

Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800, Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

Notice of Board Meeting

Date: October 24, 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

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The Jefferson County Local Development Corporation will hold its Board Meeting on **Thursday, November 7, 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.

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 at your earliest convenience.

pss

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

BOARD MEETING AGENDA
Thursday, November 7, 2024 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – October 3, 2024**
- V. Treasurer’s Report – October 31, 2024**
- VI. Committee Reports**
- 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. ARPA Tourism Grant Recommendation**
 - 3. Resolution No. 11.07.2024.01 Authorizing amended agreements with the County of Jefferson and JCIDA for ARPA funds**
 - 4. Second Extension to Round 1 Grant Agreement with Community Action Planning Council**
 - 5. First Extension to Round 2 Grant Agreement with Community Action Planning Council**
 - 6. Authorizing Resolution No. 11.07.2024.02 for Engagement of Strategic Development Specialists, LLC for Targeted Economic Development Services and Countywide Site Location Advocacy**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
October 3, 2024**

The Jefferson County Local Development Corporation held its board meeting on Thursday, October 3, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., W. Edward Walldroff, William Johnson, David Converse, Lisa L'Huillier, Paul Warneck, Christine Powers
Zoom: Gregory Gardner

Excused: None

Absent: Rob Aiken, John Condino

Also Present: Ryan Piche (Jefferson County Administrator), Craig Fox (Watertown Daily Times)
Zoom: Justin Miller, Esq. (Harris Beach)

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

- I. Call to Order:** Chairman Aliasso 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 September 5, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Johnson. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending September 30, 2024. He said there was not much change from the previous month except for some grant distributions. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Ms. Powers. All in favor. Carried.
- VI. Committee Reports:**
 - a. Finance Committee**
 - i. Resolution No. 10.03.2024.01 for Bad Debt Allowances** – The COVID loan bad debt reserve was set up for the \$2,500 grant portion. As of September, the reserve is at \$37,500 and will be written down as grants are issued. Mr. Eaton did not recommend a change in the reserve for 2025. The RLF loans do not reveal any non-performing loans; therefore, Mr. Eaton did not establish an amount but will review again in 2026. A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.
 - ii. Proposed Budget for 2025** – Mr. Warneck noted the adjustment to salaries now that there are only five employees. Mr. Converse said the budgeted salary line item is lower and wondered if it could change next year if there is a new employee. Mr. Weir said the process was started and interviews were held but indicated that it was decided that we could have existing staff pick up extra duties

**Jefferson County Local Development Corporation
Board Meeting Minutes
October 3, 2024**

Proposed Budget for 2025 continued –

for the time being. Mr. Converse said the budget could be amended if another employee is hired. Mr. Walldroff asked how far along we are with the ARPA grant programs. Mr. Weir said that we are approximately 80% through it. Mr. Eaton commented that Ms. Stephenson has a good handle on the grant programs and noted that the COVID loans will be paid next year. He said that as a staff of five, we are doing well. The Finance Committee recommended approval of the proposed budget. A motion was made by Mr. Converse to approve the budget as presented, seconded by Ms. Powers. All in favor. Carried.

VII. Council Reports:

- a. **Ag –** In Mr. Matteson's absence, Mr. Weir thanked Dr. Gardner for his presentation during the Rotary luncheon last week. He said that staff continues to work on ag projects.
- b. **Manufacturing –** Mr. Weir thanked Ms. Stephenson and Mr. Matteson for their efforts in preparing for Manufacturing Day where students take tours of manufacturing facilities. Ms. Stephenson noted that October is 'Employee Ownership Month' and said that CEM in Carthage is excited to host students for manufacturing day.
- c. **Marketing –** No report.

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 the program is running smoothly.

IX. Counsel: None.

X. New Business:

- 1. **ARPA Small Business Productivity Improvement Grant Recommendations –** Ms. Powers asked if applicants demonstrate how the grant funds will improve their businesses. Mr. Weir said the applicants do that in their narrative during the application process. Mr. Walldroff commented on the success of the grant programs and the money that is leveraged for the projects. The committee recommended the following grant recommendations:

School Daze School Supplies	\$1,680
Thousand Islands Bait Store	\$10,000
Lube Express at Franklin Place	\$10,000
Snapshots Photobooth	<u>\$10,000</u>
Total	\$31,680

A motion was made by Mr. Gardner to approve the grant recommendations, seconded by Ms. Powers. All in favor. Carried.

**Jefferson County Local Development Corporation
Board Meeting Minutes
October 3, 2024**

2. **Resolution No. 10.03.2024.02 for Paychex – Retirement Plan Proposal** – JCLDC currently uses Paychex for payroll services. Paychex is proposing a 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. Trustees Converse and Weir recommended approval.

Mr. Walldroff asked if this is a result of the loss of several staff members. Mr. Eaton said it is a rather extensive process for recordkeeping throughout the year in order to get the information needed for the 5500 which is then completed by the current third-party administrator (BPAS). He said the Paychex system will have all of the recordkeeping information in one place which will allow them to complete the 5500 at year end.

