

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: March 20, 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

The Jefferson County Local Development Corporation will hold its Board Meeting on **Thursday, April 3, 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.

Zoom:
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVjKytDdz09>
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

Jefferson County Local Development Corporation
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BOARD MEETING AGENDA
Thursday, April 3, 2025 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – March 6, 2025**
Special Minutes – March 20, 2025
- V. Treasurer’s Report – March 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. Fixed Asset Policy Amendment**
 - 2. Resolution No. 04.03.2025.01 for Approval of Application to North Country Regional Economic Development Council for Shared Use Food Processing Facility Feasibility Study**
 - 3. ARPA Small Business Incumbent Worker Training Grant Recommendation**
 - 4. ARPA Small Business Productivity Improvement Grant Recommendation**
 - 5. ARPA Jefferson County Local Food Resiliency Grant Recommendation**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
March 6, 2025**

DRAFT

The Jefferson County Local Development Corporation held its board meeting on Thursday, March 6, 2025 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: None

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

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 February 6, 2025 were presented. A motion to approve the minutes as presented was made by Mr. Aiken, seconded by Ms. Robinson. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending February 28, 2025. He reported that all programs are in line and identified the \$48,000 miscellaneous income, which is money received from Jefferson County for the Strategic Development Specialist consulting agreement. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Capone. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
 - a. Manufacturing** – Mr. Weir mentioned the upcoming Jeff-Lewis Manufacturers Alliance meeting that will be held on April 17th. He said that they continue to align the workforce development programs for middle and high school students.
 - b. Marketing** – Mr. Weir said that the most recent newsletter was sent out yesterday.

**Jefferson County Local Development Corporation
Board Meeting Minutes
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- c. **Ag** – Mr. Matteson said that he is planning for the upcoming Ag Development Conference that will be held on April 4, 2025 at JCC. He said it will be a daytime program and will include three speakers: Daniel Munch (International Economist), Daniel Freund (Manufacturers Association of Central NY), and Devon Fuhrman (Nationwide Insurance). Registration materials will be sent out next week. Mr. Matteson said that he is partnering with NY Farm Bureau, which will cover the costs of the speakers so there will be a \$1 entrance fee. Board members instructed Mr. Matteson to have the LDC cover the entrance fee.

Mr. Matteson encouraged board members to listen to his most recent podcast where he interviewed Michael Torrey, a lobbyist in Washington D.C. He said he was surprised by Mr. Torrey's tremendous concern over avian influenza and its potential to cross over to humans.

VIII. Unfinished Business:

- 1. **ARPA Fund Reports (Round One and Two)** – Updated spreadsheets showing the grant fund activities were provided in the board packet.

IX. Counsel: None.

X. New Business: None.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Condino, seconded by Mr. Warneck. All in favor. The meeting was adjourned at 8:16 a.m.

Respectfully submitted,

Peggy Sampson

**Jefferson County Local Development Corporation
Special Board Meeting Minutes
March 20, 2025**

EDIR/NETT

The Jefferson County Local Development Corporation held a special board meeting on Thursday, March 20, 2025 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: Rob Aiken

Absent: W. Edward Walldroff

Also Present: Lyndi Hill and Laurie Podvin (Bowers CPAs)
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 special meeting to order at 8:00 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** No one spoke.
- IV. Special Business:**
 - 1. Audit Report for 2024 (Bowers CPAs)** – Laurie Podvin introduced herself and Lyndi Hill as the audit team for the JCLDC and JCIDA. She said they already met with management to review everything and the management letter comments.

Ms. Hill presented a clean unmodified opinion. She reviewed the audit report that was issued on March 3rd. She said 2023 was restated due to the reporting of an operating lease as discussed in Note 5 which shows the corrected term on the lease payment schedule.

Ms. Hill said that total assets are down 19% in the current year to \$4.4M, and cash decreased about 20%. Total liabilities decreased from \$2.4M to \$974K. Total net assets are at \$3.4M which is up 12% from the previous year.

Mr. Converse asked why 2023 was restated. Ms. Hill said it is an accounting standard related to a lease (right of use asset) that corrected the lease term.

Mr. Warneck noted the large change in administrative fees. Ms. Hill said the board waived a portion of the admin fee between the IDA and LDC last year so accounting-wise that portion was written off for the period that was forgiven.

Ms. Hill reported that there were no new accounting standards or policies. She said loans were current at the end of the year. Ms. Hill reviewed the disclosure notes.

She said a single audit was required, which was also a clean report with no significant deficiencies. She pointed out that the findings from last year relating to identifying and monitoring a subrecipient were corrected.

**Jefferson County Local Development Corporation
Special Board Meeting Minutes
March 20, 2025**

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Ms. Hill reviewed the communication board letter. She said the material misstatements were provided for review and noted that they have been provided to management and corrected within the general ledger.

