

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: January 22, 2026

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, February 5, 2026 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
Jay Matteson
Dorena Kimball
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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REVISED BOARD MEETING AGENDA
Thursday, February 5, 2026 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – January 8, 2026**
- V. Treasurer's Report – January 31, 2026**
- VI. Committee Reports**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
 - 1. Childcare Training Contract Amendment with JCC and OCC**
 - 2. ARPA Fund Reports (Round One and Two)**
- IX. Counsel**
- X. New Business**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 8, 2026**

The Jefferson County Local Development Corporation held its board meeting on Thursday, January 8, 2026, in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., William Johnson, Lisa L'Huillier, Paul Warneck, John Condino, Charles Capone, Dr. Dawn M. Robinson, Rob Aiken, Dr. Gregory A. Gardner

Excused: W. Edward Walldroff, David Converse

Absent: None

Also Present: Bill Vargulick (Town of LeRay Assessor), Ryan Piche (Jefferson County Administrator), Craig Fox (Watertown Daily Times)

Zoom: Justin Miller, Esq. (Harris Beach), Josh Hartshorne (South Jefferson School District)

Staff Present: Marshall Weir, Jay Matteson, Dorena Kimball, Peggy Sampson, Robin Stephenson

- I. Call to Order:** Chairman Aliasso called the meeting to order at 8:05 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** No one spoke.
- IV. Minutes:** Minutes of the meeting held on December 4, 2025 were presented. A motion to approve the minutes as presented was made by Mr. Aiken, seconded by Mr. Condino. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the financials for the period ending December 31, 2025. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Dr. Robinson. All in favor. Carried.

VI. Committee Reports:

a. Audit Committee

- i. Resolution No. 01.08.2026.01 to Engage Auditors for Annual Audit** – The Audit Committee met on December 12, 2025 and recommended approval of the engagement letter presented by Bowers & Company CPAs, PLLC. The total fee is \$12,600 which includes the financial statement audit, PARIS reporting, maintenance of capital asset and depreciation schedules, maintenance of lease records and amortization schedules and preparation of the information returns. A motion was made by Mr. Johnson to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

b. Personnel Committee

- i. Resolution No. 01.08.2026.02 to Establish Discretionary Contribution for 401(k) Plan for year ending 12/31/25** – The Personnel Committee met on December 12, 2025 and recommended \$14,554 for the discretionary contribution to the 401(k) plan. A motion was made by Mr. Aiken to approve the resolution, seconded by Mr. Condino. All in favor. Carried.

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 8, 2026**

ii. **Resolution No. 01.08.2026.03 for CEO Salary Increase** – The Personnel Committee recommended a salary increase to \$129,000 for Mr. Weir effective January 1, 2026. A motion was made by Mr. Condino to approve the resolution, seconded by Mr. Johnson. All in favor. Carried.

c. Nominating Committee

i. **Resolution No. 01.08.2026.04 to Elect Officers for the 2026 CY** – The Nominating Committee met on December 12, 2025 to recommend the following slate of officers: Chairman – Robert E. Aliasso, Jr., Vice Chairman – W. Edward Waldroff, Treasurer – Paul J. Warneck, and Secretary – Dr. Gregory A. Gardner. A motion was made by Mr. Aiken to approve the resolution, seconded by Ms. L’Huillier. All in favor. Carried.

d. Governance Committee

i. **Resolution No. 01.08.2026.05 for Annual Internal Policy and Procedure Review** – The Governance Committee met on December 12, 2025 to review the proposed bylaws, the mission statement/performance measurements, the disposition of real property guidelines, the proposed investment policy with internal controls, and the procurement guidelines. A motion was made by Mr. Johnson to approve the resolution, seconded by Mr. Condino. All in favor. Carried.

Dr. Gardner joined the meeting at 8:17 a.m.

ii. **Summary Results of Confidential Evaluation of Board Performance** – The Governance Committee reviewed the board evaluations. The results will be sent to the ABO. A strategic planning session will be held within the next several months to improve areas of concern.