A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Ms. L'Huillier. All in favor. The meeting was adjourned at 8:19 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Ten Month Period Ending October 31, 2024

Prepared by Lyle Eaton

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 713,694.00	594,750.00	\$ 59,475.00	59,475.00	118,944.00
JC Grant Marketing	275,400.00	233,333.30	23,333.33	23,333.33	42,066.70
JC Grant Ag Program	150,000.00	125,000.00	12,500.00	12,500.00	25,000.00
RLF Interest Income	10,000.00	5,315.27	239.81	404.31	4,684.73
Grant Income Federal	1,380,000.00	992,529.40	54,331.25	29,214.84	387,470.60
Interest Income	2,000.00	3,211.96	0.00	334.60	(1,211.96)
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)
Total Revenues	2,532,094.00	1,986,754.22	149,879.39	125,262.08	545,339.78
Expenses					
Salaries	605,581.00	454,474.40	35,515.38	53,273.07	151,106.60
Benefits	252,275.00	182,529.47	15,933.81	15,585.83	69,745.53
Operations					
Marketing Program	332,478.00	265,587.35	22,678.09	25,569.59	66,890.65
AG Program	238,680.00	197,330.58	14,501.71	23,931.26	41,349.42
Office Expense	10,000.00	7,795.10	271.88	313.16	2,204.90
Payroll Processing	4,000.00	4,395.99	321.50	482.25	(395.99)
Office Rent	18,202.00	15,416.06	1,553.00	1,534.74	2,785.94
Project Loan Rent	55,942.00	46,618.70	4,661.87	4,661.87	9,323.30
Office Cleaning	12,000.00	10,047.18	1,016.12	1,016.12	1,952.82
Telephone	7,000.00	4,999.87	369.81	472.30	2,000.13
Equipment Rental	4,100.00	3,148.55	325.11	53.92	951.45
Equipment Maintenance	1,500.00	1,287.62	92.56	92.56	212.38
System Maintenance	7,200.00	5,951.50	595.35	595.35	1,248.50
System Security	0.00	431.16	0.00	0.00	(431.16)
Electric Service	5,000.00	3,874.29	0.00	420.11	1,125.71
Gas Service	3,500.00	1,202.37	0.00	26.85	2,297.63
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	14,205.60	0.00	1,554.35	(6,205.60)
Staff Training & Seminars	4,500.00	2,868.79	0.00	0.00	1,631.21
Depreciation F&F	12,484.00	12,968.54	1,300.77	1,300.77	(484.54)
Dues & Publications	10,000.00	9,126.00	5,000.00	175.00	874.00
Commercial Insurance	3,500.00	2,482.00	279.86	279.86	1,018.00
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	992,529.40	54,331.25	29,214.84	387,470.60
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(480,848.00)	(404,942.27)	(36,449.85)	(44,329.40)	(75,905.73)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	2,532,094.00	1,848,878.25	122,298.22	116,224.40	683,215.75
Total Revenue	2,532,094.00	1,986,754.22	149,879.39	125,262.08	545,339.78
Total Expenses	2,532,094.00	1,848,878.25	122,298.22	116,224.40	683,215.75
Net Income Over Expenditures	\$ 0.00	137,875.97	\$ 27,581.17	9,037.68	(137,875.97)

For Internal Use Only

Jefferson County Local Development Corp
Balance Sheet

ASSETS

	<u>9/30/2024</u>	<u>10/31/2024</u>
Current Assets		
General Checking	150,503.70	25,511.63
Savings Account	1,900,625.39	1,900,795.17
RLF Savings	1,979,257.73	1,983,223.59
RLF Loans Receivable	124,373.44	122,860.78
COVID Accounts Receivable	55,703.49	53,654.92
Clayton Loans Receivable	3,464.02	3,464.02
Miscellaneous Recievable	59,475.00	118,950.00
Allowance for Credit Losses	-37,500.00	-37,500.00
LHI Records Storage	87,029.51	87,029.51
Prepaid Expense	<u>6,190.20</u>	<u>5,676.11</u>
Total Current Assets	\$ 4,329,122.48	\$ 4,263,665.73
Property and Equipment		
Accumulated Depreciation	<u>(105,494.89)</u>	(106,795.66)
Other Assets		
Furniture & Fixtures	79,247.89	79,247.89
ROU Lease Asset	<u>151,711.00</u>	151,711.00
Total Other Assets	230,958.89	230,958.89
Total Assets	<u><u>4,454,586.48</u></u>	<u><u>4,387,828.96</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$ 2,893.95	\$ 2,426.26
ST Lease Liability	10,398.00	10,398.00
Withheld United Way	79.00	79.00
Withheld Employeres 401k	1,186.80	1,186.80
401k Loan Payment	28.03	28.03
ARPA Food Grant	106,004.88	106,004.88
ARPA Child Care Grant	19,003.86	19,003.86
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	125,452.32
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	284,886.12
ARPA Childcare Grant-Round 2	792.82	792.82
ARPA Food Processing-Round 2	36,668.73	21,678.73
JC Grant-Marketing	277,000.03	253,666.70
JC Grant AG Program	<u>0.00</u>	25,000.00
Total Current Liabilities	\$ 1,124,986.56	\$ 1,071,854.29
Long-Term Liabilities		
LT Lease Liability	<u>191,680.00</u>	191,680.00
Total Liabilities	<u>\$ 1,316,666.56</u>	<u>\$ 1,263,534.29</u>
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.	2,986,418.70	2,986,418.70
Net Income	<u>151,501.22</u>	137,875.97
Total Capital	3,137,919.92	3,124,294.67
Total Liabilities & Capital	<u><u>4,454,586.48</u></u>	<u><u>4,387,828.96</u></u>

