

**Jefferson County Civic Facility Development Corporation**  
800 Starbuck Avenue, Suite 800  
Watertown, New York 13601  
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

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## **Notice of Board Meeting**

**Date:** June 28, 2018

**To:** Chairman David Converse  
John Jennings  
Robert Aliasso  
W. Edward Walldroff  
Paul Warneck  
William Johnson  
Lisa L'Huillier

**From:** Donald C. Alexander

**Re:** Notice of Board of Directors Meeting

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The Jefferson County Civic Facility Development Corporation will hold a board meeting on **Thursday, July 12, 2018 at 9:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c: David Zembiec  
Lyle V. Eaton  
Joseph Russell, Esq.  
Media

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**BOARD MEETING AGENDA**  
**Thursday, July 12, 2018**  
**9 a.m.**

- I. Call to Order**
- II. Minutes of the Meeting of June 7, 2018**
- III. Treasurer's Report – June 30, 2018**
- IV. Committee Reports**
- V. Unfinished Business**
- VI. New Business**
  - 1. Consider Resolution Number 07.12.2018.01 to adopt Records Retention and Disposition Schedule MI-1**
  - 2. Consider Resolution Number 07.12.2018.02 to appoint Records Management Officer**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
June 7, 2018**

**DRAFT**

The Jefferson County Civic Facility Development Corporation held a board meeting on Thursday, June 7, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** David Converse, Chair, John Jennings, Robert E. Aliasso, Jr., William Johnson, Lisa L’Huillier, W. Edward Walldroff, Paul Warneck

**Also Present:** Don Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Joseph Russell, Esq., Donald DiMonda, and Marcus Wolf from the Watertown Daily Times

**Excused:** None

**Absent:** None

- I. Call to Order:** Mr. Converse called the meeting to order at 10:16 a.m.
- II. Minutes:** Minutes of the regular meeting held March 1, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Warneck. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Aliasso reviewed the financials for the income statement and balance sheet for the periods ending March 31, 2018, April 30, 2018 and May 31, 2018. A motion was made by Mr. Aliasso to accept the financial reports as presented, seconded by Mr. Warneck. All in favor. Carried.
- IV. Committee Reports:**
  - a. Finance Committee**
    - i. 2018-2019 Proposed Budget** – Mr. Jennings said that the Finance Committee met on May 29, 2018 to review the proposed budget; no changes were made. A motion was made by Mr. Jennings to approve the proposed budget as presented, seconded by Mr. Aliasso. All in favor. Carried.
- V. Unfinished Business:** None.
- VI. New Business:**
  - 1. Real Property Acquisition Guidelines** – A motion was made by Mr. Walldroff to adopt the guidelines as presented, seconded by Mr. Aliasso. All in favor. Carried.
  - 2. Extension of Credit to Board Members and Officers** – A motion was made by Mr. Warneck to adopt the policy as presented, seconded by Mr. Aliasso. All in favor. Carried.
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 10:17 a.m.

**DRAFT**

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION  
Resolution Number 07.12.2018.01**

**RESOLUTION TO ADOPT RECORDS RETENTION AND DISPOSITION SCHEDULE  
MI-1**

**RESOLVED**, By the Board of Directors of the Jefferson County Civic Facility Development Corporation that Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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David J. Converse  
Chairman

**DRAFT**

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**  
**Resolution Number 07.12.2018.02**

**RESOLUTION TO APPOINT RECORDS MANAGEMENT OFFICER**

**RESOLVED**, By the Board of Directors of the Jefferson County Civic Facility Development Corporation that Peggy Sampson is appointed as the Records Management Officer.

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David J. Converse  
Chairman