

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: September 18, 2025

To: W. Edward Walldroff
David Converse
Dr. Gregory A. Gardner
Paul Warneck
Hon. William W. Johnson
Lisa L'Huillier
Robert Aiken
John Condino
Dr. Dawn M. 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, October 2, 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=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>
Meeting ID: 843 5525 0468
Passcode: 011440
1-929-205-6099 US (New York)

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

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

Jefferson County Local Development Corporation
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BOARD MEETING AGENDA
Thursday, October 2, 2025 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – September 4, 2025**
- V. Treasurer’s Report – September 30, 2025**
- VI. Committee Reports**
 - a. Finance Committee**
 - i. Proposed Budget for 2026**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
 - 1. ARPA Fund Reports (Round One and Two)**
- IX. Counsel**
- X. New Business**
 - 1. ARPA Small Business Productivity Improvement Grant Program Recommendations**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
September 4, 2025**

DRAFT

The Jefferson County Local Development Corporation held its board meeting on Thursday, September 4, 2025, in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., W. Edward Walldroff, Paul Warneck, William Johnson, Lisa L'Huillier, Charles Capone, John Condino, David Converse, Rob Aiken, Dr. Dawn M. Robinson, 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 August 7, 2025 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Dr. Robinson. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending August 31, 2025. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**

a. Ag –

Mr. Matteson congratulated Mr. Walldroff and his family on receiving the centennial farm award from the NYS Agricultural Society.

Mr. Matteson reported on the following:

- Dairy day at the state fair
- Southern Dairy – they are active in their pursuit of a site and are looking at other locations in various states as well.
- Dairy Workforce Focus Group -- held their second meeting and noted that it is catching the attention of others around the state.

**Jefferson County Local Development Corporation
Board Meeting Minutes
September 4, 2025**

DRAFT

- b. **Manufacturing** – Mr. Weir reported that he and Ms. Stephenson are working with Naturally Lewis for the upcoming Manufacturing Day for 9th and 10th graders. He said they have reached out to manufacturers to schedule tours.

Mr. Weir said he would like to have the manufacturers focus on showing the students the pathway to getting a job (i.e. prerequisites, resume, summer jobs, etc.).

Mr. Matteson said we could focus on social media forums and non-traditional marketing to reach students directly for Ag and manufacturing as well as through their guidance counselors.

- c. **Marketing** – Mr. Weir reported on the following:
- Marketing campaigns - ongoing
 - Micron – continue to work with Strategic Development Specialists to plan for possible events this fall and to stay updated on the project.

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 continues to reach out to grant recipients regarding their projects and noted that \$254,507.53 has not been allocated. Mr. Weir said the leveraged funds show how beneficial this program has been.