Jefferson County Local Development Corp
Balance Sheet
October 31, 2024

ASSETS

Current Assets		
General Checking	\$	25,511.63
Savings Account		1,900,795.17
RLF Savings		1,983,223.59
RLF Loans Receivable		122,860.78
COVID Accounts Receivable		53,654.92
Clayton Loans Receivable		3,464.02
Miscellaneous Recievable		118,950.00
Allowance for Credit Losses		(37,500.00)
LHI Records Storage		87,029.51
Prepaid Expense		5,676.11
		<hr/>
Total Current Assets		4,263,665.73
Property and Equipment		
Accumulated Depreciation		(106,795.66)
		<hr/>
Total Property and Equipment		(106,795.66)
Other Assets		
Furniture & Fixtures		79,247.89
ROU Lease Asset		151,711.00
		<hr/>
Total Other Assets		230,958.89
Total Assets	\$	<u><u>4,387,828.96</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	2,426.26
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		125,452.32
ARPA Sm Bus & Training-Round 2		52,978.40
ARPA Food Production-Round 2		284,886.12
ARPA Childcare Grant-Round 2		792.82
ARPA Food Processing-Round 2		21,678.73
JC Grant-Marketing		253,666.70
JC Grant Agriculture Program		25,000.00
		<hr/>
Total Current Liabilities		1,071,854.29
Long-Term Liabilities		
LT Lease Liability		191,680.00
		<hr/>
Total Long-Term Liabilities		191,680.00
Total Liabilities		<u>1,263,534.29</u>

Capital

Unaudited - For Management Purposes Only

Jefferson County Local Development Corp
Balance Sheet
October 31, 2024

General Fund Bal - Unrestrict.	2,986,418.70	
Net Income	<u>137,875.97</u>	
Total Capital		<u>3,124,294.67</u>
Total Liabilities & Capital	\$	<u><u>4,387,828.96</u></u>

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Ten Month Period Ending October 31, 2024**

Prepared by Lyle Eaton, November 1, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	30,248.11	\$ 729.95	3,621.45	16,351.89
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	0.00	(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	219,481.40	21,948.14	21,948.14	43,896.60
Total Operations	332,478.00	265,587.35	22,678.09	25,569.59	66,890.65

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Manuf. & Business Support Expense Statement for the Ten Month Period Ending October 31, 2024
 Prepared by Lyle Eaton, November 1, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
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
Total Operations	7,500.00	0.00	0.00	0.00	7,500.00

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**AG Program Expense Statement for the Ten Month Period Ending October 31, 2024**

Prepared by Lyle Eaton, November 1, 2024

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	6,109.04	\$ 0.00	56.46	(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	0.00	500.00	(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	0.00	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
AG Development	0.00	250.00	0.00	250.00	(250.00)
Local Food Guide	800.00	800.00	0.00	800.00	0.00
Salary Overhead	102,495.00	93,615.45	8,307.70	12,461.55	8,879.55
FICA Overhead	6,150.00	5,440.77	482.83	724.26	709.23
Medicare Overhead	1,435.00	1,216.01	112.92	112.92	218.99
Health/Dental Ins Overhead	35,358.00	28,517.29	0.00	3,178.58	6,840.71
Retirement Overhead	9,225.00	5,616.89	498.46	747.69	3,608.11
Indirect Labor Allocation	55,540.00	46,283.70	4,628.37	4,628.37	9,256.30
Non Labor Allocated Overhead	5,577.00	4,714.30	471.43	471.43	862.70
Total Operations	238,680.00	197,330.58	14,501.71	23,931.26	41,349.42

Jefferson County Local Development Corp

Aged Receivables

As of Oct 31, 2024

RLF

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
CANZONIER JAY CANZONIER D/B/A N	2086				16,908.21	16,908.21
CANZONIER JAY CANZONIER D/B/A					16,908.21	16,908.21
CLAYTON ISLAND CLAYTON ISLAND TOUR	2242				6,467.51	6,467.51
CLAYTON ISLAND CLAYTON ISLAND TOUR					6,467.51	6,467.51
CLAYTON YACHT CLAYTON YACHT CLUB,	2344				23,399.60	23,399.60
CLAYTON YACHT CLAYTON YACHT CLUB,					23,399.60	23,399.60
WIC WICLDC	1907				76,085.46	76,085.46
WIC WICLDC					76,085.46	76,085.46
Report Total					122,860.78	122,860.78

e. c. v. i. p.
Jefferson County Local Development Corp
Aged Receivables
As of Oct 31, 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				3,330.03	3,330.03
AUBREYS AUBREYS SHOPPING C					3,330.03	3,330.03
CCTI COLLEENS CHERRY TR	2238				3,671.63	3,671.63
CCTI COLLEENS CHERRY TR					3,671.63	3,671.63
CORNELIA LAURIE A. CORNELIA	2240				3,491.44	3,491.44
CORNELIA LAURIE A. CORNELIA					3,491.44	3,491.44
GRAPES BUSTED GRAPES,LLC	2250				3,991.25	3,991.25
GRAPES BUSTED GRAPES,LLC					3,991.25	3,991.25
HERMAN BONNIE HERMAN	2235				3,330.72	3,330.72
HERMAN BONNIE HERMAN					3,330.72	3,330.72
MILLER GAIL W. MILLER	2236				3,499.47	3,499.47

