

**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 23, 2023

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

**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, March 9, 2023 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](http://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](mailto: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

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**BOARD MEETING AGENDA**

**Thursday, March 9, 2023 - 9 a.m.**

- I. Call to Order**
- II. Minutes – January 5, 2023**
- III. Annual Meeting Resolution No. 03.09.2023.01 – including acceptance of Audit (JCIDA) and PARIS Reports, Ratification of Mission Statement, Property Disposition and Investment Policies, Election of Officers/Board Committee Positions and Appointment of Staff**
- IV. Treasurer’s Report – January 31, 2023 and February 28, 2023**
- V. Committee Reports**
- VI. Unfinished Business**
- VII. New Business**
- VIII. Adjournment**

**Jefferson County Civic Facility Development Corporation  
Annual Board Meeting Minutes  
January 5, 2023**

**DRAFT**

The Jefferson County Civic Facility Development Corporation held their annual board meeting on Thursday, January 5, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** William Johnson

**Absent:** None

**Also Present:** David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, Rob Aiken, Christine Powers, Justin Miller, Esq. (Zoom), and Craig Fox from the Watertown Daily Times (Zoom)

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 9:01 a.m.
- II. **Minutes:** Minutes of the regular meeting held October 6, 2022 were presented. A motion to approve the minutes as presented was made by Mr. Converse, 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 October 31, 2022, November 30, 2022 and December 31, 2022. A motion was made by Ms. L’Huillier to accept the financial reports as presented, seconded by Mr. Warneck. All in favor. Carried.
- IV. **Committee Reports:**
  - a. **Audit Committee** – The JCCFDC will be included in the 15-month (10/1/21 – 12/31/22) JCIDA Audit.
  - b. **Governance Committee**
    - i. **Resolution No. 01.05.2023.01 for Annual Internal Policy and Procedure Review** – The Governance Committee met on November 15, 2022 to review the policies and is recommended changes to the mission statement which removed all of the background information. A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.
    - ii. **Summary Results of Confidential Evaluation of Board Performance** – A motion was made by Mr. Converse to accept the evaluations, seconded by Mr. Walldroff. All in favor. Carried.
  - c. **Nominating Committee**
    - i. **Resolution No. 01.05.2023.02 to Elect Officers** – The Nominating Committee met on November 23, 2022 to nominate officers for the 2023 calendar year. They recommended the following officers: Chairman – Robert E. Aliasso, Jr., Vice Chairman – William Johnson, Treasurer – Paul Warneck, and Secretary – W. Edward Walldroff. A motion was made by Ms. L’Huillier to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

Jefferson County Civic Facility Development Corporation  
Annual Board Meeting Minutes  
January 5, 2023

DRAFT

V. **Unfinished Business:** None.

VI. **New Business:**

1. **Proposed Committee Structure** – A motion was made by Mr. Converse to approve the proposed committee structure, seconded by Mr. Walldroff. All in favor. Carried.

VII. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Ms. L'Huillier. All in favor. The meeting adjourned at 9:07 a.m.

Respectfully submitted,

*Peggy Sampson*

## ANNUAL MEETING RESOLUTION

An annual meeting of the Jefferson County Civic Facility Development Corporation was convened on March 9, 2023 at 9:00 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 03.09.2023.01

ANNUAL MEETING RESOLUTIONS OF THE JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION (THE "CORPORATION"), INCLUDING (i) ACCEPTANCE OF ANNUAL AUDIT; (ii) RE-ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES RELATING TO THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED BY CHAPTER 506 OF THE LAWS OF 2009 OF THE STATE OF NEW YORK, (iii) ELECTION OF BOARD OFFICERS; (iii) APPOINTING BOARD COMMITTEE POSITIONS; (iv) APPOINTMENT OF CORPORATION STAFF; AND (v) RELATED MATTERS

**WHEREAS**, pursuant to the Public Authorities Accountability Act of 2005 ("PAAA"), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 ("PARA"), the Corporation desires to undertake certain required annual policy reviews and re adoption; and

**WHEREAS**, the Corporation further desires to review and approve the annual audit of the Corporation, along with certain other annual meeting matters.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. Pursuant to PAAA and PARA, the Corporation has reviewed the Mission Statement and Performance Measures and the Corporation hereby determines that no changes are required to the Mission Statement and Performance Measures and that the same is hereby approved.