IX. Counsel: None.

X. New Business: None.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Johnson, seconded by Dr. Gardner. All in favor. The meeting was adjourned at 8:24 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Income Statement for the Nine Month Period Ending September 30, 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	340,047.00	\$ 37,783.00	37,783.00	113,352.00
JC Grant Marketing	280,000.00	209,999.97	23,333.33	23,333.33	70,000.03
JC Grant Ag Program	150,000.00	112,500.00	12,500.00	12,500.00	37,500.00
RLF Interest Income	4,000.00	2,932.83	214.73	257.44	1,067.17
Grant Income Federal	750,000.00	79,384.55	9,861.00	10,000.00	670,615.45
Interest Income	3,000.00	2,466.03	0.00	304.77	533.97
Miscellaneous Income	1,000.00	49,500.00	0.00	0.00	(48,500.00)
Dairy Parade	0.00	6,650.00	0.00	0.00	(6,650.00)
Total Revenues	1,641,399.00	803,480.38	83,692.06	84,178.54	837,918.62
Expenses					
Salaries	484,785.00	345,378.37	36,742.38	36,742.38	139,406.63
Benefits	165,540.00	145,603.98	15,907.98	15,718.40	19,936.02
Operations					
Marketing Program	218,294.00	140,204.65	20,457.19	13,917.19	78,089.35
AG Program	206,830.00	147,649.23	13,850.17	13,851.89	59,180.77
Office Expense	10,000.00	2,930.00	60.00	513.16	7,070.00
Payroll Processing	5,000.00	3,510.00	341.50	341.50	1,490.00
Office Rent	18,500.00	30,033.65	4,764.33	4,764.33	(11,533.65)
Project Loan Rent	18,648.00	18,647.48	0.00	0.00	0.52
Office Cleaning	12,000.00	8,616.10	82.43	1,104.07	3,383.90
Telephone	7,000.00	4,204.69	372.55	470.00	2,795.31
Equipment Rental	3,500.00	2,925.99	325.11	325.11	574.01
Equipment Maintenance	1,000.00	1,176.26	0.00	92.56	(176.26)
System Maintenance	7,200.00	8,192.25	655.25	655.25	(992.25)
System Security	0.00	461.40	0.00	461.40	(461.40)
Electric Service	5,000.00	4,331.99	0.00	600.99	668.01
Gas Service	3,000.00	1,453.74	0.00	26.26	1,546.26
Business Support	5,000.00	6,200.00	0.00	0.00	(1,200.00)
Workforce Development	2,500.00	2,500.00	0.00	0.00	0.00
Travel/Promotion/Meals	10,000.00	8,585.56	0.00	2,110.79	1,414.44
Staff Training & Seminars	6,000.00	0.00	0.00	0.00	6,000.00
Depreciation F&F	10,005.00	352.44	39.16	39.16	9,652.56
Dues & Publications	0.00	4,248.00	0.00	585.00	(4,248.00)
Commercial Insurance	3,550.00	5,524.31	0.00	175.34	(1,974.31)
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	20,000.00	15,805.00	0.00	0.00	4,195.00
Consultants	0.00	948.00	0.00	0.00	(948.00)
STRATEGIC CONSULTING	0.00	45,481.30	0.00	0.00	(45,481.30)
Fees Expense	0.00	20.00	0.00	0.00	(20.00)
Grants Expense Federal	750,000.00	127,165.88	9,861.00	10,000.00	622,834.12
Grant Expense YMCA	0.00	1,129.24	0.00	0.00	(1,129.24)
Reallocated Program Expenses	(335,953.00)	(246,996.14)	(26,366.36)	(26,368.08)	(88,956.86)
Miscellaneous - Unrestricted	3,000.00	0.00	0.00	0.00	3,000.00
Total Operations	1,641,399.00	836,283.37	77,092.69	76,126.70	805,115.63
Total Revenue	1,641,399.00	803,480.38	83,692.06	84,178.54	837,918.62
Total Expenses	1,641,399.00	836,283.37	77,092.69	76,126.70	805,115.63
Net Income Over Expenditures	\$ 0.00	(32,802.99)	\$ 6,599.37	8,051.84	32,802.99

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**AG Program Expense Statement for the Nine Month Period Ending September 30, 2025**

Prepared by Lyle Eaton, September 24, 2025

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	1,999.50	\$ 0.00	0.00	3,000.50
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	828.80	0.00	0.00	3,171.20
Dairy Parade	0.00	9,670.50	0.00	0.00	(9,670.50)
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	0.00	0.00	0.00
Salary Overhead	113,400.00	85,569.20	8,556.92	8,556.92	27,830.80
FICA Overhead	6,804.00	4,981.08	496.85	498.25	1,822.92
Medicare Overhead	1,588.00	1,164.93	116.20	116.52	423.07
Health/Dental Ins Overhead	3,931.00	0.00	0.00	0.00	3,931.00
Retirement Overhead	10,206.00	5,134.20	513.42	513.42	5,071.80
Indirect Labor Allocation	45,905.00	34,428.96	3,825.44	3,825.44	11,476.04
Non Labor Allocated Overhead	4,096.00	3,072.06	341.34	341.34	1,023.94
Total Operations	206,830.00	147,649.23	13,850.17	13,851.89	59,180.77

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Nine Month Period Ending September 30, 2025**

Prepared by Lyle Eaton, September 24, 2025

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	17,306.52	\$ 7,941.00	1,401.00	29,293.48
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)
Web Site Dev & Promo Design	0.00	429.99	0.00	0.00	(429.99)
Events Sponsorship	0.00	7,500.00	0.00	0.00	(7,500.00)
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	150,194.00	112,645.71	12,516.19	12,516.19	37,548.29
Total Operations	218,294.00	140,204.65	20,457.19	13,917.19	78,089.35

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Nine Month Period Ending September 30, 2025

