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: October 22, 2026

To: W. Edward Walldroff
David Converse
Paul Warneck
Hon. William W. Johnson
Lisa L'Huillier
Robert Aiken
John Condino
Dr. Dawn M. Robinson
Charles Capone
Keith Perry

From: Chairman Robert Aliasso

Re: Notice of Board of Directors Meeting

The Jefferson County Local Development Corporation will hold its Board Meeting on **Thursday, November 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
Ryan Piche
Justin S. Miller, Esq.
Stephen Maier, Esq.
Media

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BOARD MEETING AGENDA
Thursday, November 5, 2026 – 8:00 a.m.

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Privilege of the Floor**

IV. **Minutes – October 1, 2026**

V. **Treasurer's Report – October 31, 2026**

VI. **Committee Reports**

- a. **Loan Review Committee**

VII. **Council Reports**

- a. **Jefferson County Agricultural Development**
  - i. **Ag Development Council Member Appointment**
- b. **Manufacturing**
- c. **Marketing**

VIII. **Unfinished Business**

IX. **Counsel**

X. **New Business**

XI. **Adjournment**

Jefferson County Local Development Corporation
Board Meeting Minutes
October 1, 2026

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The Jefferson County Local Development Corporation held its board meeting on Thursday, October 1, 2026, in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: None

Also Present:
Zoom: Justin Miller, Esq. (Harris Beach), Zach Jackson (7 News)

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

I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:14 a.m.

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

III. **Minutes:** Minutes of the meeting held on September 3, 2026, were presented. A motion to approve the minutes as presented was made by Mr. Walldroff, seconded by Mr. Converse. All in favor. Carried.

IV. **Treasurer's Report:** Mr. Warneck reviewed the Dashboard prepared by Ms. Kimball for the period ending September 30, 2026. He pointed out that DiPrinzio's is down to one Clayton receivable and indicated that the board can discuss Busted Grapes later this year. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Dr. Robinson. All in favor. Carried.

V. **Committee Reports:**

a. **Finance Committee** – Mr. Warneck said the committee recommended the audit and finance committee charter to the governance committee with no changes.

i. **Proposed Budget for 2027** – Mr. Warneck said the administrative fees are down compared to last year because we are down a staff member.

Ms. Kimball reviewed the proposed budget. She said in preparing the budget this year, she looked at the agreement between IDA and LDC for the percentage of time for staff and benefits. She said the Admin Fee revenue line item is $310,964 which is basically 35% of LDC staff and benefits being allocated to JCIDA. She said she left the county subsidy status quo not knowing what the final number will be and pointed out that the dairy parade line item increased slightly. She said she put in a 5% increase for salaries and noted that the benefits are extrapolated based on current activity. She said there is nothing out of the ordinary for the remaining expenses and indicated that the revenue stream is more realistic.

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Proposed Budget for 2027 – continued
A motion was made by Mr. Johnson to adopt the budget, seconded by Ms. L'Huillier. All in favor. Carried.

VI. Council Reports:

a. Ag – Mr. Matteson indicated that he sent his monthly report to board members prior to the meeting. There were no questions.

Mr. Matteson updated the board on the following:

- **JLI** – planning for Ag Day which will be held on October 23rd.
- **Ag Council Member** – will prepare a request for next month's agenda to add Nick Dnistrian (Great Lakes Cheese) as a new council member.
- **Great Lakes Cheese** – talking with them about their strategic planning and looking at opportunities for growth.
- **Rural Mental Health** – asked by Ron Robbins to help the NY Center for Agricultural Medicine and Health. They are looking for rural communities and how to better address rural mental health issues. Mr. Matteson will meet with them to discuss what the issues are in our region and what possible actions might be necessary.
- **Milk** – Class III milk is down to $13 per hundredweight, and Class IV milk is around $20 per hundredweight. Plants are making cheese so they can get the whey because the whey is valuable.

b. Manufacturing – Manufacturing Day will be held on October 16th; there are a number of great manufacturers signed up to give tours to the students.

Mr. Weir said there is chatter amongst the local businesses for possible expansion projects.

Mr. Weir said there is a real problem with the tariff situation with Canada among border communities like ours that affects manufacturing and tourism.

c. Marketing – Mr. Weir said staff is working internally on an awareness campaign that will be advertised locally.

