

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: November 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
Dr. Dawn M. 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, December 4, 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
Dorena Kimball
Jay Matteson
Robin Stephenson
Ryan Piche
Justin S. Miller, Esq.
Stephen Maier, Esq.
Media

Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800, Watertown, New York 13601
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BOARD MEETING AGENDA
Thursday, December 4, 2025 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – November 6, 2025**
- V. Treasurer’s Report – November 30, 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. Resolution No. 12.04.2025.01 to Authorize Charge off of Administrative Services Billing to In-kind Services**
 - 2. Resolution No. 12.04.2025.02 for Granting Bank Account Access to the CFO**
- XI. Adjournment**

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

CONFIDENTIAL

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

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

Excused: Charles Capone

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, Dorena Kimball, 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.

Mr. Weir welcomed Dorena Kimball to the organization. He said she has a lot of experience with county business since she was the longtime deputy treasurer for Jefferson County. He said we are overjoyed to have her here and ready to step into Lyle's shoes at the end of the year.
- IV. Minutes:** Minutes of the meeting held on October 2, 2025 were presented. A motion to approve the minutes as presented was made by Dr. Robinson, seconded by Mr. Warneck. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending October 31, 2025. Mr. Warneck said the board previously agreed to lend \$1,500,000 to the IDA which has now occurred and shows on the balance sheet. A motion was made by Mr. Condino to accept the financial report as presented, seconded by Mr. Johnson. Chairman Aliasso said he noticed the expenses are greater than the income for the Grant Federal Income. He said he believes it should be in and out. We spent \$137,562.78 and booked \$89,384.55. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
 - a. Ag –** Mr. Matteson reported on the following:
 - Southern Dairy – continue to work with them. They visited in September and October. They are working with the consultant group for the site plan. He said the project moved from the Massey Street site over to Old Rome State Road site.
 - CWT Farms International – have been in contact with them to talk about the success of their facility and noted that they have exceeded their production expectations.

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

11/10/2025

- National Grid – has a new economic development representative for the area, Brian Anderson. He and Marshall will meet with him on November 18th. Mr. Walldroff asked if National Grid could make a presentation to the board regarding their plan for the \$300M buildout and what it will be doing for economic development in the county. Mr. Matteson said we could get someone to speak to the board.
- Annual Ag Conference – possible name change to ‘Grow with Jefferson County Conference’ (if the committee agrees). One of the topics may be AI and its impact on agriculture in the county.
- Dairy Parade Planning Meeting – met yesterday to start planning for next year.

Mr. Johnson asked if Southern Dairy made contact for the ISO since it is one of the big obstacles. Mr. Matteson said he talked with Owen yesterday and indicated that it is on their radar screen as something they need to get done right away.

- b. **Manufacturing** – Ms. Stephenson said Manufacturing Day was a success with the students (approximately 500 9th-11th graders). She said they encouraged the manufacturers to talk about their processes and workforce. Going forward, they will reach out to the guidance counselors during the summer months to start planning the fall event.

Mr. Weir reported that he had a great meeting yesterday afternoon with Metalcraft Marine. They are busy and excited about the future and their building and have expressed interest in the Foreign Trade Zone (as well as another business in the park). He said he was informed how competitive it is for welders in the Corporate Park.

- c. **Marketing** – Mr. Weir reported on the following:
- Strategic Development Specialists – toured the Micron site with Onondaga IDA CEO Bob Petrovich, Bill Johnson, Ryan Piche and Ryan McMahon. He said it was a positive meeting and they talked about a site selecting event that will be held in Spring 2026. He said Onondaga County is supportive of Jefferson County’s efforts.

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 there was some activity and payments made for the Hounsfield sewer project. She said there was a meeting with JCC and CAPC and indicated that she has a few invoices to be paid for childcare.
2. **Nuclear Event** – Chairman Aliasso said an RFI will be released for one gigawatt of nuclear energy across the state. He said Assemblyman Scott Gray is holding an event called Nuclear 101 to be held at JCC on November 12th. Mr. Weir said NYPA is holding an initial RFI webinar today.