VII. Council Reports:

a. Ag – Mr. Matteson reported on the following:

- Local dairy farms – have been meeting with them since the beginning of the year to get a better handle on what is going on with the dairy industry locally.
- Forum – attended at the North Harbor Dairy Gathering Barn that was put on by a consulting firm called Ever.Ag. They brought in Mike North who talked about the dairy outlook for 2026 – what is happening in the industry and what we can expect.
- Annual Ag Conference – will be held on March 27th at the Hilton Garden Inn. Speakers will include Richard Ball, the NYS Ag & Markets Commissioner and Dr. Todd Schmitt who will give an update on the economic impact analysis since it is the five-year anniversary of that study. The third part that does not have a speaker yet is to look at the impact of AI on agriculture in a panel discussion, then there will be a town hall meeting for any topic in agriculture involving the speakers.

b. Manufacturing – Ms. Stephenson said she will be visiting existing clients this spring to see how they are doing. Mr. Weir said December was busy working with manufacturers through regulatory concerns they had.

c. Marketing – No update.

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 8, 2026**

2026-01-08

Chairman Aliasso recognized Lyle Eaton's many years of service and indicated that his last day will be January 23, 2026. Mr. Weir said he is an incredible asset to our community here and in previous roles throughout his career.

VIII. Unfinished Business:

1. **Resolution No. 01.08.2026.06 for Granting Bank Account Access to the CFO** – A motion was made by Mr. Warneck to approve the resolution, seconded by Dr. Robinson. All in favor. Carried.
2. **ARPA Fund Reports (Round One and Two)** – Updated spreadsheets showing the grant fund activities were provided in the board packet. Ms. Stephenson said things are moving along even though December was a little slow. There will be a few reimbursements in January.

Justin Miller joined the meeting via Zoom at 8:31 a.m.

IX. Counsel: None.

X. New Business:

1. **Internal Loan Review Risk Rating for YE 2025** – The RLF reserve for credit losses for 2025 is \$21,129. A motion was made by Mr. Warneck to approve the rating, seconded by Mr. Condino. All in favor. Carried.
2. **Proposed Committee Structure** – A motion was made by Dr. Robinson to approve the committee structure, seconded by Mr. Aiken. 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 Dr. Robinson. All in favor. The meeting was adjourned at 8:35 a.m.

Respectfully submitted,
Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the One Month Period Ending January 31, 2026
UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Application & Processing Fees	\$ 561,612.00	0.00	\$ 0.00	0.00	561,612.00
Admin Fees	2,000.00	0.00	0.00	(475,088.00)	2,000.00
JC Grant Marketing	280,000.00	0.00	0.00	23,333.41	280,000.00
JC Grant Ag Program	150,000.00	0.00	0.00	12,500.00	150,000.00
RLF Interest Income	0.00	191.26	191.26	235.03	(191.26)
Grant Income Federal	0.00	22,597.99	22,597.99	10,000.00	(22,597.99)
Interest Income	0.00	0.00	0.00	142.22	0.00
Miscellaneous Income	75,000.00	0.00	0.00	291.60	75,000.00
Dairy Parade	6,650.00	0.00	0.00	0.00	6,650.00
Total Revenues	1,075,262.00	22,789.25	22,789.25	(428,585.74)	1,052,472.75
Expenses					
Salaries	501,533.49	37,921.46	37,921.46	72,202.67	463,612.03
Benefits	229,296.99	15,863.96	15,863.96	33,912.85	213,433.03
Operations					
Marketing Program	246,355.00	15,755.57	15,755.57	14,367.09	230,599.43
AG Program	270,446.00	15,580.93	15,580.93	19,136.35	254,865.07
Office Expense	8,000.00	187.42	187.42	287.43	7,812.58
Payroll Processing	5,000.00	547.50	547.50	526.50	4,452.50
Office Rent	58,000.00	4,764.33	4,764.33	4,764.33	53,235.67
Office Cleaning	12,000.00	997.43	997.43	1,079.86	11,002.57
Telephone	7,000.00	868.48	868.48	494.65	6,131.52
Equipment Rental	4,000.00	329.64	329.64	329.64	3,670.36
Equipment Maintenance	2,000.00	0.00	0.00	0.00	2,000.00
System Maintenance	9,000.00	0.00	0.00	749.00	9,000.00
Electric Service	7,000.00	0.00	0.00	941.46	7,000.00
Gas Service	5,000.00	0.00	0.00	0.00	5,000.00
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Workforce Development	3,000.00	0.00	0.00	0.00	3,000.00
Travel/Promotion/Meals	10,000.00	0.00	0.00	5,780.94	10,000.00
Staff Training & Seminars	2,000.00	0.00	0.00	0.00	2,000.00
Depreciation F&F	500.00	39.16	39.16	10,044.24	460.84
Dues & Publications	3,000.00	2,943.00	2,943.00	0.00	57.00
Commercial Insurance	3,500.00	0.00	0.00	1,027.59	3,500.00
Accounting & Auditing	22,000.00	0.00	0.00	0.00	22,000.00
CEDS Update	5,000.00	0.00	0.00	0.00	5,000.00
Consultants	1,000.00	0.00	0.00	0.00	1,000.00
STRATEGIC CONSULTING	78,000.00	0.00	0.00	6,500.00	78,000.00
Grants Expense Federal	0.00	22,597.99	22,597.99	10,000.00	(22,597.99)
Reallocated Program Expenses	(423,370.10)	(30,435.50)	(30,435.50)	(31,402.54)	(392,934.60)
Miscellaneous - Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Total Operations	1,075,261.38	87,961.37	87,961.37	150,742.06	987,300.01
Total Revenue	1,075,262.00	22,789.25	22,789.25	(428,585.74)	1,052,472.75
Total Expenses	1,075,261.38	87,961.37	87,961.37	150,742.06	987,300.01
Net Income Over Expenditures	\$ 0.62	(65,172.12)	\$ (65,172.12)	(579,327.80)	65,172.74

