

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

Notice of Board Meeting

Date: September 22, 2022

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

From: Chairman Robert Aliasso

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, October 6, 2022 at 9:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The live stream link will be available at www.jcida.com.

Zoom:
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>
Meeting ID: 843 5525 0468
Passcode: 011440
1-929-205-6099 US (New York)

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: David Zembiec
Marshall Weir
Lyle V. Eaton
Jay Matteson
Joy Nuffer
Robin Stephenson
Kent Burto
Christine Powers
Greg Gardner
Rob Aiken
Justin Miller, Esq.
Media

Jefferson County Civic Facility Development Corporation

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Watertown, New York 13601

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BOARD MEETING AGENDA
Thursday, October 6, 2022 - 9 a.m.

- I. Call to Order**
- II. Minutes – July 7, 2022**
- III. Treasurer’s Report – July 31, 2022, August 31, 2022, September 30, 2022**
- IV. Committee Reports**
 - a. Finance Committee**
 - i. Proposed Budget - 2023**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
July 7, 2022**

DRAFT

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, July 7, 2022 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., William Johnson, Paul Warneck, Lisa L’Huillier

Excused: David Converse, John Jennings

Absent: W. Edward Walldroff

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Jay Matteson, Rob Aiken
Zoom: Justin Miller, Esq., Craig Fox from the Watertown Daily Times

- I. Call to Order:** Chairman Aliasso called the meeting to order at 9:13 a.m.
- II. Minutes:** Minutes of the regular meeting held May 5, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Johnson, seconded by Mr. Warneck. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the periods ending May 31, 2022 and June 30, 2022. A motion was made by Mr. Warneck to accept the financial reports as presented, seconded by Mr. Johnson. All in favor. Carried.
- IV. Committee Reports:** None.
- V. Unfinished Business:** None.
- VI. New Business:** None.
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Johnson, seconded by Ms. L’Huillier. All in favor. The meeting adjourned at 9:15 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Seven Months Ending July 31, 2022

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 0.00	0.00	\$ 0.00	0.00
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	0.00	0.00
	<hr/>	<hr/>	<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/>	<hr/>	<hr/>
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Gross Profit	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<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 Cash	0.00	0.00	79,000.00	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	79,000.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income	\$ 0.00	0.00	\$ (79,000.00)	0.00
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
July 31, 2022

ASSETS

Current Assets		
Regular Checking Account	\$	<u>5,486.22</u>
Total Current Assets		5,486.22
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>5,486.22</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	\$	84,486.22
Net Income		<u>(79,000.00)</u>
Total Capital		<u>5,486.22</u>
Total Liabilities & Capital	\$	<u><u>5,486.22</u></u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Eight Months Ending August 31, 2022

	Current Month		Year to Date		
Revenues					
Fee Income	\$	0.00	0.00	\$ 0.00	0.00
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	0.00	0.00
		<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	0.00	0.00
		<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 Cash		0.00	0.00	79,000.00	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	79,000.00	0.00
		<hr/>		<hr/>	
Net Income	\$	0.00	0.00	\$ (79,000.00)	0.00
		<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP
 Balance Sheet
 August 31, 2022

ASSETS

Current Assets		
Regular Checking Account	\$	<u>5,486.22</u>
Total Current Assets		5,486.22
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>5,486.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Total Current Liabilities		0.00
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	84,486.22
Net Income		<u>(79,000.00)</u>
Total Capital		<u>5,486.22</u>
Total Liabilities & Capital	\$	<u><u>5,486.22</u></u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Nine Months Ending September 30, 2022

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 5,500.00	100.00	\$ 5,500.00	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	5,500.00	100.00	5,500.00	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	5,500.00	100.00	5,500.00	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 Cash	0.00	0.00	79,000.00	1,436.36
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	79,000.00	1,436.36
	<hr/>		<hr/>	
Net Income	\$ 5,500.00	100.00	\$ (73,500.00)	(1,336.36)
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JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
September 30, 2022

ASSETS

Current Assets		
Regular Checking Account	\$	6,986.22
Accounts Receivable		<u>4,000.00</u>
Total Current Assets		10,986.22
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>10,986.22</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	\$	84,486.22
Net Income		<u>(73,500.00)</u>
Total Capital		<u>10,986.22</u>
Total Liabilities & Capital	\$	<u><u>10,986.22</u></u>

**Jefferson County Civic Facility Development Corporation
Finance Committee Meeting
September 16, 2022**

The Jefferson County Civic Facility Development Corporation held a finance committee meeting on Friday, September 16, 2022, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: John Jennings, Chair, Rob Aiken, David Converse

Excused: Paul Warneck

Others Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, W. Edward Walldroff, Christine Power
Zoom: Rob Aliasso

- I. **Call to Order:** Chairman Jennings called the meeting to order at 10:37 a.m.
- II. **Preliminary Budget for 2023:** Mr. Eaton reviewed the preliminary budget. He said that he budgeted \$8,200 for annual processing fees for our three active projects. He indicated that there are no new projects identified at this time.

After review and discussion, a motion was made by Mr. Converse to move the proposed budget to the full board for consideration, seconded by Mr. Aiken.
- III. **Adjournment:** With no further business before the committee, Mr. Converse made a motion to adjourn the meeting, seconded by Mr. Aiken. The meeting adjourned at 10:40 a.m.

Jefferson County Civic Facility Development Corp.

1/1/23 to 12/31/23 Budget

Finance Approval- 9/16/2023

Board Approval

**Proposed
CY 2023 Total
Budget**

Revenue

Application Fees	-	JCC
Annual Processing Fee	8,200	SAM/VILLAGE
Misc Income	-	SAM/ MED CTI
Total	<u>\$ 8,200</u>	

**Proposed
CY 2023 Total
Budget**

Expenses

Office Expense	-
Travel	-
Dues & Publications	-
Insurance	-
Legal	-
Auditing	-
Consultants	-
Fees	-
Grants- Transfer JCIDA	-

Total Expenses

Revenue	8,200
Expenses	<u>-</u>

Net	<u><u>\$ 8,200</u></u>
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Jefferson County Civic Facility Develop. Corp.
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315-782-5865)

2022 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aliasso, Robert	E	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.			
Converse, David	P	No Mtg.	E	No Mtg.	P	No Mtg.	E	No Mtg.	No Mtg.			
Jennings, John	P	No Mtg.	E	No Mtg.	P	No Mtg.	E	No Mtg.	No Mtg.			
Johnson, William	P	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.			
L'Huillier, Lisa	P	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.			
Walldroff, W. Edward	P	No Mtg.	P	No Mtg.	P	No Mtg.	A	No Mtg.	No Mtg.			
Warneck, Paul	P	No Mtg.	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.			
Totals:	6	-	5	-	7	-	4	-	-			
P - Present												
E - Excused												
A - Absent												