Management letter –

1. Management of Credit Losses – Ms. Hill said this was talked about a lot last year when we were required to adopt CECL (Current Expected Credit Loss). She said it changes how we look at and change the allowance on the loan portfolio. Under the new model, credit losses have to be measured based on historical experience, current conditions, and other supportable forecasts. She said it was noted that the lending policy was not updated in the current year in documentation or the allowance for the new standard.

Recommendation –

Update the lending policy to include the methodology for calculating the expected credit loss on loans receivable and then document with supporting factors for board approval and auditing.

2. Journal Entries – Ms. Hill said that with staff changes only the CFO is preparing and recording all general journal entries.

Recommendation –

Dual control over all journal entries and recommendation for the CEO or Board or Treasurer to review and approve all general journal entries on a monthly basis. Mr. Weir said that he would start reviewing and approving all journal entries at the end of each month.

3. Capitalization Policy – Ms. Hill said the current policy requires items to be capitalized if purchases exceed \$1,000.

Recommendation –

Amend the policy to increase the value to a higher level such as \$2,500 or \$5,000.

4. General Ledger Maintenance and Financial Reporting Requirements – Ms. Hill said the general checking account had unreconciled differences for the month of December 2024 related to automatic payroll transactions, but the issue was not documented on the bank reconciliation even though it was identified by management. There was also a material outstanding transfer between two organization accounts from July 2024 on the bank reconciliations, which caused material variances for both accounts on internal financial statements.

Ms. Hill said material adjusting entries were required to report grant activity on the accrual basis of accounting (grants receivable, federal grant revenues, accounts payable and grant expenses). Ms. Hill said other journal entries were also required to recognize other revenue sources on the accrual basis from the County to fund the consulting services.

Ms. Hill said the time and effort allocations for statement of functional expense purposes for staffing were not updated after experiencing significant changes in employee base, so they updated it during the audit process and reviewed with management.

**Jefferson County Local Development Corporation
Special Board Meeting Minutes
March 20, 2025**

Recommendations –

Complete bank reconciliations monthly, and any unreconciled differences should be identified at the time of the reconciliation, and either corrected in the general ledger, or supporting documentation maintained with the bank reconciliation prior to being reviewed and approved. Any outstanding items greater than one year should be reviewed and any outstanding transfers between organization accounts should be reviewed and corrected at that time in the general ledger.

Management track all grant activity on the accrual basis of accounting and ensure accounts are adjusted for applicable receivables and payables prior to year-end.

Management monitor and update the wage allocations and overhead for all programs and operations based on current employees and duties.

Chairman Aliasso made a suggestion that the Audit/Finance Committee meet quarterly to review the monthly journal entries and other monitoring that Mr. Weir will review and approve, that way it gives quasi-board oversight rather than adding another item to the board packet. Mr. Weir agreed.

Ms. Hill said the last report is required for the state Public Authority Law for the Investment Policy. She said there are no investments so they are stating that in accordance with the Investment Policy, there are no compliance issues.

- 2. Annual Meeting Resolution No. 03.20.2025.01** (including acceptance of Audit and PARIS Reports, Ratification of Mission Statement and Performance Measurements, Property Disposition, Investment and Procurement Policies, Election of Officer/Board Positions and Appointment of Staff) – A motion was made by Mr. Converse to approve the resolution, seconded by Mr. Warneck. Roll call vote. Mr. Converse – Yea, Mr. Condino – Yea, Mr. Aliasso – Yea, Mr. Walldroff – Absent, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Mr. Capone – Yea, Mr. Aiken – Absent, Dr. Gardner – Yea, Ms. Robinson – Yea. Carried.

- V. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Johnson. All in favor. The meeting was adjourned at 8:26 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Three Month Period Ending March 31, 2025