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
AG Program Expense Statement for the One Month Period Ending January 31, 2026

Prepared by Lyle Eaton, January 29, 2026

Page: 1

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
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	250.00	500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	0.00	0.00	0.00	4,000.00
Dairy Parade	9,000.00	0.00	0.00	0.00	9,000.00
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	0.00	0.00	0.00	800.00
Salary Overhead	116,802.00	8,899.20	8,899.20	13,006.52	107,902.80
FICA Overhead	7,008.00	518.06	518.06	755.87	6,489.94
Medicare Overhead	1,635.00	121.16	121.16	176.78	1,513.84
Health/Dental Ins Overhead	43,226.00	0.00	0.00	0.00	43,226.00
Retirement Overhead	10,512.00	533.96	533.96	780.40	9,978.04
Indirect Labor Allocation	61,363.00	5,113.55	5,113.55	3,825.44	56,249.45
Non Labor Allocated Overhead	0.00	395.00	395.00	341.34	(395.00)
Total Operations	270,446.00	15,580.93	15,580.93	19,136.35	254,865.07

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the One Month Period Ending January 31, 2026**

Prepared by Lyle Eaton, January 29, 2026

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	901.00	\$ 901.00	901.00	45,699.00
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	949.90	3,000.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	178,255.00	14,854.57	14,854.57	12,516.19	163,400.43
Total Operations	246,355.00	15,755.57	15,755.57	14,367.09	230,599.43

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Manuf. & Business Support Expense Statement for the One Month Period Ending January 31, 2026**

Prepared by Lyle Eaton, January 29, 2026

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Business Support	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
Workforce Development	3,000.00	0.00	0.00	0.00	3,000.00
Total Operations	8,000.00	0.00	0.00	0.00	8,000.00