VII. Unfinished Business:

1. **New Board Member** – Keith Perry said he is a lifetime resident of Jefferson County. He said he is here because he believes in the mission and cares about the economic future of our county. He said he started his career at New York Air Brake (NYAB) out of college, spent 15 years in the paper industry, and has been back at NYAB for 20 years. He currently serves on the Adams Village Board, the YMCA Board and is a former board member of United Way. He attended JLI in 2013 which opened his eyes more to what was going on around him.

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2. **Strategic Action Plan – track progress** – Mr. Matteson reviewed the updated action plan.

   Market available parcels – Mr. Weir said he will use the airport site as one of the banner images on the website. Dr. Robinson said we can use the list of properties for promotion and connect with realtors, which could be key to increasing our revenue. Mr. Weir indicated that the site has a list of our properties as well as others available in the county. Dr. Robinson said driving traffic to it is going to be beneficial.

   Annual policy review calendar – Mr. Matteson said we are creating a schedule to review policies because there are over 100 policies between the four agencies. He pointed out that some of the policies have to be reviewed annually, but the rest will be on a review schedule over a two-to-three-year period.

   Board evaluation tool – Mr. Matteson said Mr. Weir added the return on investment to the presentation to the Board of Legislators. He said for every dollar of taxpayer money that this agency has received, we have returned $68 in private investment to the community when looking at our performance over the last seven years. He said Mr. Weir suggested we take a look at that every year to make sure the board has the information in the evaluation of our performance.

   Chairman Aliasso said we can revisit the ongoing strategic vision in concert with the county. Mr. Weir acknowledged that we work in concert with county leadership including planning.

   Mr. Walldroff said one area of growth for the future is to start discussion on housing in terms of PILOTs. Mr. Weir said those conversations are being had currently. He said he is part of the steering council for the housing needs assessment which is expected to be complete next month.

VIII. **Counsel:** None.

IX. **New Business:** None.

X. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aiken, seconded by Mr. Johnson. All in favor. The meeting was adjourned at 8:51 a.m.

Respectfully submitted,
Peggy Sampson

Jefferson County Local Development Corporation Management Dashboard
Year to Date October 31, 2026

KEY PERFORMANCE INDICATORS	2022	2023	2024	2025	2026	Benchmark Target-2026	Amount of Change	Percent Change
Local Development Activity								
RLF Loan Applications	0	0	0	1	0		(1)	-100%
RLF Loans Awarded	0	0	0	1	0		0	0%
Usage Statistics								
							Remaining	
ARPA Awards	116	49	50	8	0	223		
Award dollars	$ 4,457,894	$ 781,855	$ 618,001	$ 81,250	$ -	$5,939,000	$ -	0%
ARPA Disbursements	61	80	95	24	6	266		
Disbursement dollars	$ 2,015,924	$ 848,636	$ 1,436,822	$ 1,078,955	$ 52,103	$5,939,000	$ 506,560	9%

Capital Resources	12/31/21	12/31/22	12/31/23	12/31/24	12/31/25	Bal @ 10/31/26	Amount of Change	Percent Change
Cash/Savings								
Unrestricted Checking	$ 40,388	$1,294,573	$795,194	$146,240	$128,185	$152,731	$24,546	19.15%
Unrestricted Savings	$ 1,389,386	$1,616,329	$2,044,122	$1,731,266	$1,082,708	$746,737	($335,972)	-31.03%
RLF Savings	$ 1,518,024	$1,911,405	$2,016,921	$1,994,871	$570,051	$601,454	$31,403	5.51%
Total	**$ 2,947,798**	**$4,822,306**	**$4,856,238**	**$3,872,376**	**$1,780,944**	**$1,500,921**	**($280,023)**	**-15.72%**