Prepared by Lyle Eaton

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 453,399.00	0.00	\$ 0.00	0.00	453,399.00
JC Grant Marketing	280,000.00	69,999.99	23,333.33	23,333.33	210,000.01
JC Grant Ag Program	150,000.00	37,500.00	12,500.00	12,500.00	112,500.00
RLF Interest Income	4,000.00	1,242.25	414.72	370.22	2,757.75
Grant Income Federal	750,000.00	23,493.67	0.00	20,042.55	726,506.33
Interest Income	3,000.00	604.48	0.00	283.30	2,395.52
Miscellaneous Income	1,000.00	48,000.00	0.00	48,000.00	(47,000.00)
Total Revenues	1,641,399.00	180,840.39	36,248.05	104,529.40	1,460,558.61
Expenses					
Salaries	484,785.00	106,552.90	36,742.39	36,742.38	378,232.10
Benefits	165,540.00	48,234.45	30,935.16	295.50	117,305.55
Operations					
Marketing Program	218,294.00	44,861.00	13,257.19	16,605.19	173,433.00
AG Program	206,830.00	47,645.24	14,298.90	13,851.89	159,184.76
Office Expense	10,000.00	1,141.86	163.41	738.91	8,858.14
Payroll Processing	5,000.00	1,310.25	321.50	321.50	3,689.75
Office Rent	18,500.00	4,659.00	1,553.00	1,553.00	13,841.00
Project Loan Rent	18,648.00	13,985.61	4,661.87	4,661.87	4,662.39
Office Cleaning	12,000.00	3,048.36	1,091.68	940.56	8,951.64
Telephone	7,000.00	1,307.76	369.67	470.84	5,692.24
Equipment Rental	3,500.00	975.33	325.11	0.00	2,524.67
Equipment Maintenance	1,000.00	277.68	92.56	92.56	722.32
System Maintenance	7,200.00	2,160.75	655.25	655.25	5,039.25
Electric Service	5,000.00	1,268.32	0.00	667.11	3,731.68
Gas Service	3,000.00	723.89	0.00	357.92	2,276.11
Business Support	5,000.00	5,000.00	0.00	0.00	0.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Promotion/Meals	10,000.00	2,067.08	0.00	1,550.93	7,932.92
Staff Training & Seminars	6,000.00	0.00	0.00	0.00	6,000.00
Depreciation F&F	10,005.00	117.48	39.16	39.16	9,887.52
Dues & Publications	0.00	2,875.00	575.00	0.00	(2,875.00)
Commercial Insurance	3,550.00	839.58	279.86	279.86	2,710.42
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	0.00	0.00	(948.00)
STRATEGIC CONSULTING	0.00	15,000.00	5,000.00	5,000.00	(15,000.00)
Grants Expense Federal	750,000.00	71,275.00	0.00	20,042.55	678,725.00
Grant Expense YMCA	0.00	1,129.24	0.00	0.00	(1,129.24)
Reallocated Program Expenses	(335,953.00)	(83,946.81)	(26,368.09)	(26,368.08)	(252,006.19)
Miscellaneous - Unrestricted	3,000.00	0.00	0.00	0.00	3,000.00
Total Operations	1,641,399.00	293,456.97	83,993.62	78,498.90	1,347,942.03
Total Revenue	1,641,399.00	180,840.39	36,248.05	104,529.40	1,460,558.61
Total Expenses	1,641,399.00	293,456.97	83,993.62	78,498.90	1,347,942.03
Net Income Over Expenditures	\$ 0.00	(112,616.58)	\$ (47,745.57)	26,030.50	112,616.58

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

Prepared by Lyle Eaton, March 27, 2025

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	2,490.00	\$ 741.00	1,589.00	44,110.00
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	0.00	0.00	(2,322.43)
Events Sponsorship	0.00	2,500.00	0.00	2,500.00	(2,500.00)
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	150,194.00	37,548.57	12,516.19	12,516.19	112,645.43
Total Operations	218,294.00	44,861.00	13,257.19	16,605.19	173,433.00

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

Prepared by Lyle Eaton, March 27, 2025

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
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
AG Development	0.00	447.00	447.00	0.00	(447.00)
Local Food Guide	800.00	800.00	0.00	0.00	0.00
Salary Overhead	113,400.00	29,949.22	8,556.92	8,556.92	83,450.78
FICA Overhead	6,804.00	1,743.87	498.25	498.25	5,060.13
Medicare Overhead	1,588.00	407.84	116.53	116.52	1,180.16
Health/Dental Ins Overhead	3,931.00	0.00	0.00	0.00	3,931.00
Retirement Overhead	10,206.00	1,796.97	513.42	513.42	8,409.03
Indirect Labor Allocation	45,905.00	11,476.32	3,825.44	3,825.44	34,428.68
Non Labor Allocated Overhead	4,096.00	1,024.02	341.34	341.34	3,071.98
Total Operations	206,830.00	47,645.24	14,298.90	13,851.89	159,184.76

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Manuf. & Business Support Expense Statement for the Three Month Period Ending March 31, 2025
 Prepared by Lyle Eaton, March 27, 2025

UNRECONCILED

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

Jefferson County Local Development Corp
Balance Sheet

ASSETS jcldc	<u>2/28/2025</u>	<u>3/31/2025</u>
Current Assets		
General Checking	\$ 432,548.43	\$ 327,254.74
Savings Account	1,631,414.71	1,631,542.16
RLF Savings	2,005,402.50	2,032,017.64
RLF Loans Receivable	111,343.01	109,637.97
COVID Accounts Receivable	36,720.09	22,479.16
Clayton Loans Receivable	3,464.02	3,464.02
Miscellaneous Recievable	59,183.40	66,892.00
Allowance for Credit Losses	(35,000.00)	(22,500.00)
LHI Records Storage	87,029.51	87,029.51
Prepaid Expense	3,619.75	3,105.66
 Total Current Assets	 \$ 4,335,725.42	 \$ 4,260,922.86
 Property and Equipment		
Accumulated Depreciation	<u>(109,436.36)</u>	(109,475.68)
 Other Assets		
Furniture & Fixtures	79,247.89	79,247.89
ROU Lease Asset	<u>247,523.00</u>	247,523.00
Total Other Assets	326,770.89	326,770.89
 Total Assets	 <u><u>4,553,059.95</u></u>	 <u><u>4,478,218.07</u></u>