Jefferson County Local Development Corp
Aged Receivables
As of Oct 31, 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					3,499.47	3,499.47
MORGIA MORGIA MASONRY	2264				3,669.79	3,669.79
MORGIA MORGIA MASONRY					3,669.79	3,669.79
NORTH BRANCH NORTH BRANCH FARMS	2262				3,500.93	3,500.93
NORTH BRANCH NORTH BRANCH FARMS					3,500.93	3,500.93
NORTHERN NORTHERN COMMERCIAL	2263				3,455.31	3,455.31
NORTHERN NORTHERN COMMERCIAL					3,455.31	3,455.31
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 Oct 31, 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				3,330.05	3,330.05
SKINNER SCOTT P. SKINNER					3,330.05	3,330.05
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				3,671.48	3,671.48
ZERO ZERO DOCK STREET, L					3,671.48	3,671.48
Report Total					53,654.92	53,654.92

Jefferson County Local Development Corp

Aged Receivables

As of Oct 31, 2024

CLAYTON

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
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
Report Total					3,464.02	3,464.02

Jefferson County Local Development Corp
Aged Receivables
As of Oct 31, 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
JCIDA	ADMIN9		59,475.00			59,475.00
JEFF COUNTY IDA	ADMIN10	59,475.00				59,475.00
JCIDA		59,475.00	59,475.00			118,950.00
JEFF COUNTY IDA						
Report Total		59,475.00	59,475.00			118,950.00

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Oct 1, 2024 to Oct 31, 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
10/3/24	122250 407501 112501	1247	Invoice: 2263 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	172.50 7.50
10/3/24	122250 407501 112501	58789	Invoice: 2248 INTEREST SCOTT P. SKINNER	179.69	170.94 8.75
10/3/24	122250 407501 112501	2320	Invoice: 2236 INTEREST GAIL W. MILLER	539.07	511.54 27.53
10/3/24	122025 407501 112501	995075	Invoice: 2242 INTEREST CLAYTON ISLAND TOURS	198.97	171.31 27.66
10/3/24	122025 407501 112501	005591	Invoice: 2344 INTEREST CLAYTON YACHT CLUB, INC.	718.75	658.60 60.15
10/10/24	122250 407501 112501	7835	Invoice: 2235 INTEREST BONNIE HERMAN	179.69	170.94 8.75
10/10/24	122250 407501 112501	80222	Invoice: 2280 INTEREST ZERO DOCK STREET, LLC	179.69	170.09 9.60
10/10/24	122250 407501 112501	3715	Invoice: 2241 INTEREST AUBREYS SHOPPING CENTER	179.69	170.94 8.75
10/10/24	122250 407501 112501	8915	Invoice: 2240 INTEREST LAURIE A. CORNELIA	179.69	170.51 9.18
10/10/24	122250 407501 112501	7000228	Invoice: 2264 INTEREST MORGIA MASONRY	359.38	340.60 18.78
10/17/24	122250 407501 112501	5429	Invoice: 2262 INTEREST NORTH BRANCH FARMS	179.69	170.51 9.18
10/17/24	122025 407501 112501	5428	Invoice: 2086 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	682.75 43.98
				<u>3,801.04</u>	<u>3,801.04</u>

Jefferson County Local Development Corp
Aged Payables
As of Oct 31, 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
RBC RBC WEALTH MANAGE	10/24/24	2,280.29				2,280.29
RBC RBC WEALTH MANAGE		2,280.29				2,280.29
UNITED UNITED WAY OF NNY	10/24/24	79.00				79.00
UNITED UNITED WAY OF NNY		79.00				79.00
WB MASON WB MASON CO INC.	701854	66.97				66.97
WB MASON WB MASON CO INC.		66.97				66.97
Report Total		2,426.26				2,426.26

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Oct 1, 2024 to Oct 31, 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
10/1/24	7420	200001 100001	Invoice: 70387 DAVIS VISION	88.13	88.13
10/1/24	7421	200001 200001 200001 100001	Invoice: 8457 Invoice: 452952 Invoice: 458486 EXCELLUS BC/BS	827.02 409.04 10,879.72	12,115.78
10/1/24	7422	200001 100001	Invoice: 27937 NNY ONLINE	595.35	595.35
10/1/24	7423	200001 100001	Invoice: 1545303 PROSHRED SECURITY	24.21	24.21
10/1/24	7424	200001 100001	Invoice: 9/26/24 RBC WEALTH MANAGEMENT	2,280.29	2,280.29
10/1/24	7425	200001 100001	Invoice: 9/26/24 UNITED WAY OF NNY	79.00	79.00
10/1/24	7426	200001 100001	Invoice: LOAN-10 WATERTOWN LOCAL DEVELOPMENT CORPORATION	4,661.87	4,661.87
10/1/24	7427	200001 100001	Invoice: 7274 WICLDC	1,553.00	1,553.00
10/1/24	7428	200001 100001	Invoice: 690 OLD MCDONALD'S FARM	250.00	250.00
10/2/24	7429	717001 100001	ARPA FOOD PRODUCTION LUCKI 7 LIVESTOCK CO	1,575.00	1,575.00
10/2/24	7431	717001 100001	ARPA FOOD PROCESSING YVUNNE YOUNGS	4,990.00	4,990.00
10/4/24	7432	200001 100001	Invoice: 74835 CINTAS	75.56	75.56
10/4/24	7433	200001 100001	Invoice: 6786 FORT DRUM REGIONAL LIAISON ORGANIZATION	5,000.00	5,000.00
10/4/24	7434	200001 100001	Invoice: 6001080 THE HARTFORD	608.03	608.03
10/4/24	7435	200001 100001	Invoice: 9302024 KEY BANK	1,509.35	1,509.35
10/4/24	7436	200001 100001	Invoice: AO 66678-N LIFETIME BENEFIT SOLUTIONS,INC.	275.00	275.00
10/4/24	7437	200001	Invoice: 92_22_AS	26.85	