Prepared by Lyle Eaton, September 24, 2025

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Business Support	\$ 5,000.00	6,200.00	\$ 0.00	0.00	(1,200.00)
Workforce Development	2,500.00	2,500.00	0.00	0.00	0.00
Total Operations	7,500.00	8,700.00	0.00	0.00	(1,200.00)

Jefferson County Local Development Corp
Balance Sheet

ASSETS JCLDC		8/31/2025	9/30/2025
Current Assets			
General Checking	\$	99,833.76	\$ 19,775.37
Savings Account		1,482,235.71	1,482,368.36
RLF Savings		2,049,808.80	2,060,214.26
RLF Checking		7,908.60	
RLF Loans Receivable		96,463.15	94,639.03
COVID Accounts Receivable		5,181.90	4,896.01
Clayton Loans Receivable		3,464.02	3,464.02
Miscellaneous Recievable		361,447.40	399,230.40
Allowance for Credit Losses		(7,500.00)	(7,500.00)
LHI Records Storage		87,029.51	87,029.51
Prepaid Expense		1,027.59	1,027.59
Total Current Assets	\$	4,186,900.44	\$ 4,145,144.55
Property and Equipment			
Accumulated Depreciation		(109,671.48)	(109,710.64)
Other Assets			
Furniture & Fixtures		79,247.89	79,247.89
ROU Lease Asset		247,523.00	247,523.00
Total Other Assets		326,770.89	326,770.89
Total Assets		4,403,999.85	4,362,204.80

LIABILITIES AND CAPITAL		8/31/2025	9/30/2025
Current Liabilities			
Accounts Payable - Unrestr	\$	64.00	\$ 64.00
Grants Payable YMCA		51,233.00	51,233.00
ST Lease Liability		49,948.00	49,948.00
ARPA Child Care Grant		8,056.46	8,056.46
ARPA Tourism Grant-Round 2		76,452.32	76,452.32
ARPA Sm Bus & Training-Round 2		86,933.26	77,072.26
ARPA Food Production-Round 2		269,808.66	269,808.66
ARPA Child Care Round 2		30,000.00	30,000.00
ARPA Food Production-Round 2		129,611.65	129,611.65
JC Grant-Marketing		93,333.40	70,000.07
JC Grant AG Program		50,000.00	37,500.00

Jefferson County Local Development Corp
Balance Sheet

Total Current Liabilities	845,440.75	799,746.42
Long-Term Liabilities		
LT Lease Liability	<u>170,130.00</u>	170,130.00
Total Liabilities	<u>\$ 1,015,570.75</u>	<u>\$ 969,876.42</u>
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.	3,425,131.37	3,425,131.37
Net Income	<u>(36,702.27)</u>	(32,802.99)
Total Capital	3,388,429.10	3,392,328.38
Total Liabilities & Capital	<u><u>4,403,999.85</u></u>	<u><u>4,362,204.80</u></u>

Jefferson County Local Development Corp
Balance Sheet
September 30, 2025

ASSETS

Current Assets		
General Checking	\$	19,775.37
Savings Account		1,482,368.36
RLF Savings		2,060,214.26
RLF Loans Receivable		94,639.03
COVID Accounts Receivable		4,896.01
Clayton Loans Receivable		3,464.02
Miscellaneous Recievable		399,230.40
Allowance for Credit Losses		(7,500.00)
LHI Records Storage		87,029.51
Prepaid Expense		1,027.59
		<hr/>
Total Current Assets		4,145,144.55
Property and Equipment		
Accumulated Depreciation		(109,710.64)
		<hr/>
Total Property and Equipment		(109,710.64)
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>4,362,204.80</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	64.00
Grants Payable YMCA		51,233.00
ST Lease Liability		49,948.00
ARPA Child Care Grant		8,056.46
ARPA Tourism Grant-Round 2		76,452.32
ARPA Sm Bus & Training-Round 2		77,072.26
ARPA Food Production-Round 2		269,808.66
ARPA Childcare Grant-Round 2		30,000.00
ARPA Food Processing-Round 2		129,611.65
JC Grant-Marketing		70,000.07
JC Grant Agriculture Program		37,500.00
		<hr/>
Total Current Liabilities		799,746.42
Long-Term Liabilities		
LT Lease Liability		170,130.00
		<hr/>
Total Long-Term Liabilities		170,130.00
		<hr/>
Total Liabilities		969,876.42
Capital		
General Fund Bal - Unrestrict.		3,425,131.37
Net Income		(32,802.99)
		<hr/>
Total Capital		<u>3,392,328.38</u>

