

**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

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**Notice of Board Meeting**

**Date:** January 24, 2025

**To:** W. Edward Walldroff  
David Converse  
Dr. Gregory A. Gardner  
Paul Warneck  
Hon. William W. Johnson  
Lisa L'Huillier  
Robert Aiken  
John Condino  
Dawn Robinson  
Charles Capone

**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, February 6, 2025 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 Maier, Esq.  
Media

**BOARD MEETING AGENDA**  
**Thursday, February 6, 2025 – 8:00 a.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – January 9, 2025**
- V. Treasurer’s Report – January 31, 2025**
- 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. Proposed Charge Card Voucher**
  - 2. Resolution No. 02.06.2025.01 to Lend Money to JCIDA**
- XI. Adjournment**

**Jefferson County Local Development Corporation  
Annual Board Meeting Minutes  
January 9, 2025**

DRAFT

The Jefferson County Local Development Corporation held its annual board meeting on Thursday, January 9, 2025 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** Robert E. Aliasso, Jr., W. Edward Walldroff, David Converse, Lisa L’Huillier, Paul Warneck, John Condino, William Johnson, Dawn Robinson, Charles Capone  
**Zoom:** Dr. Gregory A. Gardner

**Excused:** Rob Aiken

**Absent:** None

**Also Present:** Dylan Soper (Deputy County Administrator)  
**Zoom:** Justin Miller, Esq. (Harris Beach), WWNY

**Staff Present:** Marshall Weir, Jay Matteson, 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 on December 5, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Walldroff, seconded by Ms. L’Huillier. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending December 31, 2024. He said that we are at the end of the full twelve-month period and the month looks fine compared to other months. He said that looking at the year's expenses over revenues is deceiving because it looks like we are short on our revenues, but he noted it's because of the grant income. He said that everything looks in line with what we had budgeted for calendar year 2024 and said there is one COVID loan that will be considered for write-off. A motion was made by Mr. Condino to accept the financial report as presented, seconded by Mr. Warneck. All in favor. Carried.
  - a. **Resolution No. 01.09.2025.01 to Write Off COVID Loan for Melissa Sampson (Kids R Kids Daycare)** – Chairman Aliasso read the resolution. The loan has been in default for over a year with no response. Staff recommended approval to write off the balance of \$6,133.54 effective December 31, 2024. A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Warneck. Discussion ensued. Mr. Warneck mentioned that this is the first COVID loan write-off which is not bad based off the timeframe we were dealing with and the challenges. Mr. Walldroff asked what the nature of her request was. Ms. Sampson said it was a daycare business. Ms. Stephenson said her business has closed. Mr. Capone asked if there is any recourse for the principals of these loans and asked if we can sue them. Mr. Warneck said that we looked at the cost to go after a small amount and determined that we are going to spend more to collect less. Mr. Walldroff asked if this will show up on her credit report and suggested the board consider some kind of reporting. Dr. Gardner said that he agreed and indicated that there should be consequences for not repaying. Mr. Condino asked if Attorney Miller has any

**Resolution No. 01.09.2025.01 to Write Off COVID Loan for Melissa Sampson (Kids R Kids Daycare) continued -**

input. Attorney Miller said there could be a confession of judgment. He asked if they are in the wind in terms of engagement with staff. Mr. Weir said there has not been any response. Attorney Miller said the amount owed doesn't justify going to get a default judgment and filing that and chasing it. He asked if there is any security on these loans. Board members/staff said no. He asked if they are still in business locally. Board members/staff said no. He said there are ways that we could publically file things without securing a judgment to document the debt and he can help with that or at the very least send out a final demand letter to show that we are trying to protect the public cash asset and try to reconcile it in some fashion. Mr. Walldroff asked about reporting to a credit agency. Attorney Miller asked if we were given the social security number and the right to review their financial records at loan closing. Ms. Sampson said that we did a credit report initially. Attorney Miller said that typically when they provide financial information there is some boilerplate language, but he doesn't know if it was utilized. He said essentially, we could act like a bank and report their balance every month if the document allowed for it. Mr. Converse said that he thinks we need to amend our lending policy to indicate that defaults will be reported to a credit agency. The board instructed staff to look at the file to do what is legal and right and consult with Attorney Miller if needed. Attorney Miller said that we should take care of the accounting now to write off the balance but noted that it doesn't prohibit us from collection efforts. Resolution carried.

**VI. Committee Reports:**

**a. Audit Committee**

- i. Resolution No. 01.09.2025.02 to Engage Auditors for Annual Audit – Mr. Warneck reviewed the committee meeting minutes. The Audit Committee met on December 13, 2024 and recommended approval of the engagement letter presented by Bowers CPAs. The total fee is \$13,500 which includes the financial statement audit, the single audit, information returns, and forms. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Condino. All in favor. Carried.**

**b. Personnel Committee**

- i. Resolution No. 01.09.2025.03 to Establish Percentage for Discretionary Contribution for year ending 12/31/24 – Mr. Walldroff reviewed the committee meeting minutes. The Personnel Committee met on December 13, 2024 and recommended 3% for the discretionary contribution to the 401(k) plan, which amounts to \$15,572. A motion was made by Mr. Johnson to approve the resolution, seconded by Dr. Gardner. All in favor. Carried.**

Mr. Converse explained the rationale behind the discretionary contribution for the benefit of new board members. He said the board agreed to an optional amount as a way to balance out for the employees when the organization moved away from the NYS Retirement System. Mr. Converse thanked Attorney Miller for walking the board through that process.

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10/10/2024

- ii. **Proposed Employee Handbook** – Mr. Weir said the changes were proposed by the professional consultant to update the employee handbook to include best practices. The Personnel Committee recommended the changes to the employee handbook. A motion was made by Mr. Condino to approve the employee handbook, seconded by Mr. Warneck. All in favor. Carried.
- iii. **Resolution No. 01.09.2025.04 for CEO Salary Increase** – Mr. Warneck said the committee was pleased with Mr. Weir’s performance. The Personnel Committee recommended a salary increase to \$125,000 effective December 16, 2024. A motion was made by Ms. L’Huillier to approve the resolution, seconded by Mr. Johnson. All in favor. Carried.

Mr. Walldroff said the committee discussed staffing and indicated that Mr. Weir stated that there is a comfort level with the workload. Mr. Weir said it is going smoothly. It was noted that staff received an annual pay raise of 3%, which is in line with the County pay raises. Mr. Weir said one employee received a 4% raise.

WWNY joined the meeting via Zoom at 8:30 a.m.

**c. Governance Committee**

- i. **Resolution No. 01.09.2025.05 to Annual Internal Policy and Procedure Review** – The Governance Committee met on December 13, 2024 to review the bylaws, mission statement/performance measurements, the disposition of real property guidelines, investment policy with internal controls, and the procurement policies. There were no changes. They recommended the proposed anti-nepotism policy. It was noted that the 2024 performance measurement results will be reviewed at the March board meeting. A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.
- ii. **Summary Results of Confidential Evaluation of Board Performance** – The Governance Committee reviewed the board evaluations. A motion was made by Mr. Walldroff to accept the summary results, seconded by Mr. Johnson. All in favor. The summary will be sent to the ABO.

**VII. Council Reports:**

- a. **Ag** – Mr. Matteson updated the board on the following:
  - ARPA Grant Program – Mr. Matteson said that he continues to work on the program and will get out the final application shortly.
  - Manufacturers Lunch – Mr. Matteson said that he is helping to coordinate a lunch with manufacturers as part of an outreach program.
  - Byrne Dairy – Mr. Matteson said that he has a meeting scheduled with Byrne Dairy in Syracuse to build and maintain a relationship and to learn more about their operation.

