

**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:** February 17, 2021

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

**From:** Chairman David Converse

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

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The Jefferson County Civic Facility Development Corporation will hold their board meeting on **Thursday, March 4, 2021 at 9:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

**Zoom:**

<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVjKytDdz09>

Meeting ID: 843 5525 0468

Passcode: 011440

1-929-205-6099 US (New York)

The live stream link will be available at [www.jcida.com](http://www.jcida.com).

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

pss

c: David Zembiec  
Marshall Weir  
Lyle V. Eaton  
Kent Burto  
Christine Powers  
Greg Gardner  
Rob Aiken  
Media

**JCCFDC BOARD MEETING AGENDA**  
**Thursday, March 4, 2021 - 9 a.m.**

- I. Call to Order**
- II. Minutes – December 3, 2020**
- III. Treasurer’s Report –   December 31, 2020**  
**January 31, 2021**  
**February 28, 2021**
- IV. Committee Reports**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
December 3, 2020

**DRAFT**

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, December 3, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

**Present:** David Converse, Chair, W. Edward Walldroff

**Zoom:** Paul Warneck, William Johnson, Lisa L'Huillier, Robert E. Aliasso, Jr.

**Excused:** John Jennings

**Absent:** None

**Also Present:** Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Joseph Russell, Esq., Rob Aiken, and Craig Fox from the Watertown Daily Times

- I. **Call to Order:** Mr. Converse called the meeting to order at 10:57 a.m.
- II. **Minutes:** Minutes of the regular meeting held November 5, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Ms. L'Huillier. All in favor. Carried.
- III. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the income statement and balance sheet for the period ending November 30, 2020. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- IV. **Committee Reports:**
  - a. **Governance Committee –**
    - i. **Summary Results of Confidential Evaluation of Board Performance –** Mr. Walldroff said the committee met to review and discuss the annual board performance evaluations. He said they were satisfactory. After review and discussion, a motion was made by Mr. Walldroff, seconded by Ms. L'Huillier. All in favor. Carried.
- V. **Unfinished Business:** None.
- VI. **New Business:**
  1. **Resolution No. 12.03.2020.01 to Adopt Records Management Policy and Procedures –** After review and discussion, a motion was made by Mr. Aliasso to approve the attached resolution, seconded by Mr. Warneck. All in favor. Carried.
  2. **Resolution No. 12.03.2020.02 for Authorized Signers –** After review and discussion, a motion was made by Ms. L'Huillier to approve the attached resolution, seconded by Mr. Warneck. All in favor. Carried.
  3. **Other –** Mr. Alexander said that he was approached recently about exploring the option of a bond application for approximately \$80m - \$100m. He said more information is needed.

Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
December 3, 2020

**DRAFT**

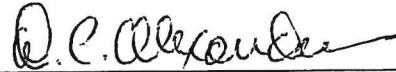
- VII. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Johnson. All in favor. The meeting adjourned at 11:00 a.m.

Respectfully submitted,  
*Peggy Sampson*

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**  
**Resolution Number 12.03.2020.01**

**RESOLUTION TO ADOPT RECORDS MANAGEMENT POLICY AND PROCEDURES**

**RESOLVED**, By the Board of Directors of the Jefferson County Local Development Corporation that the *Records Management Policy and Procedures*, is hereby adopted to address the routine destruction of records, routine transfer of records to the inactive storage, retrieval and re-filing of records, and routine updates of the record database to insure ease of retrieval.



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Donald Alexander  
CEO

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**  
**Resolution Number 12.03.2020.02**  
**For Authorized Signers**


**WHEREAS**, the following Officers and individuals were recommended to be authorized signers for all Accounts at Watertown Savings Bank effective January 1, 2021:

Chairman	David J. Converse
Treasurer	Robert E. Aliasso, Jr.
CEO	David J. Zembiec
Deputy CEO	Frank M. Weir, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approved the authorized signers as set forth in this Resolution, and be it further,

**RESOLVED**, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.

  
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David J. Converse  
Chairman