Jefferson County Local Development Corp
Balance Sheet

ASSETS		
JCLDC	<u>12/31/2025</u>	<u>1/31/2026</u>
Current Assets		
General Checking	\$ 128,184.87	\$ 105,024.87
Savings Account	1,082,708.11	982,801.35
RLF Savings	570,051.06	572,134.94
RLF Loans Receivable	1,586,412.72	1,584,569.08
COVID Accounts Receivable	4,810.03	4,810.03
Clayton Loans Receivable	3,464.02	3,464.02
Miscellaneous Recievable	0.00	0.00
Allowance for Credit Losses	(7,500.00)	(7,500.00)
LHI Records Storage	87,029.51	87,029.51
Prepaid Expense	1,027.59	0.00
 Total Current Assets	 \$ 3,456,187.91	 \$ 3,332,333.80
 Property and Equipment		
Accumulated Depreciation	<u>(109,828.12)</u>	<u>(119,872.36)</u>
 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	 <u>3,673,130.68</u>	 <u>3,539,232.33</u>
 LIABILITIES AND CAPITAL		
	<u>12/31/2025</u>	<u>1/31/2026</u>
Current Liabilities		
Accounts Payable - Unrestr	\$ 0.00	(\$ 395.03)
Grants Payable YMCA	0.00	0.00
ST Lease Liability	49,948.00	49,948.00
ARPA Child Care Grant	5,718.62	5,718.62
ARPA Tourism Grant-Round 2	76,452.32	76,452.32
ARPA Sm Bus & Training-Round 2	67,072.26	57,072.26
ARPA Food Production-Round 2	269,808.66	257,210.67
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	0.08	0.00
JC Grant AG Program	0.00	0.00
Total Current Liabilities	618,611.59	595,618.49
 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>\$ 788,741.59</u>	<u>\$ 765,748.49</u>
Total Liabilities		
Capital		
General Fund Bal - Unrestrict.	3,425,131.37	2,838,655.96
Net Income	(540,742.28)	(65,172.12)
Total Capital	<u>2,884,389.09</u>	<u>2,773,483.84</u>
Total Liabilities & Capital	<u>\$ 3,673,130.68</u>	<u>\$ 3,539,232.33</u>

Jefferson County Local Development Corp

Balance Sheet

January 31, 2026

ASSETS

Current Assets

General Checking	\$ 105,024.87
Savings Account	982,801.35
RLF Savings	572,134.94
RLF Loans Receivable	1,584,569.08
COVID Accounts Receivable	4,810.03
Clayton Loans Receivable	3,464.02
Allowance for Credit Losses	(7,500.00)
LHI Records Storage	87,029.51
 Total Current Assets	 3,332,333.80
 Property and Equipment	
Accumulated Depreciation	(119,872.36)
 Total Property and Equipment	 (119,872.36)
 Other Assets	
Furniture & Fixtures	79,247.89
ROU Lease Asset	247,523.00
 Total Other Assets	 326,770.89
 Total Assets	 \$ 3,539,232.33

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Unrestr	\$ (395.03)
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	57,072.26
ARPA Food Production-Round 2	257,210.67
ARPA Childcare Grant-Round 2	30,000.00
ARPA Food Processing-Round 2	119,611.65
 Total Current Liabilities	 595,618.49

Long-Term Liabilities

LT Lease Liability	170,130.00
 Total Long-Term Liabilities	 170,130.00
 Total Liabilities	 765,748.49

Capital

General Fund Bal - Unrestrict.	2,838,655.96
Net Income	(65,172.12)
 Total Capital	 2,773,483.84
 Total Liabilities & Capital	 \$ 3,539,232.33

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Jan 1, 2026 to Jan 31, 2026

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
1/15/26	122025 407501 112501	52998512	Invoice: 2242 INTEREST PYMENT CLAYTON ISLAND TOURS	198.97	182.33 16.64
1/22/26	122025 407501 112501	4745	Invoice: 1907 JAN INTEREST WICLDC	1,109.20	952.50 156.70
1/22/26	122025 407501 112501	5580	Invoice: 2086 JAN INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	708.81 17.92
				2,034.90	2,034.90

Jefferson County Local Development Corp
Aged Receivables
As of Jan 31, 2026

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/C	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	6,459.68
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		6,459.68
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	3,810.54
CLAYTON ISLAND CLAYTON ISLAND TOURS		3,810.54
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	13,320.62
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		13,320.62
JCIDA JEFF COUNTY IDA	2414	1,500,000.00
JCIDA JEFF COUNTY IDA		1,500,000.00
WIC WICLDC	1907	60,978.24
WIC WICLDC		60,978.24
Report Total		1,584,569.08

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORP
COVID AND CLAYTON LOANS
AS OF 1/31/26**