LIABILITIES AND CAPITAL

	<u>2/28/2025</u>	<u>3/32/2025</u>
Current Liabilities		
Accounts Payable - Unrestr	(\$ 75.56)	
Grants Payable YMCA	51,233.00	\$ 51,233.00
ST Lease Liability	49,948.00	49,948.00
Due to JCLDC	0.00	89.84
Due to SHLDC	6,178.71	(89.84)
ARPA Child Care Grant	9,771.41	9,771.41
ARPA Tourism Grant-Round 2	0.00	76,452.32
ARPA Sm Bus & Training-Round 2	0.00	121,277.19
ARPA Food Production-Round 2	76,452.32	269,808.66
ARPA Sm Bus & Training-Round 2	121,277.19	30,000.00
ARPA Food Production-Round 2	269,808.66	139,582.65

Jefferson County Local Development Corp
Balance Sheet

JC Grant-Marketing	233,333.38	210,000.05
JC Grant AG Program	50,000.00	37,500.00
Total Current Liabilities	\$ 867,927.11	\$ 995,573.28
Long-Term Liabilities		
LT Lease Liability	<u>170,130.00</u>	170,130.00
Total Liabilities	<u>\$ 1,038,057.11</u>	<u>\$ 1,165,703.28</u>
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.	3,427,262.29	3,425,131.37
Net Income	<u>(51,968.83)</u>	(112,616.58)
Total Capital	3,375,293.46	3,312,514.79
Total Liabilities & Capital	<u><u>4,413,350.57</u></u>	<u><u>4,478,218.07</u></u>

Jefferson County Local Development Corp
Balance Sheet
March 31, 2025

ASSETS

Current Assets		
General Checking	\$	327,254.74
Savings Account		1,631,542.16
RLF Savings		2,032,017.64
RLF Loans Receivable		109,637.97
COVID Accounts Receivable		22,479.16
Clayton Loans Receivable		3,464.02
Miscellaneous Recievable		66,892.00
Allowance for Credit Losses		(22,500.00)
LHI Records Storage		87,029.51
Prepaid Expense		3,105.66
		<hr/>
Total Current Assets		4,260,922.86
Property and Equipment		
Accumulated Depreciation		(109,475.68)
		<hr/>
Total Property and Equipment		(109,475.68)
Other Assets		
Furniture & Fixtures		79,247.89
ROU Lease Asset		247,523.00
		<hr/>
Total Other Assets		326,770.89
		<hr/>
Total Assets	\$	<u><u>4,478,218.07</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Grants Payable YMCA	\$	51,233.00
ST Lease Liability		49,948.00
Due to JCLDC		89.84
Due to SHLDC		(89.84)
ARPA Child Care Grant		9,771.41
ARPA Tourism Grant-Round 2		76,452.32
ARPA Sm Bus & Training-Round 2		121,277.19
ARPA Food Production-Round 2		269,808.66
ARPA Childcare Grant-Round 2		30,000.00
ARPA Food Processing-Round 2		139,582.65
JC Grant-Marketing		210,000.05
JC Grant Agriculture Program		37,500.00
		<hr/>
Total Current Liabilities		995,573.28
Long-Term Liabilities		
LT Lease Liability		170,130.00
		<hr/>
Total Long-Term Liabilities		170,130.00
		<hr/>
Total Liabilities		1,165,703.28
Capital		
General Fund Bal - Unrestrict.		3,425,131.37
Net Income		(112,616.58)
		<hr/>
Total Capital		3,312,514.79

