Jefferson County Local Development Corporation
Board Meeting Minutes
October 2, 2025

The Jefferson County Local Development Corporation held its board meeting on Thursday, October 2, 2025, in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: John Condino

Absent: None

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

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

I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:00 a.m.

II. **Pledge of Allegiance**

III. **Privilege of the Floor:** No one spoke.

IV. **Minutes:** Minutes of the meeting held on September 4, 2025 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Walldroff. All in favor. Carried.

V. **Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending September 30, 2025. A motion was made by Mr. Aiken to accept the financial report as presented, seconded by Dr. Robinson. All in favor. Carried.

VI. **Committee Reports:**

   a. **Finance Committee**
      i. **Proposed Budget for 2026 –** Mr. Aiken said the Finance Committee reviewed the preliminary budget for 2026. He said there were some questions regarding the health insurance line item that was due to changes in staffing. Mr. Eaton said the health insurance number last year was $71,000 but indicated it should have been $120,000 because the formula was incorrect. He said the real difference from last year to this year is approximately $10,000.

      A motion was made by Ms. L'Huillier to adopt the budget as presented, seconded by Mr. Warneck. Discussion ensued. Mr. Aiken asked if the labor number went up or if there are any new hires thorughout the course of next year that should be anticipated. Mr. Weir said there will be a new hire towards the end of this year. Mr. Aiken asked if there is an allowance for an overlap for training. Mr. Weir said he didn't know if we included an overlap but anticipates a 6-to-8-week overlap.

      All in favor. Carried.

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VII. Council Reports:

a. Ag – Mr. Matteson reported on the following:
- Dairy Workforce Focus Group – will get the group together for a meeting this month.
- Annual Ag Conference and Dairy Parade – will pull the committees together to start planning for next year.
- Hatchery – talking with our hatchery contacts for the potential that they might want to build a new site and encourage them to stay in New York State.

b. Manufacturing – Mr. Weir announced that Manufacturing Day will be held on October 16th for 9th and 10th graders. Ms. Stephenson said there will be 13 manufacturers, approximately 600 students, and 24 tours.

c. Marketing – Mr. Weir reported on the following:
- Strategic Development Specialists – will be touring the Micron site with Onondaga leadership later this month.

- Jefferson Leadership Institute (JLI) – Mr. Matteson reported that he is one of the facilitators for the first day which was held last Friday for leadership training. He said there are 24 participants and indicated that Agriculture Day will be on October 10th. He said they will take a bus to the following locations: Great Lakes Cheese, Zoar Farms, Lucki 7 Livestock, the Soil and Water Conservation District, North Harbor Dairy, and the Ag Park.

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 one business reimbursement last month. She said there will be activity in Round 1 for the Hounsfield Sewer (JCIDA) this month.

IX. Counsel: None.

X. New Business:

1. **ARPA Small Business Productivity Improvement Grant Program Recommendations –**
   - Boathouse Marine, LLC $10,000
     A motion was made by Mr. Aiken to approve the recommendation, seconded by Mr. Walldroff. All in favor. Carried.

   - Spoken Expressions LLC $6,644.64
     A motion was made by Mr. Aiken to approve the recommendation, seconded by Mr. Walldroff. All in favor. Carried.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Ms. L'Huillier, seconded by Mr. Aiken. All in favor. The meeting was adjourned at 8:20 a.m.

Respectfully submitted,
Peggy Sampson