IX. Counsel: None.

X. New Business: None.

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

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

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Income Statement for the Eleven Month Period Ending November 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	415,713.00	\$ 37,783.00	37,883.00	37,686.00
JC Grant Marketing	280,000.00	256,666.63	23,333.33	23,333.33	23,333.37
JC Grant Ag Program	150,000.00	137,500.00	12,500.00	12,500.00	12,500.00
RLF Interest Income	4,000.00	3,455.05	276.19	246.03	544.95
Grant Income Federal	750,000.00	91,722.39	2,337.84	10,000.00	658,277.61
Interest Income	3,000.00	2,919.00	0.00	158.89	81.00
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	964,126.07	76,230.36	84,121.25	677,272.93
Expenses					
Salaries	484,785.00	423,824.66	41,703.91	36,742.38	60,960.34
Benefits	165,540.00	177,714.51	16,173.78	15,936.75	(12,174.51)
Operations					
Marketing Program	218,294.00	170,041.60	16,259.76	13,417.19	48,252.40
AG Program	206,830.00	180,599.54	13,850.15	19,100.16	26,230.46
Office Expense	10,000.00	3,959.76	152.65	445.64	6,040.24
Payroll Processing	5,000.00	4,202.50	351.00	341.50	797.50
Office Rent	18,500.00	39,562.31	4,764.33	4,764.33	(21,062.31)
Project Loan Rent	18,648.00	18,647.48	0.00	0.00	0.52
Office Cleaning	12,000.00	11,690.86	997.43	1,079.90	309.14
Telephone	7,000.00	5,103.12	383.46	416.72	1,896.88
Equipment Rental	3,500.00	3,589.80	329.64	334.17	(89.80)
Equipment Maintenance	1,000.00	1,176.26	0.00	0.00	(176.26)
System Maintenance	7,200.00	10,189.25	1,341.75	655.25	(2,989.25)
System Security	0.00	461.40	0.00	0.00	(461.40)
Electric Service	5,000.00	5,188.17	0.00	460.72	(188.17)
Gas Service	3,000.00	1,482.75	0.00	0.00	1,517.25
Business Support	5,000.00	6,200.00	(5,000.00)	5,000.00	(1,200.00)
Workforce Development	2,500.00	2,500.00	0.00	0.00	0.00
Travel/Promotion/Meals	10,000.00	12,165.81	0.00	1,977.61	(2,165.81)
Staff Training & Seminars	6,000.00	0.00	0.00	0.00	6,000.00
Depreciation F&F	10,005.00	430.76	39.16	39.16	9,574.24
Dues & Publications	0.00	4,423.00	0.00	175.00	(4,423.00)
Commercial Insurance	3,550.00	5,774.31	0.00	0.00	(2,224.31)
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	65,481.30	0.00	6,500.00	(65,481.30)
Fees Expense	0.00	20.00	0.00	0.00	(20.00)
Grants Expense Federal	750,000.00	91,722.39	(45,443.49)	10,000.00	658,277.61
Grant Expense YMCA	0.00	0.00	(1,129.24)	0.00	0.00
Reallocated Program Expenses	(335,953.00)	(299,728.83)	(26,366.34)	(26,366.35)	(36,224.17)
Miscellaneous - Unrestricted	3,000.00	0.00	0.00	0.00	3,000.00
Total Operations	1,641,399.00	963,175.71	18,407.95	91,020.13	678,223.29
Total Revenue	1,641,399.00	964,126.07	76,230.36	84,121.25	677,272.93
Total Expenses	1,641,399.00	963,175.71	18,407.95	91,020.13	678,223.29
Net Income Over Expenditures	\$ 0.00	950.36	\$ 57,822.41	(6,898.88)	(950.36)

For Internal Use Only

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

Prepared by Lyle Eaton, November 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	5,000.00	0.00	5,000.00	(4,500.00)
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	250.00	0.00	250.00	750.00
Local Food Guide	800.00	800.00	0.00	0.00	0.00
Salary Overhead	113,400.00	102,683.04	8,556.92	8,556.92	10,716.96
FICA Overhead	6,804.00	5,974.76	496.84	496.84	829.24
Medicare Overhead	1,588.00	1,397.32	116.19	116.20	190.68
Health/Dental Ins Overhead	3,931.00	0.00	0.00	0.00	3,931.00
Retirement Overhead	10,206.00	6,161.04	513.42	513.42	4,044.96
Indirect Labor Allocation	45,905.00	42,079.84	3,825.44	3,825.44	3,825.16
Non Labor Allocated Overhead	4,096.00	3,754.74	341.34	341.34	341.26
Total Operations	206,830.00	180,599.54	13,850.15	19,100.16	26,230.46

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

Prepared by Lyle Eaton, November 24, 2025

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	19,108.52	\$ 741.00	901.00	27,491.48
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	325.00	(1,997.43)	0.00	(325.00)
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	5,000.00	5,000.00	0.00	0.00
Allocated Overhead	150,194.00	137,678.09	12,516.19	12,516.19	12,515.91
Total Operations	218,294.00	170,041.60	16,259.76	13,417.19	48,252.40