Jefferson County Local Development Corp
Balance Sheet
September 30, 2025

Total Liabilities & Capital	\$ <u>4,362,204.80</u>
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Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Sep 1, 2025 to Sep 30, 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
9/4/25	202401	20022	DUE JCIDA		89.84
	202501		DUE SH;DC		89.85
	100001		PAINFULL ACRES	179.69	
9/4/25	122250	2341	Invoice: 2250		200.00
	112501		BUSTED GRAPES,LLC	200.00	
9/4/25	122025	64710	Invoice: 2242		179.33
	407501		INTEREST		19.64
	112501		CLAYTON ISLAND TOURS	198.97	
9/11/25	122025	4671	Invoice: 1907		943.03
	407501		INTEREST		166.17
	112501		WICLDC	1,109.20	
9/11/25	122250	7833	Invoice: 2255		85.89
	407501		INTEREST		3.95
	112501		PAINFULL ACRES	89.84	
9/18/25	122025	5514	Invoice: 2086		701.76
	407501		INTEREST		24.97
	112501		JAY CANZONIER D/B/A	726.73	
			NORTH BRANCH FARMS		
				<u>2,504.43</u>	<u>2,504.43</u>

Jefferson County Local Development Corp
Aged Receivables
As of Sep 30, 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
JCIDA JEFF COUNTY IDA	ADMIN12				59,475.00	59,475.00
					37,783.00	37,783.00
					37,783.00	37,783.00
					37,783.00	37,783.00
					37,783.00	37,783.00
					37,783.00	37,783.00
					37,783.00	37,783.00
			37,783.00			37,783.00
		37,783.00				37,783.00
JCIDA JEFF COUNTY IDA		37,783.00	37,783.00		323,956.00	399,522.00
Report Total		37,783.00	37,783.00		323,956.00	399,522.00

Jefferson County Local Development Corp
Aged Receivables
As of Sep 30, 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
CANZONIER JAY CANZONIER D/B/A N	2086				9,284.33	9,284.33
CANZONIER JAY CANZONIER D/B/A					9,284.33	9,284.33
CLAYTON ISLAND CLAYTON ISLAND TOUR	2242				4,535.34	4,535.34
CLAYTON ISLAND CLAYTON ISLAND TOUR					4,535.34	4,535.34
CLAYTON YACHT CLAYTON YACHT CLUB,	2344				16,045.36	16,045.36
CLAYTON YACHT CLAYTON YACHT CLUB,					16,045.36	16,045.36
WIC WICLDC	1907				64,774.00	64,774.00
WIC WICLDC					64,774.00	64,774.00
Report Total					94,639.03	94,639.03

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Sep 1, 2025 to Sep 30, 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
9/1/25	7817	200001 100001	Invoice: 70196075 DAVIS VISION	55.23	55.23
9/1/25	7818	200001 200001 200001 100001	Invoice: 925 Invoice: 90125 Invoice: 9125 EXCELLUS BC/BS	507.28 429.19 11,370.90	12,307.37
9/1/25	7819	200001 100001	Invoice: 28772 NNY ONLINE	655.25	655.25
9/1/25	7820	200001 100001	Invoice: 701489 NORTHERN COPY PRODUCTS, INC.	159.00	159.00
9/1/25	7821	200001 100001	Invoice: 8/28/25 UNITED WAY OF NNY	64.00	64.00
9/1/25	7822	200001 100001	Invoice: 6617 WB MASON CO INC.	50.28	50.28
9/4/25	7823	200001 100001	Invoice: 7510 WICLDC	4,764.33	4,764.33
9/4/25	7824	200001 100001	Invoice: 4292 THOUSAND ISLANDS REGIONAL TOURISM	7,200.00	7,200.00
9/4/25	7825	200001 100001	Invoice: 247839 THE HARTFORD	246.91	246.91
9/9/25	7826	200001 100001	Invoice: 8-2025 BLUE MOUNTAIN SPRING WATER, INC.	47.80	47.80
9/9/25	7827	200001 100001	Invoice: 752778 FP MAILING SOLUTIONS	181.95	181.95
9/9/25	7828	200001 100001	Invoice: 12180 MACNY	585.00	585.00
9/9/25	7829	200001 200001 100001	Invoice: 8-26G Invoice: 825E NATIONAL GRID	26.26 600.99	627.25
9/9/25	7830	200001 100001	Invoice: September 11, 2025 UNITED WAY OF NNY	64.00	64.00
9/9/25	7831	200001 100001	Invoice: 8747201 VERIZON BUSINESS	98.25	98.25
9/9/25	7832	200001 100001	Invoice: COVID 25 SACKETS HARBOR LDC	89.85	89.85
9/9/25	7833	200001	Invoice: C(-16-	89.84	