RLF Receivables	Original Loan	12/31/25	6/30/26	7/31/26	8/31/26	9/30/26	10/31/26	Aging Days
Canzonier/North Branch Farms	$ 100,000	$ 7,168	$ 2,890	$ 2,170	$ 1,449	$ 726	$ -	
Clayton Island Tours	$ 10,331	$ 3,993	$ 2,887	$ 2,700	$ 2,513	$ 2,324	$ 2,135	
Clayton Yacht Club	$ 40,000	$ 13,321	$ 9,876	$ 9,182	$ 8,486	$ 7,789	$ 7,090	
JCIDA	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	180+
WICLDC	$ 200,000	$ 61,931	$ 56,180	$ 55,213	$ 54,244	$ 54,244	$ 52,298	
Totals	**$ 1,850,331**	**$ 1,586,413**	**$ 1,571,833**	**$ 1,569,266**	**$ 1,566,692**	**$ 1,565,082**	**$ 1,561,522**	
Covid Receivables								
Busted Grapes	$ 10,000	$ 3,401	$ 3,112	$ 3,112	$ 3,112	$ 3,112	$ 2,812	
Painfull Acres	$ 10,000	$ 1,409	$ -	$ -	$ -	$ -	$ -	
Totals	**$ 20,000**	**$ 4,810**	**$ 3,112**	**$ 3,112**	**$ 3,112**	**$ 3,112**	**$ 2,812**	
Clayton Receivables								
DiPrinzio's Market	$ 5,000	$ 1,732	$ 846	$ 846	$ 759	$ 759	$ 671	
DiPrinzio's Kitchen	$ 5,000	$ 1,732	$ 846	$ 846	$ -	$ -	$ -	
Totals	**$ 10,000**	**$ 3,464**	**$ 1,692**	**$ 1,692**	**$ 759**	**$ 759**	**$ 671**	
	1,880,331.09	1,594,686.77	1,576,637.42	1,574,070.03	1,570,562.17	1,568,953.03	1,565,005.12	

OPERATING STATEMENT										
Revenue:	2022	2023	2024	2025	October YTD 2026	Amount of Change	Percent Change	BUDGET 2026	October YTD vs. 2026 Budget	Percent Change
Admin Fees	$ 792,256	$ 412,577	$713,700	-$59,475	$468,010	$527,485	-886.90%	$561,612	($93,602)	-16.67%
JC Grant Marketing	$ 344,250	$ 275,550	$487,000	$280,000	$255,167	($24,833)	-8.87%	$280,000	($24,833)	-8.87%
JC Grant Ag Program	$ 173,400	$ 150,000	$150,000	$150,000	$131,667	($18,333)	-12.22%	$150,000	($18,333)	-12.22%
Grant Income Federal	$ 753,965	$ 913,436	$1,131,255	$111,722	$67,603	($44,119)	-39.49%	$0	$67,603	#DIV/0!
Interest Income	$ 26,913	$ 12,732	$10,358	$6,905	$3,268	($3,637)	-52.67%	$2,000	$1,268	63.42%
Miscellaneous Income	$ 83,281	$ 3,415	$50,675	$49,892	$78,000	$28,108	56.34%	$75,000	$3,000	4.00%
AG Conference	$ 3,000	$ 1,000	$10,800	$0	$0	$0	#DIV/0!	$5,000	($5,000)	-100.00%
Dairy Parade	$ -	$ -	$1,000	$6,650	$9,500	$2,850	42.86%	$1,650	$7,850	475.76%
Other	$ -	$ (6,673)	$140	$0	$0	$0	#DIV/0!	$0	$0	#DIV/0!
Total Revenue	**$2,177,065**	**$1,762,037**	**$2,554,927**	**$545,694**	**$1,013,215**	**$467,520**	**85.67%**	**$1,075,262**	**($62,047)**	**-5.77%**
Expenses:										
Salaries/Benefits	$ 902,085	$ 820,796	$761,019	$710,025	$538,173	($171,852)	-24.20%	$730,830	($192,658)	-26.36%
Marketing Program	$ 340,977	$ 328,563	$316,598	$184,609	$169,727	($14,882)	-8.06%	$253,855	($84,128)	-33.14%
AG Program	$ 252,374	$ 222,785	$226,334	$199,736	$177,300	($22,436)	-11.23%	$270,446	($93,146)	-34.44%
Utilities	$ 18,525	$ 13,789	$13,014	$13,947	$12,037	($1,910)	-13.69%	$19,000	($6,963)	-36.65%
Professional Fees	$ 11,146	$ 18,216	$61,339	$99,963	$86,092	($13,871)	-13.88%	$98,500	($12,408)	-12.60%
Grants Expense Federal	$ 753,965	$ 913,436	$1,131,255	$111,722	$67,603	($44,119)	-39.49%	$0	$67,603	#DIV/0!
Lease/Rent/Cleaning	$ 74,066	$ 59,793	$72,896	$62,579	$64,552	$1,974	3.15%	$70,000	($5,448)	-7.78%
Other Expenses	$ 153,028	$ 552,792	$60,159	$72,049	$27,365	($44,684)	-62.02%	$55,501	($28,136)	-50.69%
Reallocated Program Expenses	$ (497,527)	$ (474,314)	($477,842)	($331,131)	($309,382)	$21,750	-6.57%	($423,370)	$113,988	-26.92%
Total Expenses	**$2,008,639**	**$2,455,857**	**$2,164,772**	**$1,123,498**	**$833,467**	**($290,031)**	**-25.81%**	**$1,074,762**	**($241,295)**	**-22.45%**
Net Profit/Loss	**$168,425**	**($693,820)**	**$390,155**	**($577,804)**	**$179,748**	**$757,551**	**-131.11%**	**500**	**$179,248**	**35868.96%**
Grand Total Expenses	**$2,008,639**	**$2,455,857**	**$2,164,772**	**$1,123,498**	**$833,467**	**($290,031)**	**-25.81%**	**1,074,762**	**($241,295)**	**-22.45%**
Net Profit/Loss Before Depreciation	$168,425	($693,820)	$390,155	($577,804)	$179,748	$757,551	-131.11%	500	$179,248	35868.96%
Depreciation Expense	$18,460	$15,139	$15,531	$10,475	$392	($10,083)	-96.26%	500	($108)	-21.68%
Profit/(Loss)	$149,965	($708,959)	$374,623	($588,279)	$179,356	$767,635	-130.49%	($0)	$179,356	-66428281.48%

