO), Lyle Eaton (CFO), Peggy Sampson, Jay Matteson, Robin Stephenson, Edward Walldroff

**I. Call to Order:** Chairman Warneck called the meeting to order at 8:00 a.m.

**II. Bad Debt Analysis:**

- a. **COVID:** A bad debt reserve was set up for the \$2,500 grant portion of the COVID loans. As of September, the reserve is at \$37,500 and will be written down as Grants are issued.

According to Mr. Eaton, a review of the outstanding COVID loans does not reveal any non-performing loans; as a result, he is recommending no change in the reserve for 2025.

- b. **RLF:** A review of the outstanding RLF loans does not reveal any non-performing loans. At this time there is no reserve for the RLF. Mr. Eaton will review it again in 2026.

**III. Preliminary Budget for 2025:**

Chairman Warneck asked Mr. Eaton about the \$38,000 increase to the RLF interest revenue line item. He looked back at the August financial statement which indicated that \$4,600 was collected. Mr. Eaton said the projected revenue of \$48,000 is a typo and should be \$4,800. He will correct the error.

Mr. Aiken asked if there are different grant fund pockets with different rules. Mr. Eaton said yes.



**Jefferson County Local Development Corporation  
Finance Committee Meeting Minutes  
September 26, 2024**

Mr. Walldroff asked what the recourse would be if a COVID loan defaults if we have a personal guarantee. Mr. Eaton said it's not likely to collect since we have never collected on a personal guarantee in the 20 years he's worked here.

Chairman Warneck noted the significant change in salaries and benefits. Mr. Eaton said that is a result of having 7 employees down to 5 employees now.

Mr. Aliasso asked why the revenue side changed drastically for the Admin. fee. Mr. Eaton said it's a balancing number.

Chairman Warneck asked about the Loan Rent expense line item. Mr. Eaton said it is for the JCLDC office loan that was taken out through the Watertown Local Development Corporation. He said 2025 shows partial rent because it matures in 2025.

Chairman Warneck asked why there was a reduction in marketing. Mr. Eaton said it's because of the allocated overhead in salary for 5 employees versus 7 employees.

The total revenue for 2025 is \$1,641,399 and the total expenses for 2025 is \$1,641,399 for a net of \$0.

After review and discussion, Mr. Aliasso made a motion to move the proposed budget to the full board for consideration, seconded by Mr. Aiken. All in favor.

- IV. Adjournment:** With no further business before the committee, Ms. Powers made a motion to adjourn the meeting, seconded by Mr. Aiken. The meeting was adjourned at 8:14 a.m.

Respectfully submitted,  
*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 10.03.2024.01**  
**For Confirming a Reserve for Bad Debt Allowances for CYE 2025**

**WHEREAS**, a bad debt reserve was set up for the \$2,500 grant portion of the COVID loans. As of September, that reserve is at \$37,500 and will be written down as grants are issued. A review of the outstanding COVID loans does not reveal any non-performing loans and as a result, Mr. Eaton is not recommending a change in the reserve for 2025, and

**WHEREAS**, a review of the outstanding RLF loans does not reveal any non-performing loans and as a result, Mr. Eaton did not establish an amount but will review again in 2026, and

**WHEREAS**, on September 26, 2024 the Finance Committee of the Jefferson County Industrial Development Agency reviewed the allowance and agreed to move it to the full Board of Directors, and

**WHEREAS**, Mr. Eaton will make the entry at the end of the year, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Industrial Development Agency that it herein approves the recommendation 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.