Section 2. Pursuant to PAAA and PARA, the Corporation has reviewed the Investment Policy and Disposition of Property Policy and the Corporation hereby determines that no changes are required and that the same is hereby approved.

Section 3. The Corporation has reviewed the Independent Auditor's Report for the fiscal year ended December 31, 2022, as prepared by Bowers and Company CPA's PLLC in the form presented at the meeting, and such audit is hereby approved.

Section 4. The Corporation hereby authorizes and approves the 2022 Annual Report to be filed with (i) the New York State Authority Budget Office via the Public Authorities Reporting Information System, and (ii) the appropriate local officials.

Section 5. **Annual Officer Election.** Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Officer Positions in accordance with the By-laws of the Corporation for the period January 1, 2023 through December 31, 2023:

Robert E. Aliasso, Jr., Chair
William Johnson, Vice Chair
Paul Warneck, Treasurer
W. Edward Walldroff, Secretary

All Members of the Corporation shall participate in such required annual and continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance. Further, each Member shall execute (i) a Certification of No Conflict of Interest (ii) an Acknowledgement of Fiduciary Duties and Responsibilities.

Section 6. **Audit and Finance Committee.** Pursuant to subdivision 4 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Members are nominated and confirmed to serve on the Audit and Finance Committee of the Corporation for the period January 1, 2023 through December 31, 2023: Paul Warneck, David Converse, Christine Powers, Robert Aiken, and Robert E. Aliasso, Jr.

The Audit and Finance Committee shall perform the functions as described in the By-Laws.

Section 7. **Governance Committee.** Pursuant to subdivision 7 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Members are nominated and confirmed to serve on the Governance Committee of the Corporation for the period January 1, 2023 through December 31, 2023: W. Edward Walldroff, William Johnson, Paul Warneck.

The Governance Committee shall perform the functions as described in the By-Laws.

Section 8. **Appointment of Staff.** Pursuant to and in accordance with the By-laws of the Corporation, the Members of the Corporation hereby ratify the appointment of the following individuals to serve as at will employees in the following appointed positions:

David J. Zembiec, Chief Executive Officer
Frank M. Weir, Deputy Chief Executive Officer
Lyle V. Eaton, Chief Financial Officer
Joy E. Nuffer, Finance Assistant
Peggy S. Sampson, Executive Assistant

Section 9. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Corporation, for and on behalf of the Corporation.

Section 10. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolutions was duly put to vote on roll call, which resulted as follows:

	Yea	Nay	Absent	Abstain
David J. Converse	[ ]	[ ]	[ ]	[ ]
John Condino	[ ]	[ ]	[ ]	[ ]
Robert E. Aliasso, Jr.	[ ]	[ ]	[ ]	[ ]
W. Edward Walldroff	[ ]	[ ]	[ ]	[ ]
Paul Warneck	[ ]	[ ]	[ ]	[ ]
William Johnson	[ ]	[ ]	[ ]	[ ]
Lisa L'Huillier	[ ]	[ ]	[ ]	[ ]

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK                    )  
COUNTY OF JEFFRSON                ) SS:

I, W. Edward Walldroff, the undersigned Secretary of the Jefferson County Civic Facility Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Jefferson County Civic Facility Development Corporation (the "Corporation"), including the resolution contained therein, held on March 9, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
W. Edward Walldroff, Secretary



Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
 Status: UNSUBMITTED  
 Certified Date: N/A

**Governance Information (Authority-Related)**

Question	Response	URL (if Applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2023/02/JCCFDC-Annual-Report-2022.pdf">https://www.jcida.com/wp-content/uploads/2023/02/JCCFDC-Annual-Report-2022.pdf</a>
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-Internal-Control-Assmt-2022.pdf">https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-Internal-Control-Assmt-2022.pdf</a>
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	No	N/A
4. Does the independent auditor provide non-audit services to the Authority?	Yes	N/A
5. Does the Authority have an organization chart?	Yes	<a href="https://jcida.com/wp-content/uploads/2021/02/JCCFDC-Organizational-Chart.pdf">https://jcida.com/wp-content/uploads/2021/02/JCCFDC-Organizational-Chart.pdf</a>
6. Are any Authority staff also employed by another government agency?	No	
7. Has the Authority posted their mission statement to their website?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-Form-of-Mission-Statement-110421.pdf">https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-Form-of-Mission-Statement-110421.pdf</a>
8. Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		<a href="https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-Authority-Mission-Statement-Performance-Measurements-21-22.pdf">https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-Authority-Mission-Statement-Performance-Measurements-21-22.pdf</a>

