

**Jefferson County Local Development Corporation
Personnel Committee Meeting Minutes
December 12, 2025**

The Jefferson County Local Development Corporation held a personnel committee meeting on Friday, December 12, 2025 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Rob Aiken, W. Edward Walldroff, Lisa L'Huillier, Dr. Dawn Robinson

Excused: David Converse

Also Present: Marshall Weir, Jay Matteson, Dorena Kimball, Peggy Sampson, Bill Johnson, Paul Warneck

I. Call to Order: Chairman Aiken called the meeting to order at 8:07 a.m.

II. Pension Plan

- a. Establish Discretionary Contribution for 401(k) for year ending 12/31/25 –** Discretionary contribution recommendation to the 401(k) plan for \$14,554. A motion was made by Dr. Robinson to recommend \$14,554 to the full board of directors, seconded by Ms. L'Huillier. All in favor.

III. Annual CEO Evaluation – At 8:11 a.m. Mr. Aiken made a motion to convene into executive session to discuss personnel, seconded by Ms. L'Huillier. All in favor. Committee members and board members remained.

At 9:11 a.m. a motion was made by Dr. Robinson to leave executive session, seconded by Mr. Aiken. All in favor.

Dr. Robinson made a motion to recommend a salary increase from \$125,000 to \$129,000 for Mr. Weir, seconded by Mr. Walldroff. All in favor.

IV. Adjournment: With no further business before the committee, a motion to adjourn the meeting was made by Dr. Robinson seconded by Mr. Walldroff. The meeting was adjourned at 9:14 a.m.

Respectfully submitted,

Peggy Sampson