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- Dairy Farmers of America (DFA) - Mr. Matteson said that the DFA is experiencing a change in leadership in the northeast so he will have a meeting with their new vice president at the end of the month to talk about the dairy industry.
- Podcast – Mr. Matteson said that he is going to schedule a podcast with Congresswoman Tenney to talk about the important issues going on in agriculture.
- Working with DANC – Mr. Matteson said that Jefferson, Lewis and St. Lawrence Counties have been working through the DANC connection to create a series of marketing videos on agribusiness, tourism, and manufacturing. He said that he will share the links when they are finished.
- Avian Influenza – Mr. Matteson mentioned the concern across the nation and noted that it is driving up the cost of eggs. He said there are no recent cases in Jefferson County.

**b. Manufacturing** – Ms. Stephenson said she is working with Lewis County to prepare the agenda for the upcoming spring Jeff-Lewis Manufacturers Alliance meeting. She said that they will also be discussing Manufacturing Day tours for later this year.

**c. Marketing** – Mr. Weir said that he received monthly reports from Strategic Development Specialists yesterday and will share them with board members.

Mr. Weir mentioned the concept for the Business Complex at the Watertown Airport that BCA created several years ago. He said that he will meet with them to review changes that have occurred and get an updated design of the park to be able to market it in the future. Mr. Walldroff suggested reaching out to local developers (i.e. Mike Lundy, Dan Voss, etc.) to get their input.

D. Gardner left the meeting at 8:58 a.m.

**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 she will focus on the unallocated funds this month. She said the grant funds have had a good impact locally and reported that we have helped 213 small businesses.

**IX. Counsel:** None.

**X. New Business:**

1. **Proposed Committee Structure** – Mr. Matteson mentioned that a bio was included in the packet for Nicole Ingram who will represent agribusiness on the Ag Council. A motion was made by Mr. Warneck, seconded by Mr. Converse to approve the committee structure. All in favor. Carried.

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- 2. Child Care Training Contract with Jefferson Community College and Onondaga Community College (for Cohort 5)** – A \$10,000 request from JCC to continue support for the Home-Based Child Care Training Program for Cohort 5. The program has resulted in 70 new childcare slots available in our community. A motion was made by Mr. Converse to approve the Memorandum of Agreement between JCC, OCC, and JCLDC, seconded by Mr. Warneck. All in favor. Carried.
- 3. ARPA Small Business Productivity Improvement Grant Recommendation** – The committee recommended the following grant recommendation:

Keddy Family Chiropractic                      \$10,000

Mr. Weir said the business will be purchasing an EVO Q27 IV laser to help decrease the amount of time needed to treat both spinal and joint pain which will increase productivity of staff's time to be more efficiently utilized.

A motion was made by Mr. Condino to approve the grant recommendation, seconded by Ms. L'Huillier. All in favor. Carried.

**Executive Session**

At 9:05 a.m. a motion was made by Mr. Warneck to enter into an executive session for legal advice, seconded by Mr. Walldroff. All in favor. Board Members, LDC Board Members Robinson and Capone, Deputy County Administrator Soper, Staff, and Attorney Miller remained.

At 9:42 a.m. a motion was made by Mr. Warneck to leave the executive session, seconded by Mr. Converse. All in favor. No action was taken.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Condino, seconded by Mr. Johnson. All in favor. The meeting was adjourned at 9:44 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Income Statement for the One Month Period Ending January 31, 2025**

Prepared by Lyle Eaton

UNRECONCILED

|                                     | Current<br>Year<br>Budget | Year-to-Date<br>Total | Current<br>Month      | Previous<br>Month  | Balance<br>Remaining |
|-------------------------------------|---------------------------|-----------------------|-----------------------|--------------------|----------------------|
| <b>Revenues</b>                     |                           |                       |                       |                    |                      |
| Admin Fees                          | \$ 453,399.00             | 0.00                  | \$ 0.00               | 59,475.00          | 453,399.00           |
| JC Grant Marketing                  | 280,000.00                | 0.00                  | 0.00                  | 23,333.33          | 280,000.00           |
| JC Grant Ag Program                 | 150,000.00                | 0.00                  | 0.00                  | 12,500.00          | 150,000.00           |
| RLF Interest Income                 | 4,000.00                  | 547.15                | 547.15                | 168.49             | 3,452.85             |
| Grant Income Federal                | 750,000.00                | 54,684.12             | 54,684.12             | 67,492.21          | 695,315.88           |
| Interest Income                     | 3,000.00                  | 0.00                  | 0.00                  | 320.76             | 3,000.00             |
| Miscellaneous Income                | 1,000.00                  | 0.00                  | 0.00                  | 0.00               | 1,000.00             |
| <b>Total Revenues</b>               | <b>1,641,399.00</b>       | <b>55,231.27</b>      | <b>55,231.27</b>      | <b>163,289.79</b>  | <b>1,586,167.73</b>  |
| <b>Expenses</b>                     |                           |                       |                       |                    |                      |
| Salaries                            | 484,785.00                | 55,113.57             | 55,113.57             | 57,560.81          | 429,671.43           |
| Benefits                            | 165,540.00                | 16,606.72             | 16,606.72             | 31,872.98          | 148,933.28           |
| <b>Operations</b>                   |                           |                       |                       |                    |                      |
| Marketing Program                   | 218,294.00                | 14,998.62             | 14,998.62             | 26,216.74          | 203,295.38           |
| AG Program                          | 206,830.00                | 19,494.45             | 19,494.45             | 14,501.72          | 187,335.55           |
| Office Expense                      | 10,000.00                 | 118.48                | 118.48                | 8,228.93           | 9,881.52             |
| Payroll Processing                  | 5,000.00                  | 667.25                | 667.25                | 321.50             | 4,332.75             |
| Office Rent                         | 18,500.00                 | 1,553.00              | 1,553.00              | 1,553.00           | 16,947.00            |
| Project Loan Rent                   | 18,648.00                 | 4,661.87              | 4,661.87              | 4,661.87           | 13,986.13            |
| Office Cleaning                     | 12,000.00                 | 1,016.12              | 1,016.12              | 1,016.12           | 10,983.88            |
| Telephone                           | 7,000.00                  | 369.00                | 369.00                | 633.21             | 6,631.00             |
| Equipment Rental                    | 3,500.00                  | 325.11                | 325.11                | 325.11             | 3,174.89             |
| Equipment Maintenance               | 1,000.00                  | 92.56                 | 92.56                 | 92.56              | 907.44               |
| System Maintenance                  | 7,200.00                  | 850.25                | 850.25                | 595.35             | 6,349.75             |
| Electric Service                    | 5,000.00                  | 0.00                  | 0.00                  | 485.13             | 5,000.00             |
| Gas Service                         | 3,000.00                  | 0.00                  | 0.00                  | 315.67             | 3,000.00             |
| Business Support                    | 5,000.00                  | 5,000.00              | 5,000.00              | 0.00               | 0.00                 |
| Workforce Development               | 2,500.00                  | 0.00                  | 0.00                  | 0.00               | 2,500.00             |
| Travel/Promotion/Meals              | 10,000.00                 | 105.46                | 105.46                | 1,796.78           | 9,894.54             |
| Staff Training & Seminars           | 6,000.00                  | 0.00                  | 0.00                  | 0.00               | 6,000.00             |
| Depreciation F&F                    | 10,005.00                 | 39.16                 | 39.16                 | 1,300.77           | 9,965.84             |
| Dues & Publications                 | 0.00                      | 2,300.00              | 2,300.00              | 0.00               | (2,300.00)           |
| Commercial Insurance                | 3,550.00                  | 279.86                | 279.86                | 279.86             | 3,270.14             |
| Legal Unrestricted                  | 1,000.00                  | 0.00                  | 0.00                  | 0.00               | 1,000.00             |
| Accounting & Auditing               | 20,000.00                 | 0.00                  | 0.00                  | 0.00               | 20,000.00            |
| Consultants                         | 0.00                      | 948.00                | 948.00                | 210.00             | (948.00)             |
| STRATEGIC CONSULTING                | 0.00                      | 5,000.00              | 5,000.00              | 5,000.00           | (5,000.00)           |
| Grants Expense Federal              | 750,000.00                | 51,232.45             | 51,232.45             | 67,492.21          | 698,767.55           |
| Grant Expense YMCA                  | 0.00                      | 1,129.24              | 1,129.24              | 0.00               | (1,129.24)           |
| Credit Losses Expense               | 0.00                      | 0.00                  | 0.00                  | 6,133.54           | 0.00                 |
| Reallocated Program Expenses        | (335,953.00)              | (31,210.64)           | (31,210.64)           | (36,449.86)        | (304,742.36)         |
| Miscellaneous - Unrestricted        | 3,000.00                  | 0.00                  | 0.00                  | 0.00               | 3,000.00             |
| <b>Total Operations</b>             | <b>1,641,399.00</b>       | <b>150,690.53</b>     | <b>150,690.53</b>     | <b>194,144.00</b>  | <b>1,490,708.47</b>  |
| Total Revenue                       | 1,641,399.00              | 55,231.27             | 55,231.27             | 163,289.79         | 1,586,167.73         |
| Total Expenses                      | 1,641,399.00              | 150,690.53            | 150,690.53            | 194,144.00         | 1,490,708.47         |
| <b>Net Income Over Expenditures</b> | <b>\$ 0.00</b>            | <b>(95,459.26)</b>    | <b>\$ (95,459.26)</b> | <b>(30,854.21)</b> | <b>95,459.26</b>     |

