

**Jefferson County Local Development Corporation
Personnel Committee Meeting Minutes
October 22, 2021**

The Jefferson County Local Development Corporation held a personnel committee meeting on Friday, October 22, 2021 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Lisa LdHuillier, Kent Burto, W. Edward Walldroff

Absent: John Jennings

Also Present: David Zembiec, Peggy Sampson, Lyle Eaton, Marshall Weir
Zoom: Rob Aliasso

I. **Call to Order:** Mr. Converse called the meeting to order at 8:02 a.m.

II. **Pledge of Allegiance**

III. **Pension Plan**

- a. **Establish Percentage for Discretionary Contribution for year ending 9/30/21** – Mr. Eaton provided a salary recap and indicated that it is under budget. Mr. Eaton recommended staying at 3% of the salary budget (\$580,168) for the discretionary contribution to the 401k plan, which amounts to \$17,405.

Mr. Converse commented that it was a good year and said that staff worked really hard.

A motion was made by Mr. Burto to recommend 3%, which amounts to a \$17,405 contribution, to the full board of directors, seconded by Ms. LdHuillier. All in favor.

- b. **Appoint Trustee to Plan** – A motion was made by Ms. LdHuillier to appoint Mr. Zembiec as a trustee to the plan, seconded by Mr. Walldroff. All in favor.

Mr. Converse asked staff to make sure the plan was updated. Mr. Eaton said that he recalls that there were minor changes to the borrowing section of the plan.

- c. **Personnel** – Mr. Walldroff inquired about shifting duties and/or the plan going forward. Mr. Zembiec said that he will get together with Mr. Weir and Mr. Matteson to put together a job description to add an Economic Development Specialist. He said the budget will need to be amended to reflect the change.

Mr. Walldroff said that the salary ranges should be reviewed. He feels that Mr. Weir's salary should be adjusted to reflect the responsibilities of his position. Mr. Burto agreed.

- IV. **Annual CEO Evaluation and Contract** – Mr. Converse asked for a motion to convene executive session to conduct Mr. Zembiec's evaluation. At 8:11 a.m. a motion was made by Mr. Walldroff, seconded by Mr. Burto.

At 8:49 a.m. a motion was made by Mr. Burto to leave executive session, seconded by Ms. LdHuillier. All in favor.

Mr. Walldroff made a motion to recommend a 3% salary increase for Mr. Zembiec effective September 27, 2021, seconded by Ms. LdHuillier. All in favor.

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Mr. Aliasso said he doesn't know which year Mr. Zembienc's contract expires, but wondered if it will be on September 30th or December 31st. Mr. Zembienc said he thinks it expires on December 31st because it started on January 1, 2021.

- V. Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Burto seconded by Ms. Lhuillier. The meeting adjourned at 8:51 a.m.

Respectfully submitted,

Peggy Sampson