

**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.

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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