

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

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**

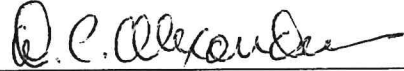
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Johnson. All in favor. The meeting adjourned at 11:00 a.m.

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.



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.



David J. Converse
Chairman