BALANCE AS OF 1/31/26: LOAN GRANT INT/FEE TOTAL

COVID LOANS

BUSTED GRAPES	\$ 3,401.28	\$ (2,500.00)	\$ 64.68	\$ 965.96
PAINFULL ACRES	\$ 1,408.75	\$ (1,250.00)	\$ 1.63	\$ 160.38

CLAYTON LOANS

DIPRINZIO'S MARKET	\$ 1,732.01	\$ -	\$ 37.73	\$ 1,769.74
DIPRINZIO'S KITCHEN	\$ 1,732.01	\$ -	\$ 37.73	\$ 1,769.74

\$ 8,274.05 \$ (3,750.00) \$ 141.77 \$ 4,665.82

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Jan 1, 2026 to Jan 31, 2026

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/5/26	7938	200001 100001	Invoice: 515930 BLUE MOUNTAIN SPRING WATER, INC.	19.95	19.95
1/5/26	7939	200001 100001	Invoice: ARPA RD #2 BOATHOUSE MARINE, LLC	10,000.00	10,000.00
1/5/26	7940	200001 100001	Invoice: X7169 CINTAS	82.43	82.43
1/5/26	7941	200001 100001	Invoice: x5894 DAVIS VISION	55.23	55.23
1/5/26	7942	200001 200001 100001	Invoice: X8527 Invoice: X2427 EXCELLUS BC/BS	11,370.90 866.20	12,237.10
1/5/26	7943	200001 100001	Invoice: X4628 THE HARTFORD	305.11	305.11
1/5/26	7944	200001 100001	Invoice: 11/24-12/26/25 NATIONAL GRID	377.31	377.31
1/5/26	7945	200001 200001 100001	Invoice: 29225 Invoice: 29183 NNY ONLINE	93.75 465.00	558.75
1/5/26	7946	200001 100001	Invoice: 16211 NYS ECONOMIC DEVELOPMENT COUNCIL	2,300.00	2,300.00
1/5/26	7947	200001 100001	Invoice: 1542 WATERTOWN ROTARY CLUB	143.00	143.00
1/5/26	7948	200001 100001	Invoice: 11/24-12/23/25 VERIZON BUSINESS	117.92	117.92
1/5/26	7949	200001 100001	Invoice: 7576 WICLDC	4,764.33	4,764.33
1/5/26	7950	200001 100001	Invoice: 20085 WPBS	741.00	741.00
1/6/26	7953	200001 100001	Invoice: 9/26/25 JEFFERSON COUNTY FARM BUREAU	250.00	250.00
1/15/26	7954	200001 100001	Invoice: 2/1/26-2/28/26 EXCELLUS BC/BS	437.01	437.01
1/15/26	7955	200001 100001	Invoice: 7763 INKWELL GRAPHICS	120.00	120.00
1/15/26	7956	200001	Invoice: -16- 44/24 12/26/26	564.15	

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Jan 1, 2026 to Jan 31, 2026

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	11/24-12/25/25 NATIONAL GRID		564.15
1/15/26	7957	200001 100001	Invoice: 1/1-12/31/26 NORTH COUNTRY ALLIANCE	500.00	500.00
1/15/26	7958	200001 100001	Invoice: 12/08/25-1/7/26 SAM'S CLUB/SYNCHRONY BANK	114.11	114.11
1/15/26	7959	200001 100001	Invoice: 1/1-12/31/26 SHELTERPOINT LIFE	2,137.83	2,137.83
1/15/26	7960	200001 100001	Invoice: 21087 SYNTELA CONFERENCE INC.	29.99	29.99
1/15/26	7961	200001 100001	Invoice: 1/15/26 UNITED WAY OF NNY	64.00	64.00
1/15/26	7962	200001 100001	Invoice: x9582 VITAL RECORDS CONTROL	24.21	24.21
1/15/26	7963	200001 100001	Invoice: X4249 WELLS FARGO FINANCIAL SERVICES	329.64	329.64
1/15/26	7964	200001 100001	Invoice: X6498 WESTELCOM	373.49	373.49
1/15/26	7965	200001 100001	Invoice: 29276 NNY ONLINE	655.25	655.25
1/21/26	7966	200001 100001	Invoice: 1/15/26 PP LYLE V. EATON	35.12	35.12
1/21/26	7967	200001 100001	Invoice: X9203 EXCELLUS BC/BS	11,370.90	11,370.90
1/21/26	7968	200001 100001	Invoice: 1/16/26 NORTHERN COMMERCIAL CLEANING	915.00	915.00
1/21/26	7969	200001 100001	Invoice: ARPA PRODUCTION SEAWAY COLD HARDY BERRIES, LLC	12,597.99	12,597.99
1/21/26	7970	200001 100001	Invoice: 2669 STRATEGIC DEVELOPMENT SPECIALISTS	6,500.00	6,500.00
1/21/26	7971	200001	Invoice: X96-17 -	155.43	