Unaudited - For Informational Purposes Only

Jefferson County Local Development Corp
Balance Sheet
March 31, 2025

Total Liabilities & Capital	\$	<u>4,478,218.07</u>
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Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Mar 1, 2025 to Mar 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
3/6/25	122025 407501 112501	95085	Invoice: 2242 INTEREST CLAYTON ISLAND TOURS	198.97	174.91 24.06
3/6/25	122250 407501 112501	7611	Invoice: 2255 INTEREST PAINFULL ACRES	89.84	84.61 5.23
3/6/25	122250 407501 112501	7612	Invoice: 2255 INTEREST PAINFULL ACRES	89.84	84.83 5.01
3/6/25	122250 407501 112501	8038	Invoice: 2235 INTEREST BONNIE HERMAN	179.69	173.08 6.61
3/6/25	122250 407501 112501	1052	Invoice: 2249 INTEREST ALISHA TILLSON	359.38	346.60 12.78
3/6/25	122250 407501 112501	4176	Invoice: 2236 INTEREST GAIL W. MILLER	179.69	173.08 6.61
3/6/25	122250 407501 112501	1276	Invoice: 2263 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	172.96 7.04
3/13/25	122250 407501 112501	80267	Invoice: 2280 INTEREST ZERO DOCK STREET, LLC	179.69	172.22 7.47
3/13/25	122025 407501 112501	5481	Invoice: 2086 interest JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	601.12 125.61
3/13/25	122250 407501 112501	5480	Invoice: 2262 INTEREST NORTH BRANCH FARMS	148.79	141.97 6.82
3/13/25	122025 407501 112501	45556	Invoice: 1907 INTEREST WICLDC	1,109.20	929.01 180.19
3/20/25	122250 407501 112501	4184	Invoice: 2236 INTEREST GAIL W. MILLER	145.39	139.22 6.17
3/20/25	122250 407501 112501	8929	Invoice: 2240 INTEREST LAURIE A. CORNELIA	179.69	173.08 6.61
3/20/25	122250 407501 112501	336	Invoice: 2264 INTEREST MORGIA MASONRY	359.38	344.87 14.51
3/20/25	202401 202501 100001	19985	DUE JCLDC DUE SHLDC PAINFULL ACRES	179.69	89.84 89.85
3/27/25	125001 112501	198	Invoice: 2407 1-16- CHOICE CUTS, LLC	22,333.01	22,333.01

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Mar 1, 2025 to Mar 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
				<u>26,638.98</u>	<u>26,638.98</u>

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

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/C	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	13,558.96
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		13,558.96
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	5,600.20
CLAYTON ISLAND CLAYTON ISLAND TOURS		5,600.20
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	20,081.79
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		20,081.79
WIC WICLDC	1907	70,397.02
WIC WICLDC		70,397.02
Report Total		109,637.97

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

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				2,642.01	2,642.01
AUBREYS AUBREYS SHOPPING C					2,642.01	2,642.01
CCTI COLLEENS CHERRY TR	2238				3,158.82	3,158.82
CCTI COLLEENS CHERRY TR					3,158.82	3,158.82
CORNELIA LAURIE A. CORNELIA	2240				2,631.19	2,631.19
CORNELIA LAURIE A. CORNELIA					2,631.19	2,631.19
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 2408	30.38			-30.38	-30.38 30.38
HERMAN BONNIE HERMAN		30.38			-30.38	
MORGIA MORGIA MASONRY	2264				2,810.83	2,810.83

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

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
MORGIA MORGIA MASONRY					2,810.83	2,810.83
NORTHERN NORTHERN COMMERCIAL	2263				2,593.66	2,593.66
NORTHERN NORTHERN COMMERCIAL					2,593.66	2,593.66
PAINFULL PAINFULL ACRES	2255				1,836.74	1,836.74
PAINFULL PAINFULL ACRES					1,836.74	1,836.74
SKINNER SCOTT P. SKINNER	2248 2409	30.62			-30.62	-30.62 30.62
SKINNER SCOTT P. SKINNER		30.62			-30.62	
TILLSON ALISHA TILLSON	2249 2410	204.59			-204.59	-204.59 204.59
TILLSON ALISHA TILLSON		204.59			-204.59	
ZERO ZERO DOCK STREET, LL	2280				2,814.66	2,814.66
ZERO ZERO DOCK STREET, L					2,814.66	2,814.66

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

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
Report Total		265.59			22,213.57	22,479.16

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

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/C	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	1,732.01
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN		1,732.01
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	1,732.01
DIPRINZIO MARKET DIPRINZIO'S MARKET		1,732.01
Report Total		3,464.02

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

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/C	Amount Due
JCIDA JEFF COUNTY IDA	ADMIN12	59,475.00
JCIDA JEFF COUNTY IDA		59,475.00
WISE CHOICE WISE CHOICE CUTS, LLC	2407	7,708.60
WISE CHOICE WISE CHOICE CUTS, LLC		7,708.60
Report Total		67,183.60

