

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
November 5, 2020**

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, November 5, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

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

**Excused:** None

**Absent:** John Jennings

**Also Present:** Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Joseph Russell, Esq.

- I. Call to Order:** Mr. Converse called the meeting to order at 11:01 a.m.
- II. Minutes:** Minutes of the annual meeting held October 1, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Aliasso reviewed the financials for the income statement and balance sheet for the period ending October 31, 2020. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Ms. L’Huillier. All in favor. Carried.
- IV. Committee Reports:**
  - a. Audit Committee** – The minutes from the October 6<sup>th</sup> meeting were included in the packet.
- V. Unfinished Business:** None.
- VI. New Business:**
  - 1. Resolution No. 11.05.2020.01 to Adopt Retention and Disposition Schedule LGS-1** – After review and discussion, a motion was made by Ms. L’Huillier to approve the attached resolution, 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 11:02 a.m.

Respectfully submitted,  
*Peggy Sampson*

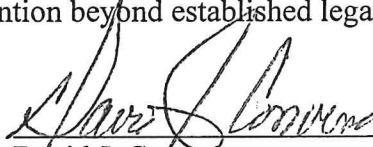
**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**  
**Resolution Number 11.05.2020.01**

**RESOLUTION TO ADOPT RETENTION AND DISPOSITION SCHEDULE LGS-1**

**RESOLVED**, By the Board of Directors of the Jefferson County Civic Facility Development Corporation that *Retention and Disposition Schedule for New York Local Government Records*, 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 *Retention and Disposition Schedule for New York Local Government Records* 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