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Sep 1, 2025 to Sep 30, 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	JCLDC		89.84
9/10/25	7834	717001	ARPA SMALL BUSINESS PEODUCTIVITY GRANT	9,861.00	
		100001	FRONTLINE NA, INC		9,861.00
9/17/25	7835	200001 100001	Invoice: 414430 CINTAS	82.43	82.43
9/17/25	7836	200001 100001	Invoice: STATERMENT KEY BANK	971.12	971.12
9/17/25	7837	200001 100001	Invoice: 154578 TIME VALUE	60.00	60.00
9/17/25	7838	200001 100001	Invoice: 5345006 VITAL RECORDS CONTROL	24.21	24.21
9/17/25	7839	200001 100001	Invoice: 714904 WELLS FARGO FINANCIAL SERVICES	325.11	325.11
9/17/25	7840	200001 100001	Invoice: 4406471 WESTELCOM	372.55	372.55
9/17/25	7841	200001 100001	Invoice: 19952 WPBS	741.00	741.00
9/17/25	7842	200001 100001	Invoice: 134847 WRVO	260.00	260.00
Total				39,983.73	39,983.73

Jefferson County Local Development Corp
Aged Payables
As of Sep 30, 2025

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

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
UNITED UNITED WAY OF NNY	9/25/25	64.00				64.00
UNITED UNITED WAY OF NNY		64.00				64.00
Report Total		64.00				64.00

**Jefferson County Local Development Corporation
Finance Committee Meeting Minutes
September 18, 2025**

The Jefferson County Local Development Corporation held a finance committee meeting on Thursday, September 18, 2025, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Rob Aiken, Charles Capone
Zoom: Paul Warneck, Chair

Excused: David Converse, Rob Aliasso

Also Present: Marshall Weir (CEO), Lyle Eaton (CFO), Peggy Sampson, Jay Matteson, Robin Stephenson, W. Edward Walldroff, John Condino

- I. Call to Order:** Mr. Aiken called the meeting to order at 10:00 a.m.
- II. Pledge of Allegiance**
- III. Preliminary Budget for 2026:**

Mr. Aiken said the purpose of the meeting is to review the preliminary budget for 2026.

Mr. Eaton said revenue is down and indicated that there are no provisions for grants.

Mr. Condino asked about the health insurance line item since it increased approximately \$58,000. Mr. Eaton said it is distorted because of the loss of two employees in 2024. He said employees pay 15% of the premium.

Mr. Weir said the dental line item decreased approximately \$13,000. Mr. Eaton said there was extra budgeted last year.

The total revenue for 2026 is \$1,075,262 and the total expenses for 2026 is \$1,075,261.63 for a net of \$0.37.

After review and discussion, Mr. Capone made a motion to move the proposed budget to the full board for consideration, seconded by Mr. Aiken. All in favor.

- IV. Adjournment:** With no further business before the committee, Mr. Capone made a motion to adjourn the meeting, seconded by Mr. Aiken. The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Peggy Sampson

Jefferson County Local Development Corp.