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 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
3/3/25	7613	200001 100001	Invoice: 70182534 DAVIS VISION	55.23	55.23
3/3/25	7614	200001 200001 200001 100001	Invoice: 98794 Invoice: 3125 Invoice: 3125 25 EXCELLUS BC/BS	429.19 507.28 10,879.62	11,816.09
3/3/25	7616	200001 100001	Invoice: 28256a NNY ONLINE	655.25	655.25
3/3/25	7617	200001 100001	Invoice: 3-25 WATERTOWN LOCAL DEVELOPMENT CORPORATION	4,661.87	4,661.87
3/3/25	7618	200001 100001	Invoice: 44412A THE HARTFORD	246.91	246.91
3/3/25	7619	200001 200001 100001	Invoice: 7361 Invoice: 7381 WICLDC	1,553.00 1,553.00	3,106.00
3/8/25	7620	200001 100001	refund covid loan overpayment BONNIE HERMAN	30.38	30.38
3/8/25	7621	200001 100001	REFUNF OF OVERPAYMENT ON COVID LOAN SCOTT P. SKINNER	30.62	30.62
3/8/25	7622	200001 100001	REFUND OVERPAYMENT COVID LOAN ALISHA TILLSON	204.59	204.59
3/11/25	7623	200001 100001	Invoice: 22825 BLUE MOUNTAIN SPRING WATER, INC.	8.00	8.00
3/11/25	7624	200001 100001	Invoice: 75330 CINTAS	75.56	75.56
3/11/25	7625	200001 100001	Invoice: 22025 KEY BANK	1,550.93	1,550.93
3/11/25	7626	200001 200001 100001	Invoice: 22525E Invoice: 22525G NATIONAL GRID	667.11 357.92	1,025.03
3/11/25	7627	200001 100001	Invoice: 39462 VERIZON WIRELESS	99.18	99.18
3/11/25	7628	200001 100001	Invoice: 19756 WPBS	741.00	741.00
3/18/25	7629	200001 100001	Invoice: 422341 CINTAS	75.56	75.56
3/18/25	7630	200001	Invoice: 45	688.00	

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Mar 1, 2025 to Mar 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
		100001	HENDERSON PRINTING INC.		688.00
3/18/25	7631	200001 100001	Invoice: AG DEVL JEFFERSON COMMUNITY COLLEGE	447.00	447.00
3/18/25	7632	200001 100001	Invoice: 25-001 JEFFERSON-LEWIS WORKFORCE DEVELOPMENT	2,500.00	2,500.00
3/18/25	7633	200001 100001	Invoice: 1186 NORTHERN COMMERCIAL CLEANING	865.00	865.00
3/18/25	7634	200001 100001	Invoice: 3/13/25 UNITED WAY OF NNY	64.00	64.00
3/18/25	7635	200001 100001	Invoice: 28886 WB MASON CO INC.	163.41	163.41
3/18/25	7636	200001 100001	Invoice: 486879 WELLS FARGO FINANCIAL SERVICES	325.11	325.11
3/18/25	7637	200001 100001	Invoice: 785135 WESTELCOM	369.67	369.67
3/26/25	7638	200001 100001	Invoice: 10-24 COBB JCLDC	89.84	89.84
3/26/25	7639	200001 100001	Invoice: E1822PG1/1 NYS ECONOMIC DEVELOPMENT COUNCIL	575.00	575.00
3/26/25	7640	200001 100001	Invoice: 102024 COBB SACKETS HARBOR LDC	89.85	89.85
3/26/25	7641	200001 100001	Invoice: 2441 STRATEGIC DEVELOPMENT SPECIALISTS	5,000.00	5,000.00
3/26/25	7642	200001 100001	Invoice: 03/27/25 UNITED WAY OF NNY	64.00	64.00
Total				35,623.08	35,623.08

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	\$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
February-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,192,048.66
March-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,192,048.66
Total Expenditures	\$799,228.59	\$335,204.64	\$293,995.12	\$354,522.99	\$1,000,000.00	\$584,000.00	\$3,366,951.34
Balance of Grant	\$9,771.41	\$89,795.36	\$106,004.88	\$70,477.01	\$0.00	\$916,000.00	\$1,192,048.66
Not allocated	\$0.00	\$833.34	\$82.51	\$30,400.00	\$0.00	\$0.00	\$31,315.85
Excess Funds *	\$0.00	\$88,962.02	\$135,963.98	\$40,077.01	\$0.00	\$0.00	\$265,003.01
Full Uncommitted Balance	\$0.00	\$89,795.36	\$136,046.49	\$70,477.01	\$0.00	\$0.00	\$296,318.86
Report Prepared by Robin Stephenson - Director of Business Development							
* 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 *	\$29,207.18	\$131,065.19	\$0.00	\$136,046.49	\$0.00			\$296,318.86
October-23	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00			\$1,666,318.86
November-23	\$73,000.00	\$18,931.20	\$0.00	\$0.00	\$0.00			\$1,574,387.66
December-23	\$18,729.99	\$18,868.00	\$0.00	\$0.00	\$0.00			\$1,536,789.67
January-24	\$0.00	\$58,140.00	\$19,410.70	\$0.00	\$0.00			\$1,459,238.97
February-24	\$0.00	\$20,000.00	\$12,258.30	\$0.00	\$0.00			\$1,426,980.67
March-24	\$0.00	\$5,000.00	\$94,380.89	\$0.00	\$0.00			\$1,327,599.78
April-24	\$0.00	\$10,000.00	\$39,061.83	\$15,686.18	\$60,427.45			\$1,202,424.32
May-24	\$0.00	\$0.00	\$30,191.03	\$14,873.18	\$37,446.50			\$1,119,913.61
June-24	\$0.00	\$0.00	\$42,758.93	\$8,425.67	\$44,228.68			\$1,024,500.33
July-24	\$0.00	\$0.00	\$28,520.84	\$25,322.54	\$38,112.50			\$932,544.45
August-24	\$2,270.01	\$6,082.40	\$63,957.50	\$9,023.70	\$5,557.50			\$845,653.34
September-24	\$5,207.18	\$0.00	\$24,007.66	\$0.00	\$0.00			\$816,438.50
October-24	\$0.00	\$0.00	\$20,000.00	\$14,990.00	\$19,341.25			\$762,107.25
November-24	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00			\$752,107.25
December-24	\$0.00	\$29,314.73	\$25,000.00	\$8,142.57	\$5,034.91			\$684,615.04
January-25	\$0.00	\$3,451.67	\$24,000.00	\$0.00	\$0.00			\$657,163.37
February-25	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,042.55			\$637,120.82
March-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$637,120.82
Total Expenditures	\$99,207.18	\$189,788.00	\$423,547.68	\$96,463.84	\$230,191.34	\$0.00	\$0.00	\$1,039,198.04
Balance of Grant Not Disbursed	\$30,000.00	\$121,277.19	\$76,452.32	\$139,582.65	\$269,808.66	\$0.00	\$0.00	\$637,120.82
Not allocated (will go down as we award new grants)	\$0.00	\$51,907.59	\$44,252.00	\$75,203.49	\$115,385.45			\$286,748.53
Balance	\$0.00	\$51,907.59	\$44,252.00	\$75,203.49	\$115,385.45	\$0.00	\$0.00	\$286,748.53
Report Prepared by Robin Stephenson - Director of Business Development								
* Round 1 Rental Combined with Small Business Productivity								

