

**Jefferson County Local Development Corporation
Personnel Committee Meeting Minutes
November 23, 2022**

The Jefferson County Local Development Corporation held a personnel committee meeting on Wednesday, November 23, 2022 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Kent Burto (Chair), David Converse, Lisa L'Huillier, W. Edward Walldroff, John Jennings

Absent: None

Also Present: David Zembiec, Peggy Sampson, Lyle Eaton, Marshall Weir, Robin Stephenson, Bill Johnson

I. Call to Order: Chairman Burto called the meeting to order at 9:11 a.m.

II. Pension Plan

- a. Establish Percentage for Discretionary Contribution for year ending 12/31/22 – Mr. Eaton** provided a salary recap and indicated that it is under budget. Mr. Eaton recommended staying at 3% of the salary budget (\$661,620) for the discretionary contribution to the 401k plan, which amounts to \$19,848.

A motion was made by Mr. Converse to recommend 3%, which amounts to a \$19,848 contribution, to the full board of directors, seconded by Mr. Walldroff. All in favor.

III. Annual CEO Evaluation and Contract – At 9:13 a.m. Chairman Burto made a motion to convene executive session to conduct Mr. Zembiec's evaluation, seconded by Mr. Walldroff.

At 9:49 a.m. a motion was made by Mr. Converse to leave executive session, seconded by Mr. Walldroff. All in favor.

Mr. Converse made a motion to recommend a 3% salary increase for Mr. Zembiec effective December 19, 2022 and to amend his employment contract to modify the amount of vacation time allowed from 4 weeks to 6 weeks, seconded by Mr. Jennings. All in favor.

IV. Adjournment: With no further business before the committee, a motion to adjourn the meeting was made by Ms. L'Huillier seconded by Mr. Jennings. The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Peggy Sampson