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Oct 1, 2026 to Oct 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
10/6/26	8234	200001 100001	Invoice: 521133 BLUE MOUNTAIN SPRING WATER, INC.	27.90	27.90
10/6/26	8235	200001 100001	Invoice: 9/24/26A NATIONAL GRID	30.52	30.52
10/6/26	8236	200001 100001	Invoice: 6/26 NEWZJUNKY, INC.	250.00	250.00
10/6/26	8237	200001 100001	Invoice: 10/2/26 UNITED WAY OF NNY	8.00	8.00
10/6/26	8238	200001 100001	Invoice: 9/23/26 VERIZON BUSINESS	65.52	65.52
10/6/26	8239	200001 100001	Invoice: 20367 WPBS	741.00	741.00
10/15/26	8240	200001 100001	Invoice: X9406 EXCELLUS BC/BS	358.17	358.17
10/15/26	8241	200001 100001	Invoice: 30301 NNY ONLINE	505.50	505.50
10/15/26	8242	200001 100001	Invoice: 9/26 SAM'S CLUB/SYNCHRONY BANK	158.77	158.77
10/15/26	8243	200001 100001	Invoice: X5302 SPECTRUM REACH	350.00	350.00
10/15/26	8244	200001 100001	Invoice: X7812 WB MASON CO INC.	130.63	130.63
10/15/26	8245	200001 100001	Invoice: X1158 WELLS FARGO FINANCIAL SERVICES	334.62	334.62
10/15/26	8246	200001 100001	Invoice: X2307 WESTELCOM	381.45	381.45
10/20/26	8247	200001 100001	Invoice: 10/30/26 NORTHERN COMMERCIAL CLEANING	500.00	500.00
10/20/26	8248	200001 100001	Invoice: 10/16/26 UNITED WAY OF NNY	8.00	8.00
10/27/26	8249	200001 100001	Invoice: X7917 DAVIS VISION	55.23	55.23
10/27/26	8250	200001 100001	Invoice: 11/30/26 EXCELLUS BC/BS	12,677.67	12,677.67
10/27/26	8251	200001 100001	Invoice: 10/2 NATIONAL	357.74	357.74