1/1/2026 to 12/31/2026

Finance Approval 9/18/25		Board Approval					
Revenue		2025	2026				
Acct. #	Description	Budget	Budget				
400001	Application & Process Fees	-	-				
405000	Admin Fees	453,399.00	561,612.00				
407501	RLF Interest Income	4,000.00	2,000.00				
412501	Interest Income	3,000.00	0.00				
409704	Grant Income Federal	750,000.00	0.00				
425001	Misc. Income	1,000.00	75,000.00				
405001	Marketing Program Income	280,000.00	280,000.00				
405002	Ag Program Income	150,000.00	150,000.00				
430101	Dairy Parade		6,650.00				
	Total Revenue	1,641,399.00	1,075,262.00				
Expenses							
610001	Salaries	484,785.00	501,533.49				
	Total Salaries	484,785.00	501,533.49				
Benefits							
610110	FICA & Medicare	28,314.09	37,113.48				
610120	DBL (Hartford)	4,500.00	3,000.00				
610121	PFL-Shelterpoint	2,500.00	1,000.00				
610401	Health/Group Ins (S/B \$120.00)	72,995.76	131,648.88				
610411	Dental	18,479.21	4,596.62				
610501	Workers Comp	1,700.00	1,700.00				
610601	401k Retirement	33,550.65	45,138.01				
610701	Unemployment Ins.	2,500.00	1,500.00				
610801	Consulting 401k	3,500.00	3,600.00				
	Total Benefits	168,039.71	229,297.00				
Operating							
710001	Office Expense	10,000.00	8,000.00				
710005	Payroll Processing	5,000.00	5,000.00				
710100	Office Rent	18,500.00	58,000.00				
710110	Office Cleaning	12,000.00	12,000.00				
710120	Telephone	7,000.00	7,000.00				
710150	Equipment Rental	3,500.00	4,000.00				
710155	Equipment Maintenance	1,000.00	2,000.00				
710156	System Maintenance	7,200.00	9,000.00				
710160	Electric Service	5,000.00	7,000.00				
710170	Gas Service	3,000.00	5,000.00				
710701	Travel/Promotion/Meals	10,000.00	10,000.00				
710710	Training & Seminars	6,000.00	2,000.00				
710501	Business Support	5,000.00	5,000.00				
711501	Dues & Publications	-	3,000.00				
710504	Workforce Dev	2,500.00	3,000.00				
711002	Depreciation F&F	10,005.00	500.00				
712001	D&O Insurance		0.00				
712010	Commercial Insurance(Liberty)	3,550.00	3,500.00				
712505	Legal Unrestricted	1,000.00	0.00				
712502	Legal - RLF		0.00				
713001	Accounting & Auditing	20,000.00	17,500.00				
713100	CEDS Update		5,000.00				
714001	Consultants	0.00	1,000.00				
715001	Strategic Consulting	0.00	75,000.00				
717001	Grant Expense Federal	750,000.00	0.00				
799901	Misc Expense	3,000.00	1,000.00				
	Ag Program Expenses	206,830.00	270,446.46				
	Marketing /Mfg Program	218,294.00	253,854.79				
731002	Allocated Overhead Recovery	(335,953.00)	(423,370.10)				
	Total Expenses	972,426.00	344,431.15				
	Total Revenue	1,641,399.00	1,075,262.00				
	Total Expenses	1,641,399.00	1,075,261.63				
	Net	-	0.37				

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
April-25	\$1,714.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,190,333.71
May-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,190,333.71
June-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,190,333.71
July-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,190,333.71
August-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,190,333.71
September-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,190,333.71
Total Expenditures	\$800,943.54	\$335,204.64	\$293,995.12	\$354,522.99	\$1,000,000.00	\$584,000.00	\$3,368,666.29
Balance of Grant	\$8,056.46	\$89,795.36	\$106,004.88	\$70,477.01	\$0.00	\$916,000.00	\$1,190,333.71