---

Robert E. Aliasso, Jr.  
Chairman

**Jefferson County Local Development Corp.**

1/01/25- 12/31/25 Budget -

Approved : Finance Comm 9/26/24

Board Approval

	FYE 12-31-24 Budget	Proposed FYE 12-31-25 Budget
<b>Revenue</b>		
Admin Fee	713,694	453,399
RLF Interest	10,000	4,000
Grant Marketing Program	275,400	280,000
County AG Grant	150,000	150,000
Grant Income Federal	1,380,000	750,000
N Grid Euromarket Grant	-	-
Interest Income	2,000	3,000
Misc Income	1,000	1,000
		-
<b>Total</b>	<u>2,532,094</u>	<u>\$ 1,641,399</u>
<b>Expenses</b>		
Salaries	605581	484,785
Total Salaries	605581	484,785
<b>Benefits</b>		
FICA & Medicare	44,813	28,314
DBL	4,800	4,500
Health/Group Ins	141,599	72,996
Dental	6,648	18,479
Workers Comp	1,600	1,700
401k	46,715	33,551
Unemployment Ins	2,600	2,500
Consulting 401k	3,500	3,500
Total Benefits	252,275	165,540
Office Expense	10,000	10,000
Payroll Processing	4,000	5,000
Office Rent	18,202	18,500
Loan Rent	55,942	18,648
Office Cleaning	12,000	12,000
Marketing Program	332,478	218,294
Manufacturing Prog.	7,500	7,500
Telephone	7,000	7,000
Equipment Rental	4,100	3,500
Equipment Maintenance	1,500	1,000
System Maintenance	7,200	7,200
Electric Service	5,000	5,000
Gas Service	3,500	3,000
Travel	8,000	10,000
Training & Seminars	4,500	6,000
Dues & Publications	10,000	-
Board Functions	0	-
D&O Insurance	0	0
Commercial Ins.	3,500	3,550
Legal - Unres	1,000	1,000
Legal Restructure	0	0
Auditing	18,000	20,000
Consultants	0	0
PAAA Exp	0	0
Fees	0	-
Grant Expense Federal	1,380,000	750,000
Covid Grant	10,000	-
Depreciation Distillery	0	-
Depreciation F&F	12484	10,005
Miscellaneous	500	3,000
Ag Program Expenses	238,680	206,830
Reallocated Expenses	(480,848)	(335,953)
Total	<u>2,532,094</u>	<u>\$ 1,641,399</u>
<b>Revenue</b>	2,532,094	1,641,399
<b>Expenses</b>	2,532,094	1,641,399
<b>Net</b>	<u>0</u>	<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
<b>Total Available</b>	\$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
May-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,323,945.47
June-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,323,945.47
July-24	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$1,303,945.47
August-24	\$90,555.04	\$0.00	\$0.00	\$4,109.32	\$0.00	\$0.00	\$1,229,281.11
September-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,303,945.47
<b>Total Expenditures</b>	\$789,996.14	\$337,204.64	\$293,995.12	\$344,522.99	\$1,000,000.00	\$584,000.00	\$3,349,718.85
<b>Balance of Grant</b>	\$19,003.86	\$87,795.36	\$106,004.88	\$80,477.01	\$0.00	\$916,000.00	\$1,209,281.11
<b>Not allocated</b>	\$0.00	\$833.34	\$82.51	\$30,400.00	\$0.00	\$0.00	\$31,315.85
<b>Excess Funds *</b>	\$0.00	\$106,962.02	\$105,922.37	\$50,077.01	\$0.00	\$0.00	\$262,961.40
<b>Full Uncommitted Balance</b>	\$0.00	\$107,795.36	\$106,004.88	\$80,477.01	\$0.00	\$0.00	
<i>Report Prepared by Robin Stephenson - Director of Business Development</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	Rental Property Round 1	Houndsfield sewer Round 1	Total Grants Running Balance
<b>Total Available</b>	\$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	\$5,686.18	\$70,427.45			\$926,105.46
May-24	\$0.00	\$0.00	\$30,191.03	\$14,873.18	\$37,446.50			\$843,594.75
June-24	\$0.00	\$0.00	\$42,758.93	\$8,425.67	\$44,228.68			\$748,181.47
July-24	\$0.00	\$0.00	\$28,520.84	\$25,322.54	\$38,112.50			\$656,225.59
August-24	\$2,270.01	\$6,082.40	\$63,957.50	\$9,023.70	\$5,557.50			\$569,334.48
September-24	\$5,207.18	\$0.00	\$24,007.66	\$0.00	\$0.00			\$540,119.64
<b>Total Expenditures</b>	\$99,207.18	\$127,021.60	\$354,547.68	\$63,331.27	\$195,772.63	\$0.00	\$0.00	\$839,880.36
<b>Balance of Grant</b>	\$792.82	\$52,978.40	\$145,452.32	\$36,668.73	\$304,227.37	\$0.00	\$0.00	\$540,119.64
<b>Not allocated</b>	\$0.00	(\$37,477.60)	\$69,002.00	(\$60,843.00)	\$115,385.45			\$86,066.85
								\$0.00
<b>Round 1 Uncommitted Carryover</b>	\$0.00	\$107,795.36		\$106,004.88		\$80,477.01	\$0.00	
<b>Balance</b>	\$0.00	\$70,317.76	\$69,002.00	\$45,161.88	\$115,385.45	\$80,477.01	\$0.00	\$380,344.10
<i>Report Prepared by Robin Stephenson - Director of Business Development</i>								

Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA) Round 2

October 3, 2024

Grant recommendations:

<b>Business Name</b>	<b>Summary of Project</b>	<b>Total Project Amount</b>	<b>Funding Recommendation</b>
School Daze School Supplies	Purchase of laptop computer and computer main tower upgrade	\$2,100	\$1,680
Thousand Island Bait Store	Purchase a new POS system, registers, tablet, printer, with dealer training and set up	\$14,195.10	\$10,000
Lube Express at Franklin Place	Installing a new set of rolling jacks and new tire change system	\$27,702.13	\$10,000
Snapshots Photobooth	Purchase 2 new updated photo booths that will offer digital and prints.	\$15,050	\$10,000
	<b>Total</b>	<b>\$59,047.23</b>	<b>\$31,680</b>

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 10.03.2024.02**

**RESOLUTION TO APPROVE PAYCHEX AS THE THIRD-PARTY ADMINISTRATOR  
TO THE 401K PROFIT SHARING PLAN**

**WHEREAS**, the JCLDC currently uses Paychex for payroll services, and

**WHEREAS**, Paychex is proposing full integration with Paychex Retirement Services to have one provider and one platform that will use an all-in-one bundled recordkeeping and third-party administrative service which will make it easier for both plan sponsors and participants, and

**WHEREAS**, RBC Wealth Management will continue to be the Financial Advisor to the 401k Profit Sharing Plan and will work with Paychex, and

**WHEREAS**, the 401k Plan Trustees Weir and Converse are recommending approval by the full Board of Directors for Paychex to be the Third-Party Administrator to the 401k Profit Sharing Plan, 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 CEO 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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Robert E. Aliasso, Jr.  
Chairman

Jefferson County Local Development Corporation  
 800 Starbuck Avenue, Suite 800  
 Watertown, NY 13601  
 (315) 782-5865

2024 Board Attendance

Name	Jan	Feb	Mar	Apr	May	6-Jun	27-Jun	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	P	P	P	P	P	P	P	P	P			
Aliasso, Robert	P	P	P	P	E	E	P	P	P			
Vacant	-	-	-	-	-	-	-	-	-			
Condino, John	P	P	P	P	P	P	P	P	P			
Converse, David	P	E	P	P	P	P	P	P	P			
Gardner, Gregory	P	P	P	P	P	P	E	E	P			
Johnson, William	P	P	P	P	P	P	P	P	P			
L'Huillier, Lisa	P	P	P	P	A	P	P	P	P			
Powers, Christine	P	P	P	P	E	E	E	P	E			
Walldroff, W. Edward	P	P	P	P	P	P	P	P	P			
Warneck, Paul	P	P	E	P	P	P	P	P	P			
<b>Totals:</b>	<b>11</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>9</b>			
P - Present												
E - Excused												
A - Absent												
<b>Burto, Kent Resigned 9/1/24</b>	<b>P</b>	<b>E</b>	<b>P</b>	<b>P</b>	<b>E</b>	<b>E</b>	<b>P</b>	<b>P</b>	<b>E</b>			