For Internal Use Only



**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****AG Program Expense Statement for the One Month Period Ending January 31, 2025**

Prepared by Lyle Eaton, January 29, 2025

UNRECONCILED

|                              | <b>Current<br/>Year<br/>Budget</b> | <b>Year-to-Date<br/>Total</b> | <b>Current<br/>Month</b> | <b>Previous<br/>Month</b> | <b>Balance<br/>Remaining</b> |
|------------------------------|------------------------------------|-------------------------------|--------------------------|---------------------------|------------------------------|
| <b>Operations</b>            |                                    |                               |                          |                           |                              |
| AG Annual Meeting            | \$ 5,000.00                        | 0.00                          | \$ 0.00                  | 0.00                      | 5,000.00                     |
| AG Office Expense            | 1,000.00                           | 0.00                          | 0.00                     | 0.00                      | 1,000.00                     |
| AG Advertising               | 2,000.00                           | 0.00                          | 0.00                     | 0.00                      | 2,000.00                     |
| AG Printed Material          | 1,000.00                           | 0.00                          | 0.00                     | 0.00                      | 1,000.00                     |
| AG Membership/Dues           | 400.00                             | 0.00                          | 0.00                     | 0.00                      | 400.00                       |
| AG Business Attraction       | 500.00                             | 0.00                          | 0.00                     | 0.00                      | 500.00                       |
| AG Subscriptions             | 200.00                             | 0.00                          | 0.00                     | 0.00                      | 200.00                       |
| AG Travel/Meals/Lodging      | 4,000.00                           | 0.00                          | 0.00                     | 0.00                      | 4,000.00                     |
| AG Web Site Development      | 5,000.00                           | 0.00                          | 0.00                     | 0.00                      | 5,000.00                     |
| 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              | 113,400.00                         | 12,835.38                     | 12,835.38                | 8,307.70                  | 100,564.62                   |
| FICA Overhead                | 6,804.00                           | 747.37                        | 747.37                   | 482.84                    | 6,056.63                     |
| Medicare Overhead            | 1,588.00                           | 174.79                        | 174.79                   | 112.92                    | 1,413.21                     |
| Health/Dental Ins Overhead   | 3,931.00                           | 0.00                          | 0.00                     | 0.00                      | 3,931.00                     |
| Retirement Overhead          | 10,206.00                          | 770.13                        | 770.13                   | 498.46                    | 9,435.87                     |
| Indirect Labor Allocation    | 45,905.00                          | 3,825.44                      | 3,825.44                 | 4,628.37                  | 42,079.56                    |
| Non Labor Allocated Overhead | 4,096.00                           | 341.34                        | 341.34                   | 471.43                    | 3,754.66                     |
| <b>Total Operations</b>      | <b>206,830.00</b>                  | <b>19,494.45</b>              | <b>19,494.45</b>         | <b>14,501.72</b>          | <b>187,335.55</b>            |

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Manuf. & Business Support Expense Statement for the One Month Period Ending January 31, 2025**

Prepared by Lyle Eaton, January 29, 2025

UNRECONCILED

|                         | <b>Current<br/>Year<br/>Budget</b> | <b>Year-to-Date<br/>Total</b> | <b>Current<br/>Month</b> | <b>Previous<br/>Month</b> | <b>Balance<br/>Remaining</b> |
|-------------------------|------------------------------------|-------------------------------|--------------------------|---------------------------|------------------------------|
| <b>Operations</b>       |                                    |                               |                          |                           |                              |
| Business Support        | \$ 5,000.00                        | 5,000.00                      | \$ 5,000.00              | 0.00                      | 0.00                         |
| Workforce Development   | 2,500.00                           | 0.00                          | 0.00                     | 0.00                      | 2,500.00                     |
| <b>Total Operations</b> | <b>7,500.00</b>                    | <b>5,000.00</b>               | <b>5,000.00</b>          | <b>0.00</b>               | <b>2,500.00</b>              |

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION****Marketing Program Expense Statement for the One Month Period Ending January 31, 2025**

Prepared by Lyle Eaton, January 29, 2025

UNRECONCILED

|                               | <b>Current<br/>Year<br/>Budget</b> | <b>Year-to-Date<br/>Total</b> | <b>Current<br/>Month</b> | <b>Previous<br/>Month</b> | <b>Balance<br/>Remaining</b> |
|-------------------------------|------------------------------------|-------------------------------|--------------------------|---------------------------|------------------------------|
| <b>Operations</b>             |                                    |                               |                          |                           |                              |
| Advertising Expense           | \$ 46,600.00                       | 160.00                        | \$ 160.00                | 4,268.60                  | 46,440.00                    |
| Canadian Marketing            | 10,000.00                          | 0.00                          | 0.00                     | 0.00                      | 10,000.00                    |
| Printed Material              | 1,000.00                           | 0.00                          | 0.00                     | 0.00                      | 1,000.00                     |
| Seminars Workshops Publicatio | 2,500.00                           | 0.00                          | 0.00                     | 0.00                      | 2,500.00                     |
| Travel/Meals/Promotion        | 3,000.00                           | 0.00                          | 0.00                     | 0.00                      | 3,000.00                     |
| Workforce Development         | 0.00                               | 2,322.43                      | 2,322.43                 | 0.00                      | (2,322.43)                   |
| Drum Country Business         | 5,000.00                           | 0.00                          | 0.00                     | 0.00                      | 5,000.00                     |
| Allocated Overhead            | 150,194.00                         | 12,516.19                     | 12,516.19                | 21,948.14                 | 137,677.81                   |
| <b>Total Operations</b>       | <b>218,294.00</b>                  | <b>14,998.62</b>              | <b>14,998.62</b>         | <b>26,216.74</b>          | <b>203,295.38</b>            |