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Oct 1, 2024 to Oct 31, 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
		200001	Invoice: 92424E	420.11	
		100001	NATIONAL GRID		446.96
10/4/24	7438	200001	Invoice: 46373	510.45	
		100001	NATIONAL PEN		510.45
10/4/24	7439	200001	Invoice: 62282	102.76	
		100001	VERIZON WIRELESS		102.76
10/4/24	7440	200001	Invoice: 19584	674.00	
		100001	WPBS		674.00
10/4/24	7441	200001	Invoice: 133445	40.00	
		100001	WRVO		40.00
10/5/24	7442	500000	SHORT PAYMENT	55.95	
			CHECK #7438		
		100001	NATIONAL PEN		55.95
10/11/24	7443	717001	ARPA FOOD PRODUCTION GRANT	11,700.00	
		100001	RUSTLING GRASS FARM		11,700.00
10/11/24	7444	717001	ARPA FOOD PRODUCTION GRANT	3,268.60	
		100001	WALNUT GROVE APIARIES, INC		3,268.60
10/11/24	7445	717001	ARPA FOOD PROCESSING GRANT	10,000.00	
		100001	WALNUT GROVE APIARIES, INC		10,000.00
10/15/24	7455	717001	ARPA FOOD PRODUCTION GRANT	2,797.65	
		100001	WALNUT GROVE APIARIES, INC		2,797.65
10/16/24	7446	200001	Invoice: 93024	19.95	
		100001	BLUE MOUNTAIN SPRING WATER, INC.		19.95
10/16/24	7447	200001	Invoice: 350349	75.56	
		100001	CINTAS		75.56
10/16/24	7448	200001	Invoice: 1120	865.00	
		100001	NORTHERN COMMERCIAL CLEANING		865.00
10/16/24	7449	200001	Invoice: 10/08/24	2,280.29	
		100001	RBC WEALTH MANAGEMENT		2,280.29
10/16/24	7450	200001	Invoice: 102724	204.91	
		100001	SAM'S CLUB/SYN-23-JNY DANIEL		204.91

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Oct 1, 2024 to Oct 31, 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
			BANK		
10/16/24	7451	200001	Invoice: 53091	462.00	
		200001	Invoice: 60739	935.00	
		100001	SPECTRUM REACH		1,397.00
10/16/24	7452	200001	Invoice: 10/08/24	79.00	
		100001	UNITED WAY OF NNY		79.00
10/16/24	7453	200001	Invoice: 599672	325.11	
		100001	WELLS FARGO FINANCIAL SERVICES		325.11
10/16/24	7454	200001	Invoice: 68097	369.81	
		100001	WESTELCOM		369.81
10/17/24	7456	717001	ARPA TOURISM GRANT	20,000.00	
		100001	RIVER YOGA, LLC		20,000.00
Total				90,893.57	90,893.57

Robin Stephenson

From: Julie Brenon <[REDACTED]>
Sent: Friday, October 25, 2024 8:58 AM
To: Adrienne Teachout
Cc: Robin Stephenson; Marshall Weir; Jeffrey Ginger
Subject: RE: FW: Manufacturing Day Oct 17

Good morning!

Thank you so much for this feedback , Adrienne! We are so happy to hear that your students had a great experience seeing first-hand the career opportunities at facilities in our area. We also appreciate the comments of how welcoming the employees at your scheduled businesses were to your groups.

Best,

Julie A. Brenon

Secretary to the Director of CTE
Jefferson-Lewis BOCES
20104 State Route 3
Watertown, NY 13601
315-779-7201

From: Adrienne Teachout <[REDACTED]>
Sent: Thursday, October 24, 2024 8:00 AM
To: Julie Brenon <[REDACTED]>
Subject: Re: FW: Manufacturing Day Oct 17

Good Morning,

I just wanted to reach out and say thank you for another great Manufacturing Day! This is a wonderful experience for students (and teachers!) to see first-hand the career opportunities in these fields right in our backyard. At both facilities we visited (Current Applications and EZ Stak) we were greeted by enthusiastic employees who educated us and welcomed the endless stream of questions. I look forward to the opportunity to participate with more students again next year!

Thank you!
Adrienne

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
Total Available	\$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	\$1,209,281.11
September-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,209,281.11
October-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,209,281.11
Total Expenditures	\$789,996.14	\$347,204.64	\$293,995.12	\$344,522.99	\$1,000,000.00	\$584,000.00	\$3,359,718.89
Balance of Grant	\$19,003.86	\$77,795.36	\$106,004.88	\$80,477.01	\$0.00	\$916,000.00	\$1,199,281.11
Not allocated	\$0.00	\$833.34	\$82.51	\$30,400.00	\$0.00	\$0.00	\$31,315.85
Excess Funds *	\$0.00	\$106,962.02	\$105,922.37	\$50,077.01	\$0.00	\$0.00	\$262,961.40
Full Uncommitted Balance	\$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>							
* excess funds are those contracts that are completed and any left over funds not used							