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Oct 1, 2026 to Oct 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
10/27/26	8252	200001	Invoice: JCLDC	500.00	
		100001	NEWZJUNKY, INC.		500.00
10/27/26	8253	200001	Invoice: 2913	6,500.00	
		100001	STRATEGIC DEVELOPMENT SPECIALISTS		6,500.00
10/27/26	8254	200001	Invoice: 7764	4,764.33	
		100001	WICLDC		4,764.33
10/27/26	8255	200001	Invoice: 136661	160.00	
		100001	WRVO		160.00
	Total			**28,865.05**	**28,865.05**

Jefferson County Local Development Corporation
Loan Review Committee Meeting Minutes
October 28, 2026

Present: David Converse (Chair), John Condino, Charles Capone
Zoom: Dr. Dawn Robinson

Absent: Rob Aliasso

Also Present: Marshall Weir, Jay Matteson, Dorena Kimball, Peggy Sampson, Rob Aiken, William Johnson

I. **Call to Order:** Committee Chair Converse called the meeting to order at 8:00 a.m.

II. **Pledge of Allegiance**

III. **Other –**

1. **Proposed Lending/Collection Policy and Procedures** – The committee reviewed a redline version of the proposed changes to the policy for *#11 Collection Procedure* and *#15 Specific Valuation Reserve*.

   Ms. Kimball mentioned the addition of language for a calculation each December 31st that will be determined by the CEO and CFO on a case-by-case basis if late fees and default interest will be recorded in the general ledger.

   After discussion, Committee recommendations were as follows:

   #11 Collection Procedure
   - Sentence: The CEO and CFO shall have the discretion and authority to proceed with legal action to collect the debt. **Add:** *and will make a recommendation to the Loan Review Committee.*
   - **Leave in the first sentence that was stricken** (Any collection and/or delinquency correspondence will be sent to the borrower and all guarantors).
   - **Keep a delinquency schedule** (15 days, 30 days, etc.).

   #15 Specific Valuation Reserve
   - **Rename:** *General Risk Rating*
   - **Keep** the risk rating language that was stricken.
   - **Add the following sentence at the end of #15:** *In accordance with Current Expected Credit Losses (CECL), refer to the Allowance for Credit Losses Policy.*

2. **Proposed Allowance for Credit Losses Policy –** The committee reviewed the proposed policy. Ms. Kimball said she created the policy (as a standalone policy outside of the lending/collection policy) as a result of the 2025 audit management letter item relating to CECL and noted that the auditors approved it. She said the calculation will be done at year end and given to the auditors as part of the audit.

   After discussion, Committee recommendations were as follows:

   #6. Documentation and Financial Reporting
   - **Add (at the end of the section):** *In accordance with collection, refer to the Lending/Collection Policy and Procedures.*

   #7. Policy Review and Administration
   - **Add:** ***The CEO and*** to the beginning of the sentence.

   A motion was made by Mr. Condino to instruct staff to make the recommended revisions to the policies, distribute them to the committee members for review, and send them to the governance committee for consideration, seconded by Mr. Capone. All in favor.

IV. Adjournment: With no further business before the committee, Mr. Condino made a motion to adjourn the meeting, seconded by Mr. Capone. The meeting adjourned at 8:44 a.m.

Respectfully submitted,
Peggy Sampson

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	P	P	P	A	P	P	P	P	P		
Aliasso, Robert	P	P	P	P	P	E	E	P	P	P		
Capone, Charles	P	E	P	A	P	P	P	P	P	P		
Condino, John	P	P	P	P	P	P	P	P	P	P		
Converse, David	E	P	E	P	P	P	P	P	P	P		
Johnson, William	P	P	P	P	P	P	P	P	P	P		
L'Huillier, Lisa	P	E	P	P	P	P	P	P	P	P		
Perry, Keith	-	-	-	-	-	-	-	-	-	P		
Robinson, Dawn	P	P	P	P	P	E	P	P	P	P		
Walldroff, W. Edward	E	P	P	P	P	P	P	P	P	P		
Warneck, Paul	P	P	P	P	P	P	P	P	P	P		
Totals:	9	9	9	9	10	8	9	10	10	11		
P - Present												
E - Excused												
A - Absent												
Gardner, Gregory resigned 5/31/26	P	P	A	A	P							