Jefferson County Local Development Corp  
Balance Sheet

ASSETS

|                               | 12/31/2024             | 1/31/2025              |
|-------------------------------|------------------------|------------------------|
| <b>Current Assets</b>         |                        |                        |
| General Checking              | \$ 250,799.97          | \$ 85,201.97           |
| Savings Account               | 1,631,116.55           | 1,631,265.63           |
| RLF Savings                   | 1,994,699.18           | 2,000,769.38           |
| RLF Loans Receivable          | 116,914.88             | 113,800.37             |
| COVID Accounts Receivable     | 46,813.77              | 38,443.37              |
| Clayton Loans Receivable      | 3,464.02               | 3,464.02               |
| Miscellaneous Recievable      | 59,183.40              | 59,183.40              |
| Allowance for Credit Losses   | (35,000.00)            | (35,000.00)            |
| LHI Records Storage           | 87,029.51              | 87,029.51              |
| Prepaid Expense               | 4,647.93               | 4,133.84               |
| <b>Total Current Assets</b>   | <b>\$ 4,159,669.21</b> | <b>\$ 3,988,291.49</b> |
| <b>Property and Equipment</b> |                        |                        |
| Accumulated Depreciation      | (109,397.20)           | (109,436.36)           |
| <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>4,281,230.90</b>    | <b>4,109,814.02</b>    |

LIABILITIES AND CAPITAL

|                                | 12/31/2024  | 1/31/2025    |
|--------------------------------|-------------|--------------|
| <b>Current Liabilities</b>     |             |              |
| Accounts Payable - Unrestr     | \$ 1,113.73 | 105.46       |
| ST Lease Liability             | 10,398.00   | \$ 10,398.00 |
| Withheld United Way            |             | \$ 64.00     |
| Withheld Employees 401k        | 2,373.06    | 6,054.00     |
| 401k Loan Payment              | 56.06       | 140.15       |
| YE Accrued Salaries            |             | 40,527.17    |
| ARPA Food Grant                | 106,004.88  | 106,004.88   |
| ARPA Child Care Grant          | 19,003.86   | 9,771.41     |
| ARPA Small Business & Training | 97,795.36   | 89,795.36    |
| ARPA Rental Property Deferred  | 80,477.01   | 70,477.01    |
| ARPA Tourism Grant-Round 2     | 100,452.32  | 76,452.32    |

Jefferson County Local Development Corp  
Balance Sheet

|                                 |                                |                                |
|---------------------------------|--------------------------------|--------------------------------|
| ARPA Sm Bus & Training-Round 2  | 3,663.67                       | 212.00                         |
| ARPA Food Production-Round 2    | 279,851.21                     | 279,851.21                     |
| ARPA Childcare Grant-Round 2    | 792.82                         | 792.82                         |
| ARPA Food Processing-Round 2    | 3,536.16                       | 3,536.16                       |
| JC Grant-Marketing              | 207,000.04                     | 207,000.04                     |
| <br>Total Current Liabilities   | <br>\$ 912,518.18              | <br>\$ 901,181.99              |
| <br>Long-Term Liabilities       |                                |                                |
| LT Lease Liability              | <u>191,680.00</u>              | 191,680.00                     |
| <br>Total Liabilities           | <br><u>\$ 1,104,198.18</u>     | <br><u>\$ 1,092,861.99</u>     |
| Total Liabilities               |                                |                                |
| <br>Capital                     |                                |                                |
| General Fund Bal - Unrestrict.  | 2,986,418.70                   | 3,112,411.29                   |
| Net Income                      | <u>190,614.02</u>              | (95,353.80)                    |
| Total Capital                   | 3,177,032.72                   | 3,017,057.49                   |
| <br>Total Liabilities & Capital | <br><u><u>4,281,230.90</u></u> | <br><u><u>4,109,919.48</u></u> |

Jefferson County Local Development Corp  
Balance Sheet  
January 31, 2025

ASSETS

|                              |    |                            |
|------------------------------|----|----------------------------|
| Current Assets               |    |                            |
| General Checking             | \$ | 85,201.97                  |
| Savings Account              |    | 1,631,265.63               |
| RLF Savings                  |    | 2,000,769.38               |
| RLF Loans Receivable         |    | 113,800.37                 |
| COVID Accounts Receivable    |    | 38,443.37                  |
| Clayton Loans Receivable     |    | 3,464.02                   |
| Miscellaneous Recievable     |    | 59,183.40                  |
| Allowance for Credit Losses  |    | (35,000.00)                |
| LHI Records Storage          |    | 87,029.51                  |
| Prepaid Expense              |    | 4,133.84                   |
|                              |    | <hr/>                      |
| Total Current Assets         |    | 3,988,291.49               |
| Property and Equipment       |    |                            |
| Accumulated Depreciation     |    | (109,436.36)               |
|                              |    | <hr/>                      |
| Total Property and Equipment |    | (109,436.36)               |
| Other Assets                 |    |                            |
| Furniture & Fixtures         |    | 79,247.89                  |
| ROU Lease Asset              |    | 151,711.00                 |
|                              |    | <hr/>                      |
| Total Other Assets           |    | 230,958.89                 |
|                              |    | <hr/>                      |
| Total Assets                 | \$ | <u><u>4,109,814.02</u></u> |

LIABILITIES AND CAPITAL

|                                |    |              |
|--------------------------------|----|--------------|
| Current Liabilities            |    |              |
| Accounts Payable - Unrestr     | \$ | 105.46       |
| ST Lease Liability             |    | 10,398.00    |
| Withheld United Way            |    | 64.00        |
| Withheld Employees 401k        |    | 6,054.00     |
| 401k Loan Payment              |    | 140.15       |
| YE Accrued Salaries            |    | 40,527.17    |
| ARPA Food Grant                |    | 106,004.88   |
| ARPA Child Care Grant          |    | 9,771.41     |
| ARPA Small Business & Training |    | 89,795.36    |
| ARPA Rental Property Deferred  |    | 70,477.01    |
| ARPA Tourism Grant-Round 2     |    | 76,452.32    |
| ARPA Sm Bus & Training-Round 2 |    | 212.00       |
| ARPA Food Production-Round 2   |    | 279,851.21   |
| ARPA Childcare Grant-Round 2   |    | 792.82       |
| ARPA Food Processing-Round 2   |    | 3,536.16     |
| JC Grant-Marketing             |    | 207,000.04   |
|                                |    | <hr/>        |
| Total Current Liabilities      |    | 901,181.99   |
| Long-Term Liabilities          |    |              |
| LT Lease Liability             |    | 191,680.00   |
|                                |    | <hr/>        |
| Total Long-Term Liabilities    |    | 191,680.00   |
|                                |    | <hr/>        |
| Total Liabilities              |    | 1,092,861.99 |
| Capital                        |    |              |

Jefferson County Local Development Corp

Balance Sheet

January 31, 2025

|                                |                    |                            |
|--------------------------------|--------------------|----------------------------|
| General Fund Bal - Unrestrict. | 3,112,411.29       |                            |
| Net Income                     | <u>(95,459.26)</u> |                            |
| Total Capital                  |                    | <u>3,016,952.03</u>        |
| Total Liabilities & Capital    | \$                 | <u><u>4,109,814.02</u></u> |

**Jefferson County Local Development Corp**  
**Cash Receipts Journal**  
**For the Period From Jan 1, 2025 to Jan 31, 2025**