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
FIXED ASSET POLICY**

Adopted 1/4/18
Reviewed 10/01/20
Proposed 4/3/25

PURPOSE:

The purpose of this fixed asset policy is to establish guidelines for Management to follow in recording the purchase price of assets on the JCLDC's records as to whether they are to be capitalized or expensed.

OBJECTIVE:

To capitalize fixed asset purchases with a value of ~~\$1,000.00~~ 5,000.00

To capitalize improvements that extend the estimated useful life of sites or buildings with a value of at least ~~\$1,000.00~~ 5,000.00

PROCEDURE:

All fixed asset purchases are to be treated as complete units. If a purchase is less than the capitalization thresholds noted above, it will be expensed. If a purchase exceeds the capitalization threshold, it is to be capitalized and depreciated on the straight-line basis over the appropriate life using the standard use life table.

REVIEW:

This policy will be reviewed for updates ~~annually~~ periodically.

To: JCLDC Board of Directors
From: Jay Matteson, JCLDC Agricultural Coordinator
Marshall Weir, JCLDC CEO
Subject: Application to NCREDC Consolidated Funding
Date: Wednesday, March 26, 2025

Board members, in your board meeting packet you'll receive a resolution to apply for funding for a feasibility study for a 20C shared use kitchen facility. JCLDC is working in partnership with Cornell Cooperative Extension of Jefferson County(CCE) to apply for a grant from the North Country Regional Economic Development Council grant program. CCE has requested assistance in applying as they are not eligible. If our application is successful, we will serve as the funding conduit and CCE will administer the project. Jay will serve as the JCLDC staff person managing the project.

Because of the timing of the grant application window, we submitted the application March 31, prior to our Board of Directors meeting. We will have this on our agenda at the meeting for approval and should the grant be awarded; the Board of Directors will have the ability to approve or deny accepting the funding.

Here is the language from the application describing the project for your awareness:

Jefferson County Local Development Corporation (JCLDC) and Cornell Cooperative Extension of Jefferson County (CCE) are developing a shared use food processing facility (approximately 6000 sf) located at 925 West Main St., Watertown, NY. A shared use food processing facility is a licensed, commercial-grade kitchen designed to be used by multiple food businesses for value-added food processing. The project will address infrastructure gaps experienced by farmers and food processors seeking to develop food businesses and expand to new markets in the North Country. This project is in the planning phase, JCLDC is seeking funding to conduct an architectural review of the building that will house the facility. GYMO Architecture, Engineering, & Land Surveying (GYMO) will conduct a preliminary feasibility study, hazardous materials survey, budget estimate, and preparation of preliminary plans. Project activities also include a community study to determine needs from current/prospective business owners, development of a facility business plan based on the community study and architectural review findings, and preparation of a stakeholder report to be used for future funding applications.

