

**Jefferson County Local Development Corporation
Finance Committee Meeting Minutes
September 16, 2022**

The Jefferson County Local Development Corporation held a finance committee meeting on Friday, September 16, 2022, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: John Jennings, Chair, Rob Aiken, David Converse

Excused: Paul Warneck

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, W. Edward Walldroff, Christine Powers

Zoom: Rob Aliasso

I. Call to Order: Chairman Jennings called the meeting to order at 10:00 a.m.

II. Pledge of Allegiance

III. Preliminary Budget for 2023: Mr. Eaton reviewed the preliminary budget. He said that the income is fixed except for the administrative fee. He said the county grants for the marketing program (\$275k) and ag program (\$138k) will likely remain the same. However, Mr. Zembiec said that we asked for a small increase for each program in the 2023 county budget.

Mr. Eaton said that he calculated the salaries and benefits which includes a new employee. He said that expenses appear to be more due to inflation.

Mr. Converse asked what the reallocated expenses line item is for. Mr. Eaton said it is for the ag and marketing programs.

Mr. Eaton noted that he did not budget the county ARPA funds because they flow through income and are disbursed. He books them as a deferred liability. They come in income and out of expense. Mr. Zembiec said that the county will have a second round of funding for the ARPA funds. He said that we will request \$500k for ag and put together a plan to increase food production. He said that we may also request more money for the small business productivity program as well as the training program. He expects the new request to be \$2M or less.

Chairman Jennings asked where the county is at regarding wages/salaries. He wondered if they would make any adjustments or will be doing something out of the ordinary (similar to another local county who is giving out retention bonuses to their employees). Mr. Zembiec said he'll have to inquire. Mr. Eaton said that he budgeted 5% in this year's budget because of inflation.

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Chairman Jennings asked about the auto insurance line item. Mr. Eaton said that it is included in the commercial policy. He said the budgeted amount of \$9,100 is for the whole commercial policy. Committee members asked Mr. Eaton to change the line item name from auto insurance to commercial insurance.

After review and discussion, a motion was made by Mr. Converse to move the proposed budget to the full board for consideration, seconded by Mr. Aiken.

- IV. Adjournment:** With no further business before the committee, Mr. Aiken made a motion to adjourn the meeting, seconded by Mr. Converse. The meeting adjourned at 10:16 a.m.

Respectfully submitted,
Peggy Sampson