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      |
|---------|----------------------------|-----------------|--|------------|------------------|
| 1/9/25  | 122025<br>407501<br>112501 | 56456           | Invoice: 2344<br>interest<br>CLAYTON YACHT CLUB, INC.                  | 718.75     | 663.56<br>55.19  |
| 1/9/25  | 122250<br>407501<br>112501 | 59590           | Invoice: 2248<br>INTEREST<br>SCOTT P. SKINNER                          | 179.69     | 172.22<br>7.47   |
| 1/9/25  | 122025<br>407501<br>112501 | 995081          | Invoice: 2242<br>INTEREST<br>CLAYTON ISLAND TOURS                      | 198.97     | 173.46<br>25.51  |
| 1/9/25  | 122250<br>407501<br>112501 | 291             | Invoice: 2264<br>INTEREST<br>MORGIA MASONRY                            | 179.69     | 171.36<br>8.33   |
| 1/9/25  | 122250<br>407501<br>112501 | 7+78            | Invoice: 2235<br>INTEREST<br>BONNIE HERMAN                             | 179.69     | 172.22<br>7.47   |
| 1/9/25  | 122250<br>407501<br>112501 | 505             | Invoice: 2236<br>INTEREST<br>GAIL W. MILLER                            | 179.69     | 172.22<br>7.47   |
| 1/9/25  | 122250<br>407501<br>112501 | 1252            | Invoice: 2263<br>INTEREST<br>NORTHERN COMMERCIAL<br>CLEANING           | 180.00     | 171.94<br>8.06   |
| 1/9/25  | 122250<br>407501<br>112501 | 80247           | Invoice: 2280<br>INTEREST<br>ZERO DOCK STREET, LLC                     | 179.69     | 171.36<br>8.33   |
| 1/9/25  | 122250<br>407501<br>112501 | 1051            | Invoice: 2249<br>INTEREST<br>ALISHA TILLSON                            | 359.38     | 344.87<br>14.51  |
| 1/16/25 | 122250<br>407501<br>112501 | 1413            | Invoice: 2241<br>INTEREST<br>AUBREYS SHOPPING<br>CENTER                | 179.69     | 172.22<br>7.47   |
| 1/16/25 | 122250<br>407501<br>112501 | 8923            | Invoice: 2240<br>INTEREST<br>LAURIE A. CORNELIA                        | 179.69     | 172.22<br>7.47   |
| 1/16/25 | 122250<br>407501<br>112501 | 5458            | Invoice: 2262<br>INTEREST<br>NORTH BRANCH FARMS                        | 179.69     | 171.79<br>7.90   |
| 1/16/25 | 122025<br>407501<br>112501 | 4519            | Invoice: 1907<br>INTEREST<br>WICLDC                                    | 1,109.20   | 924.38<br>184.82 |
| 1/16/25 | 122025<br>407501<br>112501 | 5459            | Invoice: 2086<br>INTEREST<br>JAY CANZONIER D/B/A<br>NORTH BRANCH FARMS | 726.73     | 687.89<br>38.84  |
| 1/23/25 | 122250<br>407501<br>112501 | 7000312         | Invoice: 2264<br>INTEREST<br>MORGIA MASONRY                            | 179.69     | 171.79<br>7.90   |
| 1/23/25 | 202401                     | 19970           | C_-16-3IDA   |            | 89.84            |



**Jefferson County Local Development Corp  
Cash Receipts Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025**

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     |
|---------|----------------------------|-----------------|---|-----------------|-----------------|
|         | 202501<br>100001           |                 | DUE SHLDC<br>PAINFULL ACRES                           | 179.69          | 89.85           |
| 1/30/25 | 122025<br>407501<br>112501 | 005650          | Invoice: 2344<br>INTEREST<br>CLAYTON YACHT CLUB, INC. | 718.75          | 665.22<br>53.53 |
| 1/30/25 | 122250<br>407501<br>112501 | 059838          | Invoice: 2248<br>INTEREST<br>SCOTT P. SKINNER         | 179.69          | 172.65<br>7.04  |
| 1/30/25 | 407501<br>112501           | 7561            | COVID INTEREST<br>PAINFULL ACRES                      | 89.84           | 89.84           |
|         |                            |                 |   | <b>6,078.21</b> | <b>6,078.21</b> |

**Jefferson County Local Development Corp  
Aged Receivables  
As of Jan 31, 2025**

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

| Customer ID<br>Customer<br>Bill To Contact<br>Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days      | Amount Due        |
|---|--------------|--------|---------|---------|-------------------|-------------------|
| CANZONIER<br>JAY CANZONIER D/B/A N                        | 2086         |        |         |         | 14,849.69         | 14,849.69         |
| CANZONIER<br>JAY CANZONIER D/B/A                          |              |        |         |         | 14,849.69         | 14,849.69         |
| CLAYTON ISLAND<br>CLAYTON ISLAND TOUR                     | 2242         |        |         |         | 5,949.29          | 5,949.29          |
| CLAYTON ISLAND<br>CLAYTON ISLAND TOUR                     |              |        |         |         | 5,949.29          | 5,949.29          |
| CLAYTON YACHT<br>CLAYTON YACHT CLUB,                      | 2344         |        |         |         | 20,748.67         | 20,748.67         |
| CLAYTON YACHT<br>CLAYTON YACHT CLUB,                      |              |        |         |         | 20,748.67         | 20,748.67         |
| WIC<br>WICLDC   | 1907         |        |         |         | 72,252.72         | 72,252.72         |
| WIC<br>WICLDC   |              |        |         |         | 72,252.72         | 72,252.72         |
| <b>Report Total</b>                                       |              |        |         |         | <b>113,800.37</b> | <b>113,800.37</b> |

**Jefferson County Local Development Corp  
Aged Receivables  
As of Jan 31, 2025**

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

| Customer ID<br>Customer<br>Bill To Contact<br>Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days    | Amount Due      |
|---|--------------|--------|---------|---------|-----------------|-----------------|
| AUBREYS<br>AUBREYS SHOPPING C                             | 2241         |        |         |         | 2,814.66        | 2,814.66        |
| <b>AUBREYS<br/>AUBREYS SHOPPING C</b>                     |              |        |         |         | <b>2,814.66</b> | <b>2,814.66</b> |
| CCTI<br>COLLEENS CHERRY TR                                | 2238         |        |         |         | 3,330.18        | 3,330.18        |
| <b>CCTI<br/>COLLEENS CHERRY TR</b>                        |              |        |         |         | <b>3,330.18</b> | <b>3,330.18</b> |
| CORNELIA<br>LAURIE A. CORNELIA                            | 2240         |        |         |         | 2,976.92        | 2,976.92        |
| <b>CORNELIA<br/>LAURIE A. CORNELIA</b>                    |              |        |         |         | <b>2,976.92</b> | <b>2,976.92</b> |
| GRAPES<br>BUSTED GRAPES,LLC                               | 2250         |        |         |         | 3,991.25        | 3,991.25        |
| <b>GRAPES<br/>BUSTED GRAPES,LLC</b>                       |              |        |         |         | <b>3,991.25</b> | <b>3,991.25</b> |
| HERMAN<br>BONNIE HERMAN                                   | 2235         |        |         |         | 2,815.35        | 2,815.35        |
| <b>HERMAN<br/>BONNIE HERMAN</b>                           |              |        |         |         | <b>2,815.35</b> | <b>2,815.35</b> |
| MILLER<br>GAIL W. MILLER                                  | 2236         |        |         |         | 2,984.95        | 2,984.95        |