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
Total Available	\$100,000.00	\$180,000.00	\$500,000.00	\$100,000.00	\$500,000.00			\$1,380,000.00
Round 1 Uncommitted Carryover *	\$32,707.00	\$155,565.37	\$0.00	\$106,004.88	\$0.00			\$294,277.25
October-23	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00			\$1,664,277.25
November-23	\$73,000.00	\$18,931.20	\$0.00	\$0.00	\$0.00			\$1,572,346.05
December-23	\$18,729.99	\$18,868.00	\$0.00	\$0.00	\$0.00			\$1,534,748.06
January-24	\$0.00	\$58,140.00	\$19,410.70	\$0.00	\$0.00			\$1,457,197.36
February-24	\$0.00	\$0.00	\$12,258.30	\$0.00	\$0.00			\$1,444,939.06
March-24	\$0.00	\$5,000.00	\$94,380.89	\$0.00	\$0.00			\$1,345,558.17
April-24	\$0.00	\$10,000.00	\$39,061.83	\$5,686.18	\$70,427.45			\$1,220,382.71
May-24	\$0.00	\$0.00	\$30,191.03	\$14,873.18	\$37,446.50			\$1,137,872.00
June-24	\$0.00	\$0.00	\$42,758.93	\$8,425.67	\$44,228.68			\$1,042,458.72
July-24	\$0.00	\$0.00	\$28,520.84	\$25,322.54	\$38,112.50			\$950,502.84
August-24	\$2,270.01	\$6,082.40	\$63,957.50	\$9,023.70	\$5,557.50			\$863,611.73
September-24	\$5,207.18	\$0.00	\$24,007.66	\$0.00	\$0.00			\$834,396.89
October-24	\$0.00	\$0.00	\$20,000.00	\$14,990.00	\$19,341.25			\$780,065.64
Total Expenditures	\$99,207.18	\$127,021.60	\$374,547.68	\$78,321.27	\$215,113.88	\$0.00	\$0.00	\$894,211.61
Balance of Grant	\$33,499.82	\$208,543.77	\$125,452.32	\$127,683.61	\$284,886.12	\$0.00	\$0.00	\$780,065.64
Not allocated	\$0.00	\$96,407.77	\$69,002.00	\$45,161.88	\$115,385.45			\$325,957.10
Balance	\$0.00	\$96,407.77	\$69,002.00	\$45,161.88	\$115,385.45	\$0.00	\$0.00	\$325,957.10
Report Prepared by Robin Stephenson - Director of Business Development								
* Round 1 Rental Combined with Small Business Productivity								

Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA) Round 2

November 7, 2024

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
Winning Promotions Inc.	Purchase (1) TrueVIS SG3 Series Large-Format Inkjet Printer/Cutters from Roland or competitor. Price as of today is \$13,995 for the machine, plus set up and delivery	\$13,995	\$10,000
Primitive Beauty Bar	New upgraded salon chair with barber feature \$800, shampoo and skin with an adjustable chair built in \$1700, new barber equipment \$500.	\$3,000	\$2,400
	Total	\$16,995	\$12,400

Jefferson County Local Development Corporation

Tourism Grant (ARPA Round 2)

November 7, 2024

Business Name	Details of Project	Total Project Amount	Committee recommendation
Clayton Island Tours, LLC	We have two quotes, each coming in at \$33,000 for the dredging of our waterfront	\$33,000	\$24,750
	Total	\$33,000	\$24,750

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 11.07.2024.01

**AUTHORIZING AMENDED AGREEMENTS WITH THE COUNTY OF JEFFERSON
AND JCIDA FOR APRA FUNDS**

WHEREAS, by Resolution 139 of 2023 and Resolution 40 of 2022, the Jefferson County Board of Legislators authorized an agreement with the Jefferson County Local Development Corporation and Jefferson County Industrial Development Agency for the administration and operation of certain programs for the benefit of Jefferson County citizens, which include support for small businesses, local food production and processing, childcare expansion, and tourism sector enhancement, and

WHEREAS, the Jefferson County Board of Legislators approved Resolution No. 268 on October 5, 2024, to extend the term of the agreement to remain in effect until December 31, 2026, and to authorize the remainder of contracts to reallocate remaining funds from the existing programs authorized by Resolution No. 139 of 2023, focusing on the need between Jefferson County's agricultural industry, including food production, processing and agri-tourism, upon the approval of the County Administrator, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the term extension for all related ARPA contracts, 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, Chairman

SECOND EXTENSION TO ROUND 1 GRANT AGREEMENT

Between

Jefferson County Local Development Corporation

800 Starbuck Avenue, Watertown, NY 13601

And

Community Action Planning Council of Jefferson County, Inc.

518 Davidson Street, Watertown, NY 13601

For

Support of the Child Care Sector in Jefferson County

November 7, 2024

WHEREAS, a grant agreement (**The Agreement**) supporting development of the child care sector in Jefferson County was previously executed on April 7, 2022 with the first extension approved on March 7, 2024 by and between the **Jefferson County Local Development Corporation (JCLDC)**, a local development corporation formed under Section 1411 of the Not-For-Profit Corporation Law of the State of New York, with offices at 800 Starbuck Avenue, Suite 800, Watertown, New York 13601 and the **Community Action Planning Council (CAPC)**, a private non-profit, multi-service agency serving the citizens of Jefferson County through diverse programs designed to alleviate poverty, promote self-sufficiency and advance community prosperity, with offices at 518 Davidson Street, Watertown, NY 13601; and

WHEREAS, funding has not been fully utilized and expended as quickly as anticipated according to the original agreement; and

WHEREAS, the need for accessible and affordable child care remains a high priority need for the residents of Jefferson County; and

WHEREAS, the source of the funds is COVID-19: Coronavirus State and Local Fiscal Recovery Funds (SLRF) Assistance Listing number 21.027;

NOW THEREFORE THE PARTIES DO HEREBY AGREE to the following:

1. The term of **The Agreement** is hereby extended through December 31, 2026;
2. CAPC is allowed to re-allocate funding amounts between the previously approved categories in the original agreement as it deems fit to meet the highest need;
3. Under federal guidelines, subawards made by CAPC to other entities, and its 10% indirect cost rate, are "pass-through" funds, and the CAPC is considered a sub-recipient in the administration of those funds.