**JEFF CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Three Months Ending December 31, 2020**

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 0.00	0.00	\$ 1,500.00	100.00
Interest Income	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Finance Charge Income	0.00	0.00	0.00	0.00
Shipping Charges Reimbursed	0.00	0.00	0.00	0.00
Fee Discounts	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Revenues	0.00	0.00	1,500.00	100.00
	<hr/>		<hr/>	
Cost of Sales				
Cost of Sales	0.00	0.00	0.00	0.00
Cost of Sales-Salaries and Wag	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	0.00	0.00	1,500.00	100.00
	<hr/>		<hr/>	
Expenses				
Advertising Expense	0.00	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00
Dues and Subscriptions Exp	0.00	0.00	0.00	0.00
Insurance Expense	0.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	0.00
Legal and Professional Expense	0.00	0.00	0.00	0.00
Licenses Expense	0.00	0.00	0.00	0.00
Maintenance Expense	0.00	0.00	0.00	0.00
Meals and Entertainment Exp	0.00	0.00	0.00	0.00
Office Expense	0.00	0.00	0.00	0.00
Postage Expense	0.00	0.00	0.00	0.00
Rent or Lease Expense	0.00	0.00	0.00	0.00
Repairs Expense	0.00	0.00	0.00	0.00
Supplies Expense	0.00	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00	0.00
Travel Expense	0.00	0.00	0.00	0.00
Wages Expense	0.00	0.00	0.00	0.00
Utilities Expense	0.00	0.00	0.00	0.00
Other Expense	0.00	0.00	0.00	0.00
Transfer to JCIDA	0.00	0.00	0.00	0.00
Purchase Disc-Expense Items	0.00	0.00	0.00	0.00
Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ 1,500.00	100.00
	<hr/> <hr/>		<hr/> <hr/>	

JEFF CO CIVIC FACILITY DEV CORP  
Balance Sheet  
December 31, 2020

ASSETS

Current Assets		
Regular Checking Account	\$	16,316.63
Accounts Receivable		1,500.00
		17,816.63
Total Current Assets		
Property and Equipment		
		0.00
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	17,816.63

LIABILITIES AND CAPITAL

Current Liabilities		
		0.00
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
Capital		
Retained Earnings	\$	16,316.63
Net Income		1,500.00
		17,816.63
Total Capital		
		17,816.63
Total Liabilities & Capital		
	\$	17,816.63



**JEFF CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Four Months Ending January 31, 2021**

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 0.00	0.00	\$ 1,500.00	100.00
Interest Income	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Finance Charge Income	0.00	0.00	0.00	0.00
Shipping Charges Reimbursed	0.00	0.00	0.00	0.00
Fee Discounts	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	1,500.00	100.00
Cost of Sales				
Cost of Sales	0.00	0.00	0.00	0.00
Cost of Sales-Salaries and Wag	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	<hr/>	<hr/>	<hr/>	<hr/>
	0.00	0.00	1,500.00	100.00
Expenses				
Advertising Expense	0.00	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00
Dues and Subscriptions Exp	0.00	0.00	0.00	0.00
Insurance Expense	0.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	0.00
Legal and Professional Expense	0.00	0.00	0.00	0.00
Licenses Expense	0.00	0.00	0.00	0.00
Maintenance Expense	0.00	0.00	0.00	0.00
Meals and Entertainment Exp	0.00	0.00	0.00	0.00
Office Expense	0.00	0.00	0.00	0.00
Postage Expense	0.00	0.00	0.00	0.00
Rent or Lease Expense	0.00	0.00	0.00	0.00
Repairs Expense	0.00	0.00	0.00	0.00
Supplies Expense	0.00	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00	0.00
Travel Expense	0.00	0.00	0.00	0.00
Wages Expense	0.00	0.00	0.00	0.00
Utilities Expense	0.00	0.00	0.00	0.00
Other Expense	0.00	0.00	0.00	0.00
Transfer to JCIDA	0.00	0.00	0.00	0.00
Purchase Disc-Expense Items	0.00	0.00	0.00	0.00
Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	0.00	0.00	0.00
Net Income	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 0.00	0.00	\$ 1,500.00	100.00