**Jefferson County Local Development Corp  
Aged Receivables  
As of Jan 31, 2025**

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

| Customer ID<br>Customer<br>Bill To Contact<br>Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days | Amount Due |
|---|--------------|--------|---------|---------|--------------|------------|
| MILLER<br>GAIL W. MILLER                                  |              |        |         |         | 2,984.95     | 2,984.95   |
| MORGIA<br>MORGIA MASONRY                                  | 2264         |        |         |         | 3,155.70     | 3,155.70   |
| MORGIA<br>MORGIA MASONRY                                  |              |        |         |         | 3,155.70     | 3,155.70   |
| NORTH BRANCH<br>NORTH BRANCH FARMS                        | 2262         |        |         |         | 2,986.84     | 2,986.84   |
| NORTH BRANCH<br>NORTH BRANCH FARMS                        |              |        |         |         | 2,986.84     | 2,986.84   |
| NORTHERN<br>NORTHERN COMMERCIAL                           | 2263         |        |         |         | 2,938.63     | 2,938.63   |
| NORTHERN<br>NORTHERN COMMERCIAL                           |              |        |         |         | 2,938.63     | 2,938.63   |
| PAINFULL<br>PAINFULL ACRES                                | 2255         |        |         |         | 2,006.18     | 2,006.18   |
| PAINFULL<br>PAINFULL ACRES                                |              |        |         |         | 2,006.18     | 2,006.18   |
| SKINNER<br>SCOTT P. SKINNER                               | 2248         |        |         |         | 2,642.03     | 2,642.03   |
| SKINNER<br>SCOTT P. SKINNER                               |              |        |         |         | 2,642.03     | 2,642.03   |

**Jefferson County Local Development Corp  
Aged Receivables  
As of Jan 31, 2025**

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

| Customer ID<br>Customer<br>Bill To Contact<br>Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days     | Amount Due       |
|---|--------------|--------|---------|---------|------------------|------------------|
| TILLSON<br>ALISHA TILLSON                                 | 2249         |        |         |         | 2,642.01         | 2,642.01         |
| TILLSON<br>ALISHA TILLSON                                 |              |        |         |         | 2,642.01         | 2,642.01         |
| ZERO<br>ZERO DOCK STREET, LL                              | 2280         |        |         |         | 3,158.67         | 3,158.67         |
| ZERO<br>ZERO DOCK STREET, L                               |              |        |         |         | 3,158.67         | 3,158.67         |
| <b>Report Total</b>                                       |              |        |         |         | <b>38,443.37</b> | <b>38,443.37</b> |

**Jefferson County Local Development Corp  
Aged Receivables  
As of Jan 31, 2025**

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

| Customer ID<br>Customer<br>Bill To Contact<br>Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days    | Amount Due      |
|---|--------------|--------|---------|---------|-----------------|-----------------|
| DIPRINZIO KITCHEN<br>DIPRINZIO'S KITCHEN                  | 2309         |        |         |         | 1,732.01        | 1,732.01        |
| DIPRINZIO KITCHEN<br>DIPRINZIO'S KITCHEN                  |              |        |         |         | 1,732.01        | 1,732.01        |
| DIPRINZIO MARKET<br>DIPRINZIO'S MARKET                    | 2310         |        |         |         | 1,732.01        | 1,732.01        |
| DIPRINZIO MARKET<br>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 Jan 31, 2025**

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

| Customer ID<br>Customer<br>Bill To Contact<br>Telephone 1 | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90          | Over 90 days | Amount Due       |
|---|--------------|--------|---------|------------------|--------------|------------------|
| JCIDA<br>JEFF COUNTY IDA                                  | ADMIN12      |        |         | 59,475.00        |              | 59,475.00        |
| JCIDA<br>JEFF COUNTY IDA                                  |              |        |         | 59,475.00        |              | 59,475.00        |
| <b>Report Total</b>                                       |              |        |         | <b>59,475.00</b> |              | <b>59,475.00</b> |

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025**

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

| Date    | Check # | Account ID | Line Description                                 | Debit Amount | Credit Amount |
|---------|---------|------------|--|--------------|---------------|
| 1/2/25  | 7528    | 200001     | Invoice: 1-12025                                 | 10,879.62    |               |
|         |         | 200001     | Invoice: 1-25                                    | 429.19       |               |
|         |         | 200001     | Invoice: 1-0125                                  | 507.28       |               |
|         |         | 100001     | EXCELLUS BC/BS                                   |              | 11,816.09     |
| 1/2/25  | 7529    | 200001     | Invoice: 28098                                   | 655.25       |               |
|         |         | 100001     | NNY ONLINE                                       |              | 655.25        |
| 1/2/25  | 7530    | 200001     | Invoice: 1148                                    | 865.00       |               |
|         |         | 100001     | NORTHERN<br>COMMERCIAL<br>CLEANING               |              | 865.00        |
| 1/2/25  | 7531    | 200001     | Invoice: 15706                                   | 2,300.00     |               |
|         |         | 100001     | NYS ECONOMIC<br>DEVELOPMENT<br>COUNCIL           |              | 2,300.00      |
| 1/2/25  | 7532    | 200001     | Invoice: 1629354                                 | 24.21        |               |
|         |         | 100001     | REDISHRED<br>ACQUISITION, INC.                   |              | 24.21         |
| 1/2/25  | 7533    | 200001     | Invoice: 122324                                  | 24.52        |               |
|         |         | 100001     | PEGGY SAMPSON                                    |              | 24.52         |
| 1/2/25  | 7534    | 200001     | Invoice: 1/2/2025                                | 64.00        |               |
|         |         | 100001     | UNITED WAY OF<br>NNY                             |              | 64.00         |
| 1/2/25  | 7535    | 200001     | Invoice: 7334                                    | 1,553.00     |               |
|         |         | 100001     | WICLDC   |              | 1,553.00      |
| 1/2/25  | 7536    | 200001     | Invoice: 1-25                                    | 4,661.87     |               |
|         |         | 100001     | WATERTOWN<br>LOCAL<br>DEVELOPMENT<br>CORPORATION |              | 4,661.87      |
| 1/3/25  | 7538    | 717001     | ARPA TOURISM<br>GRANT                            | 24,000.00    |               |
|         |         | 100001     | CLAYTON ISLAND<br>TOURS                          |              | 24,000.00     |
| 1/14/25 | 7539    | 717001     | ARPA SMALL<br>BUSINESS GRANT                     | 8,000.00     |               |
|         |         | 100001     | FRANKLIN STREET<br>INVESTMENTS                   |              | 8,000.00      |
| 1/14/25 | 7540    | 717001     | ARPA CHILD CARE<br>ROUND 1                       | 8,423.88     |               |
|         |         | 100001     | COMMUNITY<br>ACTION PLANNING<br>COUNCIL          |              | 8,423.88      |
| 1/14/25 | 7541    | 717001     | ARPA CHILD CARE<br>ROUND 1                       | 808.57       |               |
|         |         | 100001     | COMMUNITY<br>ACTION PLANNING<br>COUNCIL          |              | 808.57        |
| 1/15/25 | 7542    | 200001     | Invoice: 25152                                   | 948.00       |               |
|         |         | 100001     | CHIMERA<br>INTEGRATIONS                          |              | 948.00        |