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
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	\$143,672.58	\$40,077.01	\$0.00	\$0.00	\$272,711.61
Full Uncommitted Balance	\$0.00	\$89,795.36	\$143,755.09	\$70,477.01	\$0.00	\$0.00	\$304,027.46
<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	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	\$143,755.09	\$0.00	\$304,027.46
October-23	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$1,674,027.46
November-23	\$73,000.00	\$18,931.20	\$0.00	\$0.00	\$0.00	\$1,582,096.26
December-23	\$18,729.99	\$18,868.00	\$0.00	\$0.00	\$0.00	\$1,544,498.27
January-24	\$0.00	\$58,140.00	\$19,410.70	\$0.00	\$0.00	\$1,466,947.57
February-24	\$0.00	\$20,000.00	\$12,258.30	\$0.00	\$0.00	\$1,434,689.27
March-24	\$0.00	\$5,000.00	\$94,380.89	\$0.00	\$0.00	\$1,335,308.38
April-24	\$0.00	\$10,000.00	\$39,061.83	\$15,686.18	\$60,427.45	\$1,210,132.92
May-24	\$0.00	\$0.00	\$30,191.03	\$14,873.18	\$37,446.50	\$1,127,622.21
June-24	\$0.00	\$0.00	\$42,758.93	\$8,425.67	\$44,228.68	\$1,032,208.93
July-24	\$0.00	\$0.00	\$28,520.84	\$25,322.54	\$38,112.50	\$940,253.05
August-24	\$2,270.01	\$6,082.40	\$63,957.50	\$9,023.70	\$5,557.50	\$853,361.94
September-24	\$5,207.18	\$0.00	\$24,007.66	\$0.00	\$0.00	\$824,147.10
October-24	\$0.00	\$0.00	\$20,000.00	\$14,990.00	\$19,341.25	\$769,815.85
November-24	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$759,815.85
December-24	\$0.00	\$29,314.73	\$25,000.00	\$8,142.57	\$5,034.91	\$692,323.64
January-25	\$0.00	\$3,451.67	\$24,000.00	\$0.00	\$0.00	\$664,871.97
February-25	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,042.55	\$644,829.42
March-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$644,829.42
April-25	\$0.00	\$20,000.00	\$0.00	\$9,971.00	\$0.00	\$614,858.42
May-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$614,858.42
June-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$614,858.42
July-25	\$0.00	\$4,343.93	\$0.00	\$0.00	\$0.00	\$610,514.49
August-25	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$600,514.49
September-25	\$0.00	\$9,861.00	\$0.00	\$0.00	\$0.00	\$590,653.49
Total Expenditures	\$99,207.18	\$233,992.93	\$423,547.68	\$106,434.84	\$230,191.34	\$1,093,373.97
Balance of Grant Not Disbursed	\$30,000.00	\$77,072.26	\$76,452.32	\$137,320.25	\$269,808.66	\$590,653.49
Not allocated (will go down as we award new grants)	\$0.00	\$3,021.95	\$44,252.00	\$82,912.09	\$95,385.45	\$225,571.49
Balance	\$0.00	\$3,021.95	\$44,252.00	\$82,912.09	\$95,385.45	\$225,571.49
* Round 1 Rental Combined with Small Business Productivity						
Report Prepared by Robin Stephenson - Director of Business Development						

Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA) Round 2

October 2, 2025

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
Boathouse Marine, LLC	This project is a request to replace a hydraulic boat trailer that cannot be repaired. With the purchase of a new trailer, Boathouse Marine will be able to handle larger vessels more efficiently. This will eliminate the need to hire out hauling of large boats from 28'-34' long.	\$30,000 to \$45,000	\$10,000
Spoken Expressions LLC	This project is a request to purchase equipment that will allow us to provide a wider range of products and quickly deliver them in the hands of our customers. This would not only cut our costs but increase sales. Currently we outsource some items that without this machine we could do ourselves and increase sales and productivity on our end by saving time and money but also controlling the suspense date of the process and output results for our customers. The heat press will provide a quicker turnaround time for our customers. For example, we take about 3 to 4 days for production whereas with this second press we can reduce that production time significantly. Basically, enabling us to press more than one item at a time. The press stand/carts are most helpful for pre-production layout and the production process. We would be able to separate and sort each large job that comes in and cut the set-up time by 50%. These would also enable us to be mobile for out-of-the-shop events to be able to press on site. This would increase not only productivity with sales.	\$8,305.80	\$6,644.64
	Total	\$53,305.60	\$16,644.64

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	P	P	E	P	P	P			
Aliasso, Robert	P	P	P	P	P	P	P	P	P	P			
Capone, Charles	P	P	P	P	E	P	P	P	P	P			
Condino, John	P	P	P	P	P	P	P	P	P	P			
Converse, David	P	P	P	P	P	E	P	P	P	P			
Gardner, Gregory	P	P	P	P	P	P	P	P	E	P			
Johnson, William	P	P	P	P	P	P	P	P	P	P			
L'Huilier, Lisa	P	P	P	P	P	P	P	P	P	P			
Robinson, Dawn	P	P	P	P	P	P	E	E	P	P			
Walldroff, W. Edward	P	P	P	A	P	P	P	P	P	P			
Warneck, Paul	P	P	P	P	P	P	P	P	P	P			
Totals:	10	11	11	9	10	10	9	10	10	11			
P - Present													
E - Excused													
A - Absent													