JEFF CO CIVIC FACILITY DEV CORP  
Balance Sheet  
January 31, 2021

ASSETS

Current Assets		
Regular Checking Account	\$ <u>17,816.63</u>	
Total Current Assets		17,816.63
Property and Equipment	<u>                    </u>	
Total Property and Equipment		0.00
Other Assets	<u>                    </u>	
Total Other Assets		<u>0.00</u>
Total Assets	\$ <u>17,816.63</u>	

LIABILITIES AND CAPITAL

Current Liabilities	<u>                    </u>	
Total Current Liabilities		0.00
Long-Term Liabilities	<u>                    </u>	
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$ 16,316.63	
Net Income	<u>1,500.00</u>	
Total Capital		<u>17,816.63</u>
Total Liabilities & Capital	\$ <u>17,816.63</u>	

**JEFF CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Five Months Ending February 28, 2021**

	Current Month		Year to Date	
<b>Revenues</b>				
Fee Income	\$ 0.00	0.00	\$ 1,500.00	100.00
Interest Income	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Finance Charge Income	0.00	0.00	0.00	0.00
Shipping Charges Reimbursed	0.00	0.00	0.00	0.00
Fee Discounts	0.00	0.00	0.00	0.00
	0.00	0.00	1,500.00	100.00
<b>Total Revenues</b>				
<b>Cost of Sales</b>				
Cost of Sales	0.00	0.00	0.00	0.00
Cost of Sales-Salaries and Wag	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
<b>Total Cost of Sales</b>				
	0.00	0.00	0.00	0.00
<b>Gross Profit</b>	0.00	0.00	1,500.00	100.00
<b>Expenses</b>				
Advertising Expense	0.00	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00
Dues and Subscriptions Exp	0.00	0.00	0.00	0.00
Insurance Expense	0.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	0.00
Legal and Professional Expense	0.00	0.00	0.00	0.00
Licenses Expense	0.00	0.00	0.00	0.00
Maintenance Expense	0.00	0.00	0.00	0.00
Meals and Entertainment Exp	0.00	0.00	0.00	0.00
Office Expense	0.00	0.00	0.00	0.00
Postage Expense	0.00	0.00	0.00	0.00
Rent or Lease Expense	0.00	0.00	0.00	0.00
Repairs Expense	0.00	0.00	0.00	0.00
Supplies Expense	0.00	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00	0.00
Travel Expense	0.00	0.00	0.00	0.00
Wages Expense	0.00	0.00	0.00	0.00
Utilities Expense	0.00	0.00	0.00	0.00
Other Expense	0.00	0.00	0.00	0.00
Transfer to JCIDA	0.00	0.00	0.00	0.00
Purchase Disc-Expense Items	0.00	0.00	0.00	0.00
Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
<b>Total Expenses</b>				
	0.00	0.00	0.00	0.00
<b>Net Income</b>	\$ 0.00	0.00	\$ 1,500.00	100.00

JEFF CO CIVIC FACILITY DEV CORP  
Balance Sheet  
February 28, 2021

ASSETS

Current Assets		
Regular Checking Account	\$	<u>17,816.63</u>
Total Current Assets		17,816.63
Property and Equipment		<u>                    </u>
Total Property and Equipment		0.00
Other Assets		<u>                    </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>17,816.63</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u>                    </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	16,316.63
Net Income		<u>1,500.00</u>
Total Capital		<u>17,816.63</u>
Total Liabilities & Capital	\$	<u><u>17,816.63</u></u>

Jefferson County Civic Facility Develop. Corp.  
 800 Starbuck Avenue, Suite 800  
 Watertown, NY 13601  
 (315-782-5865)

2020-2021 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun*	Jul*	Aug	Sep
Aliasso, Robert	P	P	P	No Mtg.	No Mtg.							
Converse, David	P	P	P	No Mtg.	No Mtg.							
Jennings, John	P	A	E	No Mtg.	No Mtg.							
Johnson, William	P	P	P	No Mtg.	No Mtg.							
L'Huillier, Lisa	P	P	P	No Mtg.	No Mtg.							
Walldroff, W. Edward	P	P	P	No Mtg.	No Mtg.							
Warneck, Paul	P	P	P	No Mtg.	No Mtg.							
<b>Totals:</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>-</b>	<b>-</b>							
P - Present												
E - Excused												
A - Absent												