**Governance Information (Board-Related)**

Question	Response	URL (If Applicable)
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		<a href="https://www.jcida.com/about-us/jccfdc/">https://www.jcida.com/about-us/jccfdc/</a>
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		<a href="https://www.jcida.com/about-us/jccfdc/">https://www.jcida.com/about-us/jccfdc/</a>
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-By-Laws-010122.pdf">https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-By-Laws-010122.pdf</a>
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-CODE-OF-ETHICS-100120.pdf">https://www.jcida.com/wp-content/uploads/2022/06/JCCFDC-CODE-OF-ETHICS-100120.pdf</a>
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	No	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	N/A

Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
 Status: UNSUBMITTED  
 Certified Date: N/A

**Board of Directors Listing**

Name	Aliasso, Jr., Robert E	Nominated By	Local
Chair of the Board	Yes	Appointed By	Local
If yes, Chair Designated by	Elected by Board	Confirmed by Senate?	N/A
Term Start Date	12/10/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2023	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Converse, David J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/5/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
 Status: UNSUBMITTED  
 Certified Date: N/A

Name	Jennings, John	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	11/13/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Johnson, William W	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/1/2022	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2023	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

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Run Date: 03/02/2023  
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 Certified Date: N/A

Fiscal Year Ending: 12/31/2022

Name	L'Huillier, Lisa	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2024	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

Name	Walldroff, W. Edward	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/5/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
Status: UNSUBMITTED  
Certified Date: N/A

Name	Warneck, Paul J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2024	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
Status: UNSUBMITTED  
Certified Date: N/A

**Staff Listing**

Name	Title	Group	Department/ Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
Eaton, Lyle V	CFO	Managerial				FT	Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	No
Nuffer, Joy E	Finance Assistant	Administrative and Clerical				FT	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	No
Sampson, Peggy S	Executive Assistant	Administrative and Clerical				FT	Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	No
Weir, F. Marshall	Deputy CEO	Executive				FT	Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	No
Zembiec, David J	CEO	Executive				FT	Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	No

Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
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**Benefit Information**

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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**Board Members**

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Aliasso, Jr., Robert E	Board of Directors												X	
Converse, David J	Board of Directors												X	
Jennings, John	Board of Directors												X	
Johnson, William W	Board of Directors												X	
L'Huilier, Lisa	Board of Directors												X	
Walldroff, W. Edward	Board of Directors												X	
Warneck, Paul J	Board of Directors												X	

**Staff**

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
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Annual Report for Jefferson County Civic Facility Development Corporation

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**Subsidiary/Component Unit Verification**

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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**Request Subsidiary/Component Unit Change**

Name of Subsidiary/Component Unit	Status	Requested Changes
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**Request Add Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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**Request Delete Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023  
Status: UNSUBMITTED  
Certified Date: N/A

**Summary Financial Information**

**SUMMARY STATEMENT OF NET ASSETS**

		Amount
<b>Assets</b>		
<b>Current Assets</b>		
	Cash and cash equivalents	\$10,986.00
	Investments	\$0.00
	Receivables, net	\$0.00
	Other assets	\$1,500.00
	<b>Total current assets</b>	<b>\$12,486.00</b>
<b>Noncurrent Assets</b>		
	Restricted cash and investments	\$0.00
	Long-term receivables, net	\$0.00
	Other assets	\$0.00
	<b>Capital Assets</b>	
	Land and other nondepreciable property	\$0.00
	Buildings and equipment	\$0.00
	Infrastructure	\$0.00
	Accumulated depreciation	\$0.00
	Net Capital Assets	\$0.00
	<b>Total noncurrent assets</b>	<b>\$0.00</b>
	<b>Total assets</b>	<b>\$12,486.00</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
	Accounts payable	\$0.00
	Pension contribution payable	\$0.00
	Other post-employment benefits	\$0.00
	Accrued liabilities	\$0.00
	Deferred revenues	\$0.00
	Bonds and notes payable	\$0.00
	Other long-term obligations due within one year	\$0.00
	<b>Total current liabilities</b>	<b>\$0.00</b>
<b>Noncurrent Liabilities</b>		

Annual Report for Jefferson County Civic Facility Development Corporation

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Status: UNSUBMITTED  
Certified Date: N/A