**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025**

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

| Date    | Check # | Account ID                 | Line Description  | Debit Amount      | Credit Amount |
|---------|---------|----------------------------|---|-------------------|---------------|
| 1/15/25 | 7543    | 200001<br>100001           | Invoice: 35015<br>CINTAS  | 75.56             | 75.56         |
| 1/15/25 | 7544    | 200001<br>100001           | Invoice: 77618<br>DAVIS VISION  | 88.13             | 88.13         |
| 1/15/25 | 7545    | 200001<br>100001           | Invoice: 663224<br>THE HARTFORD   | 246.91            | 246.91        |
| 1/15/25 | 7546    | 200001<br>100001           | Invoice: 12324<br>KEY BANK  | 689.20            | 689.20        |
| 1/15/25 | 7547    | 200001<br>200001<br>100001 | Invoice: 1224E<br>Invoice: 1224G<br>NATIONAL GRID                       | 485.13<br>315.67  | 800.80        |
| 1/15/25 | 7548    | 200001<br>100001           | Invoice: 28187<br>NNY ONLINE  | 195.00            | 195.00        |
| 1/15/25 | 7549    | 200001<br>100001           | Invoice: 1725<br>SAM'S<br>CLUB/SYNCHRONY<br>BANK                        | 64.53             | 64.53         |
| 1/15/25 | 7550    | 200001<br>100001           | Invoice: 760049065<br>SPECTRUM REACH                                    | 935.00            | 935.00        |
| 1/15/25 | 7551    | 200001<br>100001           | Invoice: 4273<br>THOUSAND<br>ISLANDS<br>REGIONAL<br>TOURISM             | 500.00            | 500.00        |
| 1/15/25 | 7552    | 200001<br>100001           | Invoice: 1/16/25<br>UNITED WAY OF<br>NNY                                | 64.00             | 64.00         |
| 1/15/25 | 7553    | 200001<br>100001           | Invoice: 49672<br>VERIZON<br>WIRELESS                                   | 120.58            | 120.58        |
| 1/15/25 | 7554    | 200001<br>100001           | Invoice: 19655<br>WPBS  | 741.00            | 741.00        |
| 1/15/25 | 7555    | 200001<br>100001           | Invoice: 133826<br>WRVO   | 200.00            | 200.00        |
| 1/17/25 | 7557    | 717004<br><br>100001       | ARPA<br>PRODUCTIVITY<br>GRANT<br>SCHOOL DAZE<br>SCHOOL SUPPLIES,<br>INC | 1,129.24          | 1,129.24      |
| 1/17/25 | 7558    | 501000<br><br>100001       | ARPA<br>PRODUCTIVITY<br>GWNC CHAMBER<br>OF COMMERCE                     | 2,322.43          | 2,322.43      |
| 1/23/25 | 7559    | 200001<br>200001<br>100001 | Invoice: 24994<br>Invoice: 24993<br>CHIMERA<br>INTEGRATION              | 79.00<br>3,223.56 | 3,302.56      |

**Jefferson County Local Development Corp  
Cash Disbursements Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025**

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

| Date    | Check # | Account ID                           | Line Description   | Debit Amount            | Credit Amount |
|---------|---------|--------------------------------------|--|-------------------------|---------------|
| 1/23/25 | 7560    | 200001<br>200001<br>100001           | Invoice: 5667776<br>Invoice: 508960<br>CINTAS                                      | 75.56<br>75.56          | 151.12        |
| 1/23/25 | 7561    | 200001<br>100001                     | Invoice: covid j<br>JEFFERSON<br>COUNTY IDA  | 89.84                   | 89.84         |
| 1/23/25 | 7562    | 200001<br>100001                     | Invoice: statement<br>12-24<br>KEY BANK  | 4,770.08                | 4,770.08      |
| 1/23/25 | 7563    | 200001<br>100001                     | Invoice: 1158<br>NORTHERN<br>COMMERCIAL<br>CLEANING                                | 865.00                  | 865.00        |
| 1/23/25 | 7564    | 200001<br>100001                     | Invoice: DBL2025<br>SHELTERPOINT<br>LIFE   | 1,593.25                | 1,593.25      |
| 1/23/25 | 7565    | 200001<br>100001                     | Invoice: COVID<br>SACKETS HARBOR<br>LDC  | 89.85                   | 89.85         |
| 1/23/25 | 7566    | 200001<br>100001                     | Invoice: 49066<br>SPECTRUM REACH   | 477.60                  | 477.60        |
| 1/23/25 | 7567    | 200001<br>100001                     | Invoice: 36417<br>WELLS FARGO<br>FINANCIAL<br>SERVICES                             | 325.11                  | 325.11        |
| 1/23/25 | 7568    | 200001<br>100001                     | Invoice: 72400<br>WESTELCOM  | 369.00                  | 369.00        |
| 1/23/25 | 7569    | 200001<br>100001                     | Invoice: 19694<br>WPBS   | 741.00                  | 741.00        |
| 1/27/25 | 7570    | 717001<br>100001                     | ARPA REAL<br>PROPERTY GRANT<br>ROUND 1<br>BROWNSTONE<br>LODGE                      | 10,000.00               | 10,000.00     |
| 1/29/25 | 7571    | 200001<br>100001                     | Invoice: 2025<br>ADVOCATE DRUM<br>(FDRLO)  | 5,000.00                | 5,000.00      |
| 1/29/25 | 7572    | 200001<br>100001                     | Invoice: R107908<br>CORNELL<br>COOPERATIVE   | 800.00                  | 800.00        |
| 1/29/25 | 7573    | 200001<br>200001<br>100001           | Invoice: 12-18-24<br>Invoice: 2389<br>STRATEGIC<br>DEVELOPMENT<br>SPECIALISTS      | 5,000.00<br>5,000.00    | 10,000.00     |
| 1/29/25 | 7574    | 200001<br>200001<br>200001<br>100001 | Invoice: 250758235<br>Invoice: 251686059<br>Invoice: 251839297<br>WB MASO' CO INC. | 63.57<br>75.91<br>42.57 | 182.05        |

**Jefferson County Local Development Corp**  
**Cash Disbursements Journal**  
**For the Period From Jan 1, 2025 to Jan 31, 2025**