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Jan 1, 2026 to Jan 31, 2026

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.	155.43	
	Total			68,876.25	68,876.25

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
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
December-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$271,995.87
January-26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$135,963.98	\$40,077.01	\$0.00	\$0.00	\$265,003.01
Full Uncommitted Balance	\$0.00	\$89,795.36	\$136,046.49	\$70,477.01	\$0.00	\$0.00	\$296,318.86

Report Prepared by Robin Stephenson - Director of Business Development

* 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	\$136,046.49	\$0.00	\$296,318.86
October-23	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$1,666,318.86
November-23	\$73,000.00	\$18,931.20	\$0.00	\$0.00	\$0.00	\$1,574,387.66
December-23	\$18,729.99	\$18,868.00	\$0.00	\$0.00	\$0.00	\$1,536,789.67
January-24	\$0.00	\$58,140.00	\$19,410.70	\$0.00	\$0.00	\$1,459,238.97
February-24	\$0.00	\$20,000.00	\$12,258.30	\$0.00	\$0.00	\$1,426,980.67
March-24	\$0.00	\$5,000.00	\$94,380.89	\$0.00	\$0.00	\$1,327,599.78
April-24	\$0.00	\$10,000.00	\$39,061.83	\$15,686.18	\$60,427.45	\$1,202,424.32
May-24	\$0.00	\$0.00	\$30,191.03	\$14,873.18	\$37,446.50	\$1,119,913.61
June-24	\$0.00	\$0.00	\$42,758.93	\$8,425.67	\$44,228.68	\$1,024,500.33
July-24	\$0.00	\$0.00	\$28,520.84	\$25,322.54	\$38,112.50	\$932,544.45
August-24	\$2,270.01	\$6,082.40	\$63,957.50	\$9,023.70	\$5,557.50	\$845,653.34
September-24	\$5,207.18	\$0.00	\$24,007.66	\$0.00	\$0.00	\$816,438.50
October-24	\$0.00	\$0.00	\$20,000.00	\$14,990.00	\$19,341.25	\$762,107.25
November-24	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$752,107.25
December-24	\$0.00	\$29,314.73	\$25,000.00	\$8,142.57	\$5,034.91	\$684,615.04
January-25	\$0.00	\$3,451.67	\$24,000.00	\$0.00	\$0.00	\$657,163.37
February-25	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,042.55	\$637,120.82
March-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$637,120.82
April-25	\$0.00	\$20,000.00	\$0.00	\$9,971.00	\$0.00	\$607,149.82
May-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$607,149.82
June-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$607,149.82
July-25	\$0.00	\$4,343.93	\$0.00	\$0.00	\$0.00	\$602,805.89
August-25	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$592,805.89
September-25	\$0.00	\$9,861.00	\$0.00	\$0.00	\$0.00	\$582,944.89
October-25	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$572,944.89
November-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$572,944.89
December-25	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$562,944.89
January-26	\$0.00	\$10,000.00	\$0.00	\$0.00	\$12,597.99	\$540,346.90
Total Expenditures	\$99,207.18	\$253,992.93	\$423,547.68	\$116,434.84	\$242,789.33	\$1,135,971.96
Balance of Grant Not Disbursed	\$30,000.00	\$57,072.26	\$76,452.32	\$119,611.65	\$257,210.67	\$540,346.90
Not allocated (will go down as we award new grants)	\$0.00	\$3,021.95	\$44,252.00	\$65,203.49	\$105,385.45	\$217,862.89
Balance	\$0.00	\$3,021.95	\$44,252.00	\$65,203.49	\$105,385.45	\$217,862.89

* Round 1 Rental Combined with Small Business Productivity

Report Prepared by Robin Stephenson - Director of Business Development

Jefferson County Local Development Corporation
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315) 782-5865

2026 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	P											
Aliasso, Robert	P											
Capone, Charles	P											
Condino, John	P											
Converse, David	E											
Gardner, Gregory	P											
Johnson, William	P											
L'Huillier, Lisa	P											
Robinson, Dawn	P											
Walldroff, W. Edward	E											
Warneck, Paul	P											
Totals:	9											