Fiscal Year Ending: 12/31/2022

	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long term leases		\$0.00
	Other long-term obligations		\$0.00
	Total noncurrent liabilities		\$0.00
<b>Total liabilities</b>			\$0.00
<b>Net Asset (Deficit)</b>			
<b>Net Assets</b>			
	Invested in capital assets, net of related debt		\$0.00
	Restricted		\$0.00
	Unrestricted		\$12,486.00
	Total net assets		\$12,486.00

**SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS**

			Amount
<b>Operating Revenues</b>			
	Charges for services		\$68,669.00
	Rental and financing income		\$0.00
	Other operating revenues		\$0.00
	Total operating revenue		\$68,669.00
<b>Operating Expenses</b>			
	Salaries and wages		\$0.00
	Other employee benefits		\$0.00
	Professional services contracts		\$0.00
	Supplies and materials		\$0.00
	Depreciation and amortization		\$0.00
	Other operating expenses		\$79,000.00
	Total operating expenses		\$79,000.00
<b>Operating income (loss)</b>			(\$10,331.00)
<b>Nonoperating Revenues</b>			
	Investment earnings		\$0.00
	State subsidies/grants		\$0.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00

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	Other nonoperating revenues		\$0.00
	Total nonoperating revenue		\$0.00
<b>Nonoperating Expenses</b>			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total nonoperating expenses		\$0.00
	Income (loss) before contributions		(\$10,331.00)
<b>Capital contributions</b>			\$0.00
<b>Change in net assets</b>			(\$10,331.00)
<b>Net assets (deficit) beginning of year</b>			\$22,817.00
<b>Other net assets changes</b>			\$0.00
<b>Net assets (deficit) at end of year</b>			\$12,486.00

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Run Date: 03/02/2023

Status: UNSUBMITTED

Certified Date: N/A

**Current Debt**

Question	Response
1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	Yes
2. If yes, has the Authority issued any debt during the reporting period?	No

**New Debt Issuances**

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Certified Date: N/A

**Schedule of Authority Debt**

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt	0.00	130,722,835.00	0.00	4,325,872.00	126,396,963.00
Conduit		Conduit Debt - Pilot Increment Financing					
<b>TOTALS</b>			0.00	130,722,835.00	0.00	4,325,872.00	126,396,963.00



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Status: UNSUBMITTED  
Certified Date: N/A

**Real Property Acquisition/Disposal List**

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.



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Run Date: 03/02/2023

Status: UNSUBMITTED

Certified Date: N/A

Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.



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Run Date: 03/02/2023

Status: UNSUBMITTED

Certified Date: N/A

**Property Documents**

Question	Response	URL (If Applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-Property-Report-2022.pdf">https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-Property-Report-2022.pdf</a>
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	<a href="https://www.jcida.com/about-us/jccfdc/">https://www.jcida.com/about-us/jccfdc/</a>
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A

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**Grant Information**

This Authority has indicated that it did not award any grants during the reporting period.

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Run Date: 03/02/2023

Status: UNSUBMITTED

Certified Date: N/A

Loan Information

This Authority has indicated that it did not have any outstanding loans during the reporting period.

Annual Report for Jefferson County Civic Facility Development Corporation

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Run Date: 03/02/2023  
Status: UNSUBMITTED  
Certified Date: N/A

**Bond Information**

<b>Name of Recipient of Bond Proceeds</b>	Jefferson FSA Auxiliary, LLC	<b>Bond Interest Rate</b>	4.18
<b>Address Line1</b>	1220 Coffeen Street	<b>Last Year Bonds Expected to be Retired</b>	2045
<b>Address Line2</b>		<b>Amount of Bond Principal Retired during the Reporting Year</b>	450000
<b>City</b>	WATERTOWN	<b>Amount of Bond Principal Retired Prior to Reporting Year</b>	2665000
<b>State</b>	NY	<b>Current Amount of Bonds Outstanding</b>	\$19,410,000.00
<b>Postal Code</b>	13601	<b>Purpose of Project Requiring the Bond Issuance</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Plus4</b>		<b>Was the Bond Issuance Expected to Result in New Jobs Being Created?</b>	Yes
<b>Province/Region</b>		<b>If yes, How Many Jobs Were Planned to be Created?</b>	13
<b>Country</b>	United States	<b>If yes, How Many Jobs Have Been Created to Date?</b>	0
<b>Amount of Bonds Issued</b>	\$22,525,000.00	<b>Have the Bonds Been Fully Retired?</b>	No
<b>Date Bonds Issued</b>	6/27/2013		