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Manuf. & Business Support Expense Statement for the Eleven Month Period Ending November 30, 2025
 Prepared by Lyle Eaton, November 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	\$ (5,000.00)	5,000.00	(1,200.00)
Workforce Development	2,500.00	2,500.00	0.00	0.00	0.00
Total Operations	<u>7,500.00</u>	<u>8,700.00</u>	<u>(5,000.00)</u>	<u>5,000.00</u>	<u>(1,200.00)</u>

Jefferson County Local Development Corp
Balance Sheet

ASSETS JCLDC		10/31/2025	11/30/2025
Current Assets			
General Checking	\$	127,375.54	\$ 41,354.19
Savings Account		1,282,490.78	1,282,601.22
RLF Savings		563,639.57	567,160.42
RLF Loans Receivable		1,592,131.41	1,588,935.20
COVID Accounts Receivable		4,896.01	4,896.01
Clayton Loans Receivable		3,464.02	3,464.02
Miscellaneous Recievable		437,013.40	474,796.40
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	\$	4,091,567.83	\$ 4,043,764.56
Property and Equipment			
Accumulated Depreciation		(109,710.64)	(109,788.96)
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		4,308,628.08	4,260,746.49

LIABILITIES AND CAPITAL

	10/31/2025	11/30/2025
Current Liabilities		
Accounts Payable - Unrestr	\$ 6,931.48	\$ 89.84
Grants Payable YMCA	51,233.00	0.00
ST Lease Liability	49,948.00	49,948.00
ARPA Child Care Grant	8,056.46	5,718.62
ARPA Tourism Grant-Round 2	76,452.32	76,452.32
ARPA Sm Bus & Training-Round 2	77,072.26	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	119,611.65	119,611.65
JC Grant-Marketing	46,666.74	23,333.41
JC Grant AG Program	25,000.00	12,500.00
Total Current Liabilities	760,780.57	664,534.76
Long-Term Liabilities		

Jefferson County Local Development Corp
Balance Sheet

LT Lease Liability	<u>170,130.00</u>	<u>170,130.00</u>
Total Liabilities	<u>\$ 930,910.57</u>	<u>\$ 834,664.76</u>
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.	3,425,131.37	3,425,131.37
Net Income	<u>(47,453.02)</u>	950.36
Total Capital	3,377,678.35	3,426,081.73
Total Liabilities & Capital	<u><u>4,308,588.92</u></u>	<u><u>4,260,746.49</u></u>

Jefferson County Local Development Corp
Balance Sheet
November 30, 2025
ASSETS

Current Assets		
General Checking	\$	41,354.19
Savings Account		1,282,601.22
RLF Savings		567,160.42
RLF Loans Receivable		1,588,935.20
COVID Accounts Receivable		4,896.01
Clayton Loans Receivable		3,464.02
Miscellaneous Recievable		474,796.40
Allowance for Credit Losses		(7,500.00)
LHI Records Storage		87,029.51
Prepaid Expense		1,027.59
		<hr/>
Total Current Assets		4,043,764.56
Property and Equipment		
Accumulated Depreciation		(109,788.96)
		<hr/>
Total Property and Equipment		(109,788.96)
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>4,260,746.49</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable - Unrestr	\$	89.84
ST Lease Liability		49,948.00
ARPA Child Care Grant		5,718.62
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		119,611.65
JC Grant-Marketing		23,333.41
JC Grant Agriculture Program		12,500.00
		<hr/>
Total Current Liabilities		664,534.76
Long-Term Liabilities		
LT Lease Liability		170,130.00
		<hr/>
Total Long-Term Liabilities		170,130.00
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Total Liabilities		834,664.76
Capital		
General Fund Bal - Unrestrict.		3,425,131.37
Net Income		950.36
		<hr/>
Total Capital		3,426,081.73
		<hr/>
Total Liabilities & Capital	\$	<u><u>4,260,746.49</u></u>

Unaudited - For Management Purposes Only

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Nov 1, 2025 to Nov 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
11/6/25	122025 407501 112501	.05891	Invoice: 2344 INTEREST CLAYTON YACHT CLUB, INC.	718.75	680.33 38.42
11/13/25	122025 407501 112501	4702	Invoice: 1907 INTEREST WICLDC	1,109.20	947.75 161.45
11/13/25	122025 407501 112501	0042878106	Invoice: 2242 INTEREST CLAYTON ISLAND TOURS	198.97	180.82 18.15
11/13/25	122025 407501 112501	005899	Invoice: 2344 INTEREST CLAYTON YACHT CLUB, INC.	718.75	682.03 36.72
11/20/25	122025 407501 112501	5529	Invoice: 2086 INTEREST PORTION JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	705.28 21.45
				<u>3,472.40</u>	<u>3,472.40</u>

