

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

The Jefferson County Local Development Corporation held its board meeting on Thursday, December 5, 2024 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, Rob Aiken, John Condino, Gregory Gardner  
**Zoom:** William Johnson

**Excused:** None

**Absent:** None

**Also Present:** Dawn Robinson  
**Zoom:** Justin Miller, Esq. (Harris Beach)

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

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:01 a.m.
  - II. **Pledge of Allegiance**
  - III. **Privilege of the Floor:** No one spoke.
  - IV. **Minutes:** Minutes of the meeting held on November 7, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Condino. All in favor. Carried.
  - V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending November 30, 2024. He said that we should end the year within budget. He said there were no loan delinquencies to report. Mr. Eaton reported that there are a few COVID loan delinquencies. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Gardner. All in favor. Carried.
  - VI. **Committee Reports:**
    - a. **Nominating Committee**
      - i. **Resolution No. 12.05.2024.01 to Elect Officers for CY 2025** – The Nominating Committee recommended the following slate of officers:  
  
Chairman – Robert E. Aliasso, Jr.  
Vice Chairman – W. Edward Walldroff  
Treasurer – Paul Warneck  
Secretary – Dr. Gregory A. Gardner
- A motion was made by Ms. L’Huillier to approve the resolution, seconded by Mr. Aiken. All in favor. Carried.

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**VII. Council Reports:**

- a. **Ag** – Mr. Matteson congratulated Dr. Gardner for participating in creating the Ag economic development in Jefferson County twenty-four years ago next Wednesday.

Mr. Matteson said that he received a call this morning from someone who is looking for an approximately 10-acre site with a rail siding. He said that he continues to work with three prospects and indicated that he is talking with HP Hood about their expansion project plans. He said that he will be working on the 2025 ag conference, the dairy parade, and possibly a dairy festival. He said that he will be meeting with the new ownership of the former Afgritech, a feed manufacturing plant.

- b. **Manufacturing** – Ms. Stephenson reported that staff is working with Metalcraft Marine for their upcoming expansion project that will relocate some of their Canadian employees to the Watertown location.

- c. **Marketing** – Mr. Weir provided a brief update on Strategic Development Specialists (SDS). He said that he and Corey Fram met with SDS the other day to discuss tourism and assets of Jefferson County, and he met with Jefferson County officials on two other occasions recently. He said that he and County Administrator Ryan Piche have a meeting scheduled with Onondaga County officials next week.

**VIII. Unfinished Business:**

1. **ARPA Fund Reports (Round One and Two)** – Updated spreadsheets showing the grant fund activities were provided in the board packet. Ms. Stephenson said that she will be focusing on the unallocated funds in January.

**IX. Counsel:** None.

**X. New Business:** None.

**XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Mr. Warneck. All in favor. The meeting was adjourned at 8:29 a.m.

Respectfully submitted,

*Peggy Sampson*


**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**Resolution Number 12.05.2024.01**  
**For Election of Officers**

**WHEREAS**, the Nominating Committee met on November 14, 2024 and recommended the following slate of officers for the 2025 calendar year:

Chairman	Robert E. Aliasso, Jr.
Vice Chairman	W. Edward Walldroff
Treasurer	Paul J. Warneck
Secretary	Dr. Gregory A. Gardner, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the slate of officers as set forth in this Resolution, and be it further,

**RESOLVED**, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

  
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Robert E. Aliasso, Jr.  
Chairman