P - Present

E - Excused

A - Absent

Customized Education and Training Agreement

MEMORANDUM OF AGREEMENT BETWEEN

Jefferson Community College
And
Onondaga Community College
And
Jefferson County Local Development Corporation
January 9, 2025
Amended Agreement February 5, 2026

Introduction:

In response to the need for improved access to child care services in the Counties of Jefferson and Lewis, Jefferson Community College is proud to provide the following educational opportunity:

Home-Based Child Care Training Program

This agreement defines the responsibilities of Jefferson Community College (the College), Onondaga Community College (SBDC) and the Jefferson County Local Development Corporation as described in the scope of work (Appendix A: Home-Based Child Care Training Program).

This agreement shall be in force from the signature date to December 31, 2026.

Jefferson Community College agrees to:

- Provide project management oversight of the Home-Based Child Care Training Program (Program);
- Lead program recruitment and marketing efforts (including revamp Program webpage, adjust registration process, create a rolling enrollment drip-campaign, and update marketing materials);
- Conduct an education redesign of JCC workshops for asynchronous online learning to support rolling enrollment;
- Provide program components led by Jefferson Community College faculty for program participants;
- Coordinate and host program partner implementation meetings.

The Small Business Development Center agrees to:

- Provide program components led by the Small Business Development Center;
- Conduct an education redesign of SBDC workshops within selected LMS for asynchronous online learning to support rolling enrollment;
- Provide entrepreneurship counseling to program participants;
- Participate in program partner implementation meetings as scheduled and coordinated by the College.

The Jefferson County Local Development Corporation agrees to:

- Provide up to a total of \$10,000 funding to the partners as outlined in the *scope of work*;
- Provide timely reimbursement to the College for invoiced expenses as outlined in this agreement;
- Support program implementation, including marketing and recruitment, as appropriate; and,
- Remit the full eligible reimbursement to the College by December 1, 2026.

General Considerations:

- Sponsored program participants who enroll in the college are subject to all college policies.
- Either party may terminate this agreement by notifying the other party by January 18, 2026.

Confidentiality Statement:

The training materials remain the property of Jefferson Community College and may not be used without the College's consent. The information transmitted, which may include PowerPoint presentations, handouts, and recordings, is intended only for the participants. No recordings of the training are allowable. The training may contain confidential and/or privileged material—that is protected from disclosure. Jefferson Community College prohibits any dissemination, manipulation, or reuse of the training materials (physical or digital) without prior permission.

Governing Law: This Agreement shall be governed by the laws of the State of New York. Jefferson Community College and its staff performing the services herein shall render all services under this Agreement in accordance with applicable provisions of all federal, state and local laws, rules and regulations as are in effect at the time such Services are rendered.

No Arbitration: Any and all disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to arbitration unless specifically agreed thereto in writing by the Board of Trustees of JCC and the Governing Body of JCIDA, but must instead only be heard in the Supreme Court of the State of New York, with venue in Jefferson County or if appropriate, in the Federal District Court with venue in the Northern District of New York.

Non-Assignment: Neither party shall assign any of its rights, interests or obligations under this Agreement, without the prior express written consent of the other.

Notices: Any notice, request, demand, approval, consent or other communication which JCC or JCIDA is required or permitted to give to the other party shall be in writing and mailed to the parties address at the beginning of this agreement or to such other address that either party has designated by notice to the other. Such notice shall be deemed mailed when it is deposited in the United States mail, postage prepaid, by certified mail, return receipt requested.

Relationship of Parties: Nothing contained in this agreement shall be deemed or construed to create the relationship of principal and agent, partnership, or joint venture.

Modification: No changes, amendments or modifications of any of the terms and/or conditions of this Agreement shall be valid unless reduced to writing and signed by both parties.

Severability: If any term or provision of this agreement or its application to any person or circumstances to any extent invalid or unenforceable, the remainder of this agreement, or the application of such terms or provision to person or circumstance other than those as to which it is held invalid or

unenforceable, should not be affected thereby, and each term and provision shall be valid and enforced to the fullest extent permitted by law.

