

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

The Jefferson County Local Development Corporation held its board meeting on Thursday, February 6, 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, Rob Aiken  
**Zoom:** Dr. Gregory A. Gardner

**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 January 9, 2025 were presented. A motion to approve the minutes as presented was made by Mr. Johnson, seconded by Mr. Condino. All in favor. Carried.
- V. Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending January 31, 2025. Regarding loaning the JCIDA money for the sewer project, Mr. Eaton said the JCLDC has approximately \$3.7M total cash, of which \$2.8M is excess cash. Mr. Walldroff asked if the loan will be repaid within 12 months. Ms. Stephenson said yes and indicated that she is working on JCIDA grant reimbursements for the project. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Aiken. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
  - a. Ag –** Mr. Matteson said that he is watching the immigration issue locally. He said he is gearing up for the Ag conference and the dairy parade and will be ramping up podcasts. He mentioned that he is working with a dairy farm consultant who creates virtual fencing.
  - b. Manufacturing –** Ms. Stephenson said she and Mr. Weir met with Naturally Lewis to prepare the agenda for the upcoming spring Jeff-Lewis Manufacturers Alliance meeting that will be held on April 17<sup>th</sup>. She mentioned other local events that will be streamlined including Manufacturing Day (9<sup>th</sup>-11<sup>th</sup> graders), Career Jam (7<sup>th</sup>-8<sup>th</sup> graders), and Workforce Connections (12<sup>th</sup> graders).

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- c. **Marketing** – Mr. Weir said that he continues to advertise with existing campaigns and indicated that the next newsletter will be sent out in March.

**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 she sent out a revised spreadsheet for Round Two because she noticed that when she added a line the formula didn't carry.

**IX. Counsel:** None.

**X. New Business:**

- 1. **Resolution No. 02.06.2025.01 to Lend Money to JCIDA** – A request to lend an amount not to exceed \$1,500,000 to JCIDA 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. Mr. Walldroff asked what has been paid so far. Mr. Eaton said that approximately \$140,000 has been paid and a \$700,000+ payment is due. He noted that the balance will be completed this spring. A motion was made by Mr. Converse to approve the resolution, seconded by Dr. Gardner. All in favor. Carried.
- 2. **Proposed Charge Card Voucher** – A request to approve the updated charge card voucher for staff to use. Mr. Weir said it streamlines the process and eliminates having to complete two forms. A motion was made by Mr. Warneck, seconded by Ms. Robinson to approve the proposed voucher. All in favor. Carried.

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

Respectfully submitted,

*Peggy Sampson*

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

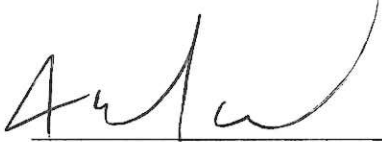
**RESOLUTION TO LEND MONEY TO THE JEFFERSON COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY**

**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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F. Marshall Weir  
CEO