4. As a subrecipient, CAPC is required to comply with *Government Auditing Standards*; comply with the Uniform Guidance requirements as described in 2 C.F.R. Part 200; conduct a single audit of its administration of those funds; and to provide us a copy of its most recent audited financial statements and federal single audit reports once completed.
5. All other provisions shall remain in full force and effect.

SIGNED:

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

F. Marshall Weir, Chief Executive Officer

Date

COMMUNITY ACTION PLANNING COUNCIL

Craig J. Cashman, Chief Executive Officer

Date

FIRST EXTENSION TO ROUND 2 GRANT AGREEMENT

Between

Jefferson County Local Development Corporation

800 Starbuck Avenue, Watertown, NY 13601

And

Community Action Planning Council of Jefferson County, Inc.

518 Davidson Street, Watertown, NY 13601

For

Support of the Child Care Sector in Jefferson County

November 7, 2024

WHEREAS, a grant agreement (**The Agreement**) supporting development of the child care sector in Jefferson County was previously executed on October 5, 2023 by and between the **Jefferson County Local Development Corporation (JCLDC)**, a local development corporation formed under Section 1411 of the Not-For-Profit Corporation Law of the State of New York, with offices at 800 Starbuck Avenue, Suite 800, Watertown, New York 13601 and the **Community Action Planning Council (CAPC)**, a private non-profit, multi-service agency serving the citizens of Jefferson County through diverse programs designed to alleviate poverty, promote self-sufficiency and advance community prosperity, with offices at 518 Davidson Street, Watertown, NY 13601; and

WHEREAS, funding has not been fully utilized and expended as quickly as anticipated according to the original agreement; and

WHEREAS, the need for accessible and affordable child care remains a high priority need for the residents of Jefferson County; and

WHEREAS, the source of the funds is COVID-19: Coronavirus State and Local Fiscal Recovery Funds (SLRF) Assistance Listing number 21.027;

NOW THEREFORE THE PARTIES DO HEREBY AGREE to the following:

1. The term of **The Agreement** is hereby extended through December 31, 2026;
2. CAPC will administer the funds according to the attached amended Scope of Work, intended to improve the availability of quality child care in Jefferson County.
3. CAPC will provide quarterly reports to the JCLDC itemizing the expenditure of funds to date.
4. CAPC shall retain documentation of expenditures for a period of three years.
5. CAPC is allowed to re-allocate funding amounts between the previously approved categories in the original agreement as it deems fit to meet the highest need;

6. Under federal guidelines, subawards made by CAPC to other entities, and its 10% indirect cost rate, are “pass-through” funds, and the CAPC is considered a sub-recipient in the administration of those funds.
7. As a subrecipient, CAPC is required to comply with *Government Auditing Standards*; comply with the Uniform Guidance requirements as described in 2 C.F.R. Part 200; conduct a single audit of its administration of those funds; and to provide us a copy of its most recent audited financial statements and federal single audit reports once completed.
8. All other provisions shall remain in full force and effect.

SIGNED:

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

F. Marshall Weir, Chief Executive Officer

Date

COMMUNITY ACTION PLANNING COUNCIL

Craig J. Cashman, Chief Executive Officer

Date

AMENDED SCOPE OF WORK

Next Level Provider Collaborative Costs - \$28,542

- Funds support up to 30 in-home child care programs who can join (without cost) the Next Level Collaborative, a shared services network for 2 years. The Collaborative uses Childcare Management Software (Brightwheel) with an enterprise feature to assist and build quality and sound business practices. Brightwheel tracks enrollment, attendance, waiting lists, parent communication, as well as revenue and expenses. The time and accuracy gains make home-based programs more stable and efficient. The enterprise feature lets our staff assist providers in real time, and track data across programs.
- NYAEYC (Association for the Education of Young Children) membership is a professional tool that connects programs with current research, trends, and accreditation opportunities at a national level. Legal and HR information and best practice templates are available to members.
- The Collaborative also creates a network of peers, increasing retention and professionalism. Mental health and family support services will be offered to participants through a PIVOT EAP agreement.
- Extensive coaching for providers, on and off site, is funded by other contracts. Staff time in this budget is for record keeping and reporting and developing analysis about use and efficacy of Collaborative support services.

Home-Based Day Care Materials & Equipment Grants - \$17,608.

- The CAPC will grant up to \$2,350 per new home-based provider for items such as carbon monoxide detectors, play equipment, and various materials.
- Once a provider has submitted an application to the New York State Office of Children and Family Services, CAPC staff schedule an appointment to determine needs and barriers to opening (ex. Smoke and carbon monoxide detectors, fire extinguishers, door alarms, etc.). Providers are eligible for up to \$850 in items purchased during the OCFS application period.
- Upon opening, providers are eligible for up to \$800 for materials such as books, toys, materials, and supplies.
- After 6 months of operation, and with at least 4 children enrolled, providers are eligible for up to \$700 in additional items to support program quality, with guidance from CAPC staff.
- Purchase of opening materials/equipment for supply kits; JOYMOR Rest Mat, 5 pack, daycare cot sheets, kiddie fire extinguishers, smoke alarm, first aid kit, carbon monoxide detector, radon test kit, door/window alarm, window film, flashlight, baby gate, outlet covers and quality improvement kits.