Jefferson County Local Development Corp
Aged Receivables
As of Nov 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	ADMIN12				59,475.00	59,475.00
JEFF COUNTY IDA	2416				37,783.00	37,783.00
	2417				37,783.00	37,783.00
	2418				37,783.00	37,783.00
	2419				37,783.00	37,783.00
	2420				37,783.00	37,783.00
	2421				37,783.00	37,783.00
	2422				37,783.00	37,783.00
	2424				37,783.00	37,783.00
	2423			37,783.00		37,783.00
	2425		37,783.00			37,783.00
	2426	37,783.00				37,783.00
JCIDA		37,783.00	37,783.00	37,783.00	361,739.00	475,088.00
JEFF COUNTY IDA						
Report Total		37,783.00	37,783.00	37,783.00	361,739.00	475,088.00

Jefferson County Local Development Corp
Aged Receivables
As of Nov 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				7,875.53	7,875.53
CANZONIER JAY CANZONIER D/B/A					7,875.53	7,875.53
CLAYTON ISLAND CLAYTON ISLAND TOUR	2242				4,174.45	4,174.45
CLAYTON ISLAND CLAYTON ISLAND TOUR					4,174.45	4,174.45
CLAYTON YACHT CLAYTON YACHT CLUB,	2344				14,004.36	14,004.36
CLAYTON YACHT CLAYTON YACHT CLUB,					14,004.36	14,004.36
JCIDA JEFF COUNTY IDA	2414		1,500,000.00			1,500,000.00
JCIDA JEFF COUNTY IDA			1,500,000.00			1,500,000.00
WIC WICLDC	1907				62,880.86	62,880.86
WIC WICLDC					62,880.86	62,880.86
Report Total		1,500,000.00			88,935.20	1,588,935.20

Jefferson County Local Development Corp
Aged Receivables
As of Nov 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
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309				1,732.01	1,732.01
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN					1,732.01	1,732.01
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310				1,732.01	1,732.01
DIPRINZIO MARKET DIPRINZIO'S MARKET					1,732.01	1,732.01
Report Total					3,464.02	3,464.02

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Nov 1, 2025 to Nov 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
11/4/25	7872	200001	Invoice: 2025	175.00	
		100001	RENEWAL ASSOCIATION OF THE US ARMY		175.00
11/4/25	7873	200001	Invoice: 511231	15.95	
		100001	BLUE MOUNTAIN SPRING WATER, INC.		15.95
11/4/25	7874	200001	Invoice: 4247864251	82.43	
		100001	CINTAS		82.43
11/4/25	7875	200001	Invoice: 7021925	55.23	
		100001	DAVIS VISION		55.23
11/4/25	7876	200001	Invoice: 11-1-25	507.28	
		200001	Invoice: 1125	429.19	
		200001	Invoice: 11125	11,370.90	
		100001	EXCELLUS BC/BS		12,307.37
11/4/25	7877	200001	Invoice:	246.18	
		100001	012195587329 THE HARTFORD		246.18
11/4/25	7878	200001	Invoice:	5,000.00	
		100001	STATEMENT Millennium Development LLC		5,000.00
11/4/25	7879	200001	Invoice: 92125	1,602.64	
		100001	KEY BANK		1,602.64
11/4/25	7880	200001	Invoice: 03031-01046	391.87	
		200001	Invoice: 69001-69035	68.85	
		100001	NATIONAL GRID		460.72
11/4/25	7881	200001	Invoice: 28981	655.25	
		100001	NNY ONLINE		655.25
11/4/25	7882	200001	Invoice: 10/30/25	131.60	
		100001	ROBIN STEPHENSON		131.60
11/4/25	7883	200001	Invoice: 2626	6,500.00	
		100001	STRATEGIC DEVELOPMENT SPECIALISTS		6,500.00
11/4/25	7884	200001	Invoice: 21039	11.55	
		100001	SYNTELA CONFERENCING INC.		11.55
11/4/25	7885	200001	Invoice: 10/23/25	64.00	
		200001	Invoice: 11/06/2025	64.00	
		100001	UNITED WAY OF NNY		128.00
11/4/25	7886	200001	Invoice: 6126718891	98.42	
		100001	VERIZON BUSINESS		98.42
11/4/25	7887	200001	Invoice: 25-17-178	32.79	