All questions can be directed to: *Joanna Brislan*
Director of Community Service
jbrislan@sunyjefferson.edu
(315) 786-2438

JEFFERSON COMMUNITY COLLEGE

Dr. Daniel Dupee
President
Jefferson Community College

Date

SMALL BUSINESS DEVELOPMENT CENTER

Mark Manning
Senior VP | Chief Financial Officer
Onondaga Community College
Onondaga SBDC | Watertown Outreach Center

Date

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Marshall Weir
Chief Executive Officer
Jefferson County Local Development Corporation

Date

APPENDIX A

HOME-BASED CHILD CARE TRAINING PROGRAM

PROGRAM OVERVIEW

The Home-Based Child Care Training program provides participants with the knowledge, skills and support to become home-based child care providers. Lewis County, Jefferson County, the Community Action Planning Council (CAPC), Jefferson Community College (JCC), and the Small Business Development Center (SBDC) have collaborated to design and launch this innovative program. In 2019, the Child Care Coordinating Council of the North Country issued a report indicating that 86% of North Country census tracts were identified as childcare deserts, meaning there is not enough childcare to meet local needs. To support the urgent demand for affordable, safe, high-quality childcare the partners have developed an accelerated program to **empower, educate, and inspire** participants to launch new regulated home-based child care facilities in Jefferson and Lewis counties. The training program not only supports the creation of new regulated childcare facilities, but also the success of these small businesses and the quality of childcare offered to County residents.

The Home-Based Child Care Training Program prepares participants to become certified Home-Based Child Care Providers by obtaining NYSOCCFS approval to operate a home-based child care program.

Training is available both online and in person, provided at no cost to participants thanks to sponsorship from Lewis and Jefferson counties. The program requires approximately 40 hours of training commitment over 4-6 months, with flexible pacing of 1-5 hours per week, including independent work.

With open enrollment, you can register and start at any time. Once registered, you'll be connected to CAPC within 24-48 business hours to begin the program.

Your child care provider career starts at Jefferson

PROGRAM BENEFITS

Let us help you start your own home-based child care business!

- Become a Home-Based Child Care Provider within four months
- Free training
- CAPC Regulator assigned to provide individual mentorship throughout the program and guidance on obtaining NYSOCCFS approval.
- SBDC Advisor assigned for one-on-one business counseling
- Access free supplies to help you start your new business

PROGRAM REQUIREMENTS

Program requirements for Home-Based Child Care Training

Effective Spring 2025

<u>Business Requirements (14 non-credit hours)</u>	<u>Non-Credit Hours</u>
OCF Application Workshop	2
SBDC Module 1: Business Basics	2
SBDC Module 2: Marketing	2
SBDC Module 3: Liability & Insurance	2
SBDC Module 4: Accounting	2
SBDC Module 5: Transitioning to Entrepreneurship	2
JCC Family Policy Handbook Workshop	2

<u>Health and Safety Requirements (20 non-credit hours)</u>	<u>Non-Credit Hours</u>
CAPC Health & Safety Training	15
Red Cross First Aid & CPR Training	5
Total Non-Credit hours	

34

Budget:

Recruitment \$6,500

This includes leading program recruitment and marketing efforts, such as revamping the program webpage, adjusting the registration process, creating a rolling enrollment drip campaign, and updating marketing materials.

JCC Training \$650

This includes the Family Policy Handbook workshop, created by JCC Early Childhood faculty, to guide participants in developing a Family Policy Handbook for their home daycare based on NYS Child Day Care Regulations Part 417. The handbook serves as a contract and essential resource for sharing policies with families. The workshop will be delivered as training videos using recent recordings, with JCC faculty redesigning it into a high-quality YouTube video with worksheets.

SBDC Training \$1,000

This includes five SBDC workshops: Business Basics, Marketing, Liability & Insurance, Accounting, and Transitioning to Entrepreneurship. The workshops will be delivered as training videos using current recordings from the latest cohort. They will be redesigned as high-quality educational videos integrated into the SBDC's chosen learning management system.

Administrative Expense \$1,850

This includes indirect expenses associated with designing, planning, and implementing the program, liaising with program partners, and secretarial support.

Jefferson Community College Subtotal	\$9,000
<u>Small Business Development Center Subtotal</u>	<u>\$1,000</u>

Total \$10,000