Administrative and Indirect Costs - \$26,850

- CAPC shall retain \$26,740 to cover its administrative costs: including \$14,500 for staff time, \$3,780 for fringe benefits, \$700 for supplies and \$7,870 for indirect.

AUTHORIZING RESOLUTION

*(Engagement of Strategic Development Specialists, LLC for
Targeted Economic Development Services and Countywide Site Location Advocacy)*

A regular meeting of the Jefferson County Local Development Corporation was convened on Thursday, November 7, 2024 at 8:00 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 11.07.2024.02

RESOLUTION OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") AUTHORIZING THE ENGAGEMENT OF STRATEGIC DEVELOPMENT SPECIALISTS, LLC TO PROVIDE CERTAIN TARGETED ECONOMIC DEVELOPMENT SERVICES AND COUNTYWIDE SITE SELECTION ADVOCACY SERVICES (AS MORE PARTICULARLY DESCRIBED HEREIN), AND THE EXECUTION AND DELIVERY OF AN ENGAGEMENT LETTER IN FURTHERANCE OF SAME

WHEREAS, pursuant to Sections 402 and 1411 of the Not-For-Profit Corporation Law ("N-PCL") of the State of New York, the **Jefferson County Local Development Corporation, d/b/a Jefferson County Economic Development** (herein, the "Corporation") was established as a domestic, not-for-profit local development corporation pursuant to a Certificate of Incorporation (the "Certificate", as filed September 9, 2009 and as amended November 19, 2013) to undertake certain charitable and public purposes, among other things, including relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding the County of Jefferson (the "County") by attracting new industry to the City or by encouraging the development of, or retention of, an industry in the County, and lessening the burdens of government and acting in the public interest; and

WHEREAS, the Corporation desires to undertake targeted economic development activities, enhanced Countywide site selection efforts to capitalize on significant regional economic development projects, including the proposed Micron project to be located in nearby Clay, New York; and

WHEREAS, the Corporation has been presented with a proposal from **Strategic Development Specialists, LLC**, of East Syracuse, New York (the "Consultant") for the provision of targeted economic development consulting services to the Corporation, including site selection and promotion services, marketing and promotion of the County to developers and businesses, identification and application to federal and state grant programs, strategic lobbying and advocacy, and related services (herein, the "Services"); and

WHEREAS, the Corporation desires to engage the Consultant for the Services, and pursuant to and in accordance with the Corporation's Procurement Policy, the Services constitute "professional services"; and

WHEREAS, the Corporation further desires to direct the establishment of an updated Corporation budget for the remainder of 2024 and for 2025 to accommodate same.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby authorizes the engagement of the Consultant to provide the Services to the Corporation, with such services to be provided pursuant to an agreement (the "Agreement") in form and substance approved by the Chairman, Vice Chairman and/or Chief Executive Officer (or Deputy CEO) of the Corporation and counsel to the Corporation, and said officers are hereby authorized, on behalf of the Corporation, to execute and deliver the Agreement and related documents in such forms as approved by the General Counsel to the Corporation, with such changes as shall be approved by the Chairman, Vice Chairman and/or Chief Executive Officer (or Deputy CEO) and counsel to the Corporation upon execution.

Section 2. The Corporation hereby directs the establishment of an updated Corporation budget for the Agreement and Services, which shall include a base fee of \$5,000.00 per month for the first 12 months, and if extended by the Corporation, a base fee of \$6,500 per month for an additional year.

Section 3. The officers, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, costs, requisitions, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 4. These Resolutions shall take effect immediately upon adoption.

The question of the adoption of the foregoing resolutions was duly put to vote on roll call, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
Robert E. Aliasso, Jr.				
David J. Converse				
John J. Condino				
William W. Johnson				
Lisa L'Huillier				
W. Edward Walldroff				
Paul J. Warneck				
Gregory A. Gardner				
Christine A. Powers				
Robert J. Aiken				

The resolutions were thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF JEFFERSON) ss:

I, the undersigned Chairman of the Jefferson County Local Development Corporation,
DO HEREBY CERTIFY:

That I have compared the foregoing extract of the minutes of the meeting of the Jefferson County Local Development Corporation (the "Corporation") including the resolution contained therein, held on November 7, 2024, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Corporation this
__ day of _____, 2024.

Robert E. Aliasso, Jr., Chairman

[SEAL]

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	A		
Aliasso, Robert	P	P	P	P	E	E	P	P	P	P		
Vacant	-	-	-	-	-	-	-	-	-	-		
Condino, John	P	P	P	P	P	P	P	P	P	A		
Converse, David	P	E	P	P	P	P	P	P	P	P		
Gardner, Gregory	P	P	P	P	P	P	E	E	P	P		
Johnson, William	P	P	P	P	P	P	P	P	P	P		
L'Huillier, Lisa	P	P	P	P	A	P	P	P	P	P		
Powers, Christine	P	P	P	P	E	E	E	P	E	P		
Walldroff, W. Edward	P	P	P	P	P	P	P	P	P	P		
Warneck, Paul	P	P	E	P	P	P	P	P	P	P		
Totals:	11	9	10	11	7	8	9	10	9	8		
P - Present												
E - Excused												
A - Absent												
Burto, Kent Resigned 9/1/24	P	E	P	P	E	E	P	P	E			