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Nov 1, 2025 to Nov 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	WB MASON CO INC.		32.79
11/4/25	7888	200001	Invoice: 7537	4,764.33	
		100001	WICLDC		4,764.33
11/4/25	7889	200001	Invoice: 20028	741.00	
		100001	WPBS		741.00
11/4/25	7890	200001	Invoice: 135091	160.00	
		100001	WRVO		160.00
11/10/25	7891	717001	ARPA- CHILDCARE	1,521.11	
			RD#1		
		100001	COMMUNITY		1,521.11
			ACTION PLANNING		
			COUNCIL		
11/10/25	7892	717001	ARPA CHILDCARE	816.73	
			RD#1		
		100001	COMMUNITY		816.73
			ACTION PLANNING		
			COUNCIL		
11/10/25	7893	200001	Invoice: 102225LD	112.00	
		100001	COUGHLIN		112.00
			PRINTING		
11/10/25	7894	200001	Invoice: 10212025	1,846.01	
		100001	KEY BANK		1,846.01
11/10/25	7895	200001	Invoice: 29013	31.25	
		100001	NNY ONLINE		31.25
11/12/25	7896	200001	Invoice: 9543	82.43	
		100001	CINTAS		82.43
11/12/25	7897	200001	Invoice: 60636A	325.00	
		100001	GWNC CHAMBER		325.00
			OF COMMERCE		
11/12/25	7898	200001	Invoice: 5049	329.64	
		100001	WELLS FARGO		329.64
			FINANCIAL		
			SERVICES		
11/12/25	7899	200001	Invoice: 489865	371.91	
		100001	WESTELCOM		371.91
11/18/25	7900	200001	Invoice: 29074	655.25	
		100001	NNY ONLINE		655.25
11/18/25	7901	200001	Invoice: 1484	915.00	
		100001	NORTHERN		915.00
			COMMERCIAL		
			CLEANING		
11/18/25	7902	200001	Invoice: 5206	40.65	
		100001	SAM'S		40.65
			CLUB/SYNCHRONY		
			BANK		
11/18/25	7903	200001	Invoice: 11/20/25	64.00	
		100001	UNITED WAY OF		64.00
			NNY		

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Nov 1, 2025 to Nov 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
Total				40,279.44	40,279.44

Jefferson County Local Development Corp
Aged Payables
As of Nov 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
JCLDC JCLDC	COBB-COVID		89.84			89.84
JCLDC JCLDC			89.84			89.84
Report Total			89.84			89.84

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
October-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$430,492.59	\$759,841.12
November-25	\$2,337.84	\$0.00	\$0.00	\$0.00	\$0.00	\$485,507.41	\$271,995.87
Total Expenditures	\$803,281.38	\$335,204.64	\$293,995.12	\$354,522.99	\$1,000,000.00	\$1,500,000.00	\$4,287,004.13
Balance of Grant	\$5,718.62	\$89,795.36	\$106,004.88	\$70,477.01	\$0.00	\$0.00	\$271,995.87

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
October-25	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$580,653.49
November-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$580,653.49
Total Expenditures	\$99,207.18	\$233,992.93	\$423,547.68	\$116,434.84	\$230,191.34	\$1,103,373.97
Balance of Grant Not Disbursed	\$30,000.00	\$77,072.26	\$76,452.32	\$127,320.25	\$269,808.66	\$580,653.49
Not allocated (will go down as we award new grants)	\$0.00	\$3,021.95	\$44,252.00	\$72,912.09	\$105,385.45	\$225,571.49
Balance	\$0.00	\$3,021.95	\$44,252.00	\$72,912.09	\$105,385.45	\$225,571.49
<i>* Round 1 Rental Combined with Small Business Productivity</i>						
<i>Report Prepared by Robin Stephenson - Director of Business Development</i>						

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 12.04.2025.01
Authorize Charge Off of Administrative Services Billing to In-Kind Services

WHEREAS, CFO Lyle Eaton recommended charging off \$512,871 for the administrative services billing to in-kind services for December 2024 and the 2025 calendar year, and

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

This resolution shall take effect immediately.

Dr. Gregory A. Gardner
Secretary

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 12.04.2025.02
For Granting Bank Account Access to the Chief Financial Officer

WHEREAS, the JCLDC maintains certain bank accounts with Watertown Savings Bank, and

WHEREAS, the Board of Directors deems it in the best interest of the JCLDC to authorize Dorena L. Kimball, CFO, to have access to the JCLDC's bank accounts for the purpose of managing financial operations as follows:

- View balances and transaction information
- Deposit, withdraw, and transfer funds
- Initiate and approve wire transfers or electronic payments
- Open and close accounts (with board approval), as necessary, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein authorizes Dorenea L. Kimball, CFO, access to the JCLDC bank accounts at Watertown Savings Bank 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.

This resolution shall take effect immediately.

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