Project location: Watertown, NY. A 2023 REDC analysis identified agribusiness as a priority sector, expecting 2,000 new jobs in Jefferson County. A 2024 supply chain analysis of Farm to School purchasing noted that capacity to process raw produce into ready-to-cook products for schools is a major barrier. In 2024, the JCC Center of Community Studies surveyed residents about the proposed facility, 125 residents stated they are very likely to use a facility for business purposes. Development of the proposed facility will address a barrier to economic growth for a large portion of the population, establishing an estimated 100 long term jobs across various sectors, including food processing, raw product cultivation, sales and retail, and business ownership. A grant request for \$28,980 for the costs of planning for this project, was submitted.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution Number 04.03.2025.01

For Approval of Application to North Country Regional Economic Development Council for Shared Use Food Processing Facility Feasibility Study

WHEREAS, Jefferson County's Comprehensive Economic Development Strategy (CEDS) identifies developing and marketing local value – added food products as a high priority, and identifies entrepreneurship as one of the top three development strategies for growing the local economy; and

WHEREAS, The Jefferson County Agriculture and Farmland Protection Plan recognizes the opportunity to grow food processing capacity and the economic impact of local food production and agritourism; and

WHEREAS, Jefferson County Local Development Corporation recognizes the need in Jefferson County to determine the feasibility of a facility available to the public to increase process local foods and value added goods; and

WHEREAS, Cornell Cooperative Extension of Jefferson County and Jefferson County Local Development Corporation recognize the need to enter into partnership to examine the need and feasibility of such a shared use kitchen, to now be it

RESOLVED, that this Corporation apply to the North Country Regional Economic Development Council for an amount not to exceed \$28,980, and that these funds be used to conduct an architectural review, preliminary feasibility study, hazardous materials survey, budget estimate, and preparation of preliminary facility business plans, and be it further

RESOLVED, that the Board of Directors approves this application and directs the Chief Executive Officer or designee take all necessary action on behalf of the Corporation as deemed necessary to pursue funding.

This resolution shall take effect immediately.

F. Marshall Weir
Chief Executive Officer

Jefferson County Local Development Corporation
Small Business Incumbent Worker Training (ARPA) Round 2

April 3, 2025

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
MetalCraft Marine USA, Inc	<p>Training AWS Certification for Watertown Welding Shop staff. Training for ABYC Certifications for Watertown Welding Shop Staff & New Fitout Shop at 22419 Fisher Road.</p> <p>Item # 1) AWS Certifications for welding inspections and ensure our current and new staff - with the growth of MetalCraft USA at our new location - meet our ongoing requirements to meet contract requirements with our key customers - USCG, Navy.</p> <p>Item # 2) ABYC is the American Boat & Yacht Counsel which is the standard MetalCraft manufactures to. For our current metal shop and the opening of our Fitout shop in Watertown, we will be required to increase our training matrix for ABYC - most critical for fitout.</p> <p>We will provide training for headcount up to budget ceiling allocated, noted below. All training is 3rd party in-person, online, and tests to validate successful completion and certification to the two standards - AWS, WBYC.</p> <p>Timeframe to complete this training project will be 6 months from April 1, 2025.</p>	\$25,000	\$20,000
	Total	\$25,000	\$20,000

Jefferson County Local Development Corporation
Small Business Productivity Improvement (ARPA) Round 2

April 3, 2025

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
Frontline NA, Inc.	These purchases will greatly increase warehouse efficiencies & tidiness. We have purchased this equipment at our other warehouse facility previously - and proved the benefit. Sweeping the floor manually is time-consuming and raises dust which hangs around in the air and affects workers. Pallet handling upgrades always benefit inventory handling procedures and save time & money.	\$12,326.23	\$9,861
	Total	\$12,326.23	\$9,861

Jefferson County Local Development Corporation

Jefferson County Food Resiliency Grant Program - Round III

April 3, 2025

Business Name	Summary of Project	Total Amount of Project	Funding Recommendation
Windswept Honey and Apiary Kim and Edward Fillingham 11531 Windswept circle Adams NY 13605	Windswept Honey has been producing honey several years as a “large” hobby. Last year they became a formal business and sell product at retail locations. Due to demand, they need to expand their processing capacity. Grant funds will be used to purchase: Roadside retail and processing building Slicer/uncapper Frame uncapping tank Heated bottling tank Comb and frames Wax foundations Insulated hives	Total Project cost: \$11,111 Grant funding requested: \$10,000 Inkind cash match: \$1,111	\$10,000
	TOTAL		\$10,000

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

2025 Board Attendance

Name	Jan	Feb	6-Mar	20-Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	E	P	P	E									
Allasso, Robert	P	P	P	P									
Capone, Charles	P	P	P	P									
Condino, John	P	P	P	P									
Converse, David	P	P	P	P									
Gardner, Gregory	P	P	P	P									
Johnson, William	P	P	P	P									
L'Huillier, Lisa	P	P	P	P									
Robinson, Dawn	P	P	P	P									
Walldroff, W. Edward	P	P	P	A									
Warneck, Paul	P	P	P	P									
Totals:	10	11	11	9									
P - Present													
E - Excused													
A - Absent													