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

| <b>Date</b> | <b>Check #</b> | <b>Account ID</b> | <b>Line Description</b> | <b>Debit Amount</b>      | <b>Credit Amount</b>     |
|-------------|----------------|-------------------|-------------------------|--------------------------|--------------------------|
| 1/29/25     | 7575           | 200001<br>100001  | Invoice: 133928<br>WRVO | 160.00                   | 160.00                   |
|             | <b>Total</b>   |                   |                         | <u><u>111,233.23</u></u> | <u><u>111,233.23</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  | \$15,797.73   | \$2,799.00             | \$5,890.68                           | \$0.00                         | \$0.00           | \$1,714,640.68               |
| March-24   | \$0.00       | \$1,930.53  | \$0.00                 | \$5,000.00                           | \$0.00                         | \$0.00           | \$1,707,710.15               |
| April-24   | \$70,259.02  | \$1,505.66  | \$0.00                 | \$0.00                               | \$0.00                         | \$292,000.00     | \$1,343,945.47               |
| May-24   | \$0.00       | \$0.00  | \$0.00                 | \$0.00                               | \$0.00                         | \$0.00           | \$1,343,945.47               |
| June-24  | \$0.00       | \$0.00  | \$0.00                 | \$0.00                               | \$0.00                         | \$0.00           | \$1,343,945.47               |
| July-24  | \$0.00       | \$10,000.00   | \$0.00                 | \$10,000.00                          | \$0.00                         | \$0.00           | \$1,323,945.47               |
| 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           | \$1,229,281.11               |
| October-24   | \$0.00       | \$0.00  | \$0.00                 | \$0.00                               | \$0.00                         | \$0.00           | \$1,229,281.11               |
| November-24  | \$0.00       | \$10,000.00   | \$0.00                 | \$0.00                               | \$0.00                         | \$0.00           | \$1,219,281.11               |
| December-24  | \$0.00       | \$0.00  | \$0.00                 | \$0.00                               | \$0.00                         | \$0.00           | \$1,219,281.11               |
| January-25   | \$9,232.45   | \$8,000.00  | \$0.00                 | \$10,000.00                          | \$0.00                         | \$0.00           | \$1,192,048.66               |
| <b>Total Expenditures</b>  | \$799,228.59 | \$335,204.64  | \$293,995.12           | \$354,522.99                         | \$1,000,000.00                 | \$584,000.00     | \$3,366,951.34               |
| <b>Balance of Grant</b>  | \$9,771.41   | \$89,795.36   | \$106,004.88           | \$70,477.01                          | \$0.00                         | \$916,000.00     | \$1,192,048.66               |
| <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       | \$88,962.02   | \$105,922.37           | \$40,077.01                          | \$0.00                         | \$0.00           | \$234,961.40                 |
| <b>Full Uncommitted Balance</b>  | \$0.00       | \$89,795.36   | \$106,004.88           | \$70,477.01                          | \$0.00                         | \$0.00           | \$266,277.25                 |
| <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               |
| <b>Round 1 Uncommitted Carryover *</b>  | <b>\$29,207.18</b> | <b>\$99,831.85</b>          | <b>\$0.00</b>       | <b>\$105,922.37</b>               | <b>\$0.00</b>                     |                         |                           | <b>\$234,961.40</b>          |
| October-23  | \$0.00             | \$10,000.00                 | \$0.00              | \$0.00                            | \$0.00                            |                         |                           | \$1,604,961.40               |
| November-23   | \$73,000.00        | \$18,931.20                 | \$0.00              | \$0.00                            | \$0.00                            |                         |                           | \$1,513,030.20               |
| December-23   | \$18,729.99        | \$18,868.00                 | \$0.00              | \$0.00                            | \$0.00                            |                         |                           | \$1,475,432.21               |
| January-24  | \$0.00             | \$58,140.00                 | \$19,410.70         | \$0.00                            | \$0.00                            |                         |                           | \$1,397,881.51               |
| February-24   | \$0.00             | \$20,000.00                 | \$12,258.30         | \$0.00                            | \$0.00                            |                         |                           | \$1,365,623.21               |
| March-24  | \$0.00             | \$5,000.00                  | \$94,380.89         | \$0.00                            | \$0.00                            |                         |                           | \$1,266,242.32               |
| April-24  | \$0.00             | \$10,000.00                 | \$39,061.83         | \$15,686.18                       | \$60,427.45                       |                         |                           | \$1,141,066.86               |
| May-24  | \$0.00             | \$0.00                      | \$30,191.03         | \$14,873.18                       | \$37,446.50                       |                         |                           | \$1,058,556.15               |
| June-24   | \$0.00             | \$0.00                      | \$42,758.93         | \$8,425.67                        | \$44,228.68                       |                         |                           | \$963,142.87                 |
| July-24   | \$0.00             | \$0.00                      | \$28,520.84         | \$25,322.54                       | \$38,112.50                       |                         |                           | \$871,186.99                 |
| August-24   | \$2,270.01         | \$6,082.40                  | \$63,957.50         | \$9,023.70                        | \$5,557.50                        |                         |                           | \$784,295.88                 |
| September-24  | \$5,207.18         | \$0.00                      | \$24,007.66         | \$0.00                            | \$0.00                            |                         |                           | \$755,081.04                 |
| October-24  | \$0.00             | \$0.00                      | \$20,000.00         | \$14,990.00                       | \$19,341.25                       |                         |                           | \$700,749.79                 |
| November-24   | \$0.00             | \$0.00                      | \$0.00              | \$0.00                            | \$10,000.00                       |                         |                           | \$690,749.79                 |
| December-24   | \$0.00             | \$29,314.73                 | \$25,000.00         | \$8,142.57                        | \$5,034.91                        |                         |                           | \$623,257.58                 |
| January-25  | \$0.00             | \$3,451.67                  | \$24,000.00         | \$0.00                            | \$0.00                            |                         |                           | \$595,805.91                 |
| <b>Total Expenditures</b>   | <b>\$99,207.18</b> | <b>\$179,788.00</b>         | <b>\$423,547.68</b> | <b>\$96,463.84</b>                | <b>\$220,148.79</b>               | <b>\$0.00</b>           | <b>\$0.00</b>             | <b>\$1,019,155.49</b>        |
| <b>Balance of Grant Not Disbursed</b>   | <b>\$30,000.00</b> | <b>\$100,043.85</b>         | <b>\$76,452.32</b>  | <b>\$109,458.53</b>               | <b>\$279,851.21</b>               | <b>\$0.00</b>           | <b>\$0.00</b>             | <b>\$595,805.91</b>          |
| <b>Not allocated</b><br>(will go down as we award new grants)                 | <b>\$0.00</b>      | <b>\$20,674.25</b>          | <b>\$44,252.00</b>  | <b>\$45,079.37</b>                | <b>\$115,385.45</b>               |                         |                           | <b>\$225,391.07</b>          |
| <b>Balance</b>  | <b>\$0.00</b>      | <b>\$20,674.25</b>          | <b>\$44,252.00</b>  | <b>\$45,079.37</b>                | <b>\$115,385.45</b>               | <b>\$0.00</b>           | <b>\$0.00</b>             | <b>\$225,391.07</b>          |
| <i>Report Prepared by Robin Stephenson - Director of Business Development</i> |                    |                             |                     |                                   |                                   |                         |                           |                              |
| <i>* Round 1 Rental Combined with Small Business Productivity</i>             |                    |                             |                     |                                   |                                   |                         |                           |                              |
|   |                    |                             |                     |                                   |                                   |                         |                           |                              |
|   |                    |                             |                     |                                   |                                   |                         |                           |                              |

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 02.06.2025.01**

**RESOLUTION TO LEND MONEY TO THE JEFFERSON COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY**

**WHEREAS**, A request to lend an amount not to exceed \$1,500,000.00 from the Jefferson County Local Development Corporation to the Jefferson County Industrial Development Agency. The purpose of the loan is to fund the sewer expansion at the Business Complex at the Watertown International Airport. The loan shall be made bearing no interest or maturity date and may be called at the pleasure of the JCLDC Board of Directors. JCIDA grant proceeds will be used to pay down the loan, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the request, 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.

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Dr. Gregory A. Gardner  
Secretary



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

2025 Board Attendance

| Name                 | Jan       | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|----------------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Aiken, Robert        | E         |     |     |     |     |     |     |     |     |     |     |     |
| Aliasso, Robert      | P         |     |     |     |     |     |     |     |     |     |     |     |
| Capone, Charles      | P         |     |     |     |     |     |     |     |     |     |     |     |
| Condino, John        | P         |     |     |     |     |     |     |     |     |     |     |     |
| Converse, David      | P         |     |     |     |     |     |     |     |     |     |     |     |
| Gardner, Gregory     | P         |     |     |     |     |     |     |     |     |     |     |     |
| Johnson, William     | P         |     |     |     |     |     |     |     |     |     |     |     |
| L'Huilier, Lisa      | P         |     |     |     |     |     |     |     |     |     |     |     |
| Robinson, Dawn       | P         |     |     |     |     |     |     |     |     |     |     |     |
| Walldroff, W. Edward | P         |     |     |     |     |     |     |     |     |     |     |     |
| Warneck, Paul        | P         |     |     |     |     |     |     |     |     |     |     |     |
| <b>Totals:</b>       | <b>10</b> |     |     |     |     |     |     |     |     |     |     |     |
| P - Present          |           |     |     |     |     |     |     |     |     |     |     |     |
| E - Excused          |           |     |     |     |     |     |     |     |     |     |     |     |
| A - Absent           |           |     |     |     |     |     |     |     |     |     |     |     |