<b>Name of Recipient of Bond Proceeds</b>	Samaritan Medical Center	<b>Bond Interest Rate</b>	4.25
<b>Address Line1</b>	830 Washington Street	<b>Last Year Bonds Expected to be Retired</b>	2047
<b>Address Line2</b>		<b>Amount of Bond Principal Retired during the Reporting Year</b>	2915000
<b>City</b>	WATERTOWN	<b>Amount of Bond Principal Retired Prior to Reporting Year</b>	4975000
<b>State</b>	NY	<b>Current Amount of Bonds Outstanding</b>	\$85,280,000.00
<b>Postal Code</b>	13601	<b>Purpose of Project Requiring the Bond Issuance</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Plus4</b>		<b>Was the Bond Issuance Expected to Result in New Jobs Being Created?</b>	Yes
<b>Province/Region</b>		<b>If yes, How Many Jobs Were Planned to be Created?</b>	25
<b>Country</b>	United States	<b>If yes, How Many Jobs Have Been Created to Date?</b>	20
<b>Amount of Bonds Issued</b>	\$93,170,000.00	<b>Have the Bonds Been Fully Retired?</b>	No
<b>Date Bonds Issued</b>	11/1/2017		

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 Certified Date: N/A

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<b>Name of Recipient of Bond Proceeds</b>	Samaritan Senior Village, Inc.	<b>Bond Interest Rate</b>	4.25
<b>Address Line1</b>	830 Washington Street	<b>Last Year Bonds Expected to be Retired</b>	2042
<b>Address Line2</b>		<b>Amount of Bond Principal Retired during the Reporting Year</b>	960872
<b>City</b>	WATERTOWN	<b>Amount of Bond Principal Retired Prior to Reporting Year</b>	5477165
<b>State</b>	NY	<b>Current Amount of Bonds Outstanding</b>	\$21,706,963.00
<b>Postal Code</b>	13601	<b>Purpose of Project Requiring the Bond Issuance</b>	Business Expansion/Startup
<b>Plus4</b>		<b>Was the Bond Issuance Expected to Result in New Jobs Being Created?</b>	Yes
<b>Province/Region</b>		<b>If yes, How Many Jobs Were Planned to be Created?</b>	0
<b>Country</b>	United States	<b>If yes, How Many Jobs Have Been Created to Date?</b>	0
<b>Amount of Bonds Issued</b>	\$28,145,000.00	<b>Have the Bonds Been Fully Retired?</b>	No
<b>Date Bonds Issued</b>	10/18/2012		

Annual Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023

Status: UNSUBMITTED

Certified Date: N/A

Additional Comments

Procurement Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023  
 Status: UNSUBMITTED  
 Certified Date : N/A

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-Procurement-Policy-110421.pdf">https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-Procurement-Policy-110421.pdf</a>
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

Procurement Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023

Status: UNSUBMITTED

Certified Date : N/A

**Procurement Transactions Listing:**

The Authority has indicated that it had no procurement transactions during the reporting period.

**Additional Comments**



Investment Report for Jefferson County Civic Facility Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date : 02/27/2023  
 Status: UNSUBMITTED  
 Certified Date: N/A

**Investment Information**

Question	Response	URL (If Applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	<a href="https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-ANNUAL-INVESTMENT-REPORT-FYE-2022-1.pdf">https://www.jcida.com/wp-content/uploads/2023/01/JCCFDC-ANNUAL-INVESTMENT-REPORT-FYE-2022-1.pdf</a>
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	No	
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

**Additional Comments**

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the One Month Ending January 31, 2023**

	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
	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00
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
	0.00	0.00	0.00	0.00
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00	0.00
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 Cash	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
Total Expenses	0.00	0.00	0.00	0.00
Net Income	\$ 0.00	0.00	\$ 0.00	0.00

JEFFERSON CO CIVIC FACILITY DEV CORP

Balance Sheet  
January 31, 2023

ASSETS

Current Assets		
Regular Checking Account	\$	<u>12,486.22</u>
Total Current Assets		12,486.22
Property and Equipment		<u>                    </u>
Total Property and Equipment		0.00
Other Assets		<u>                    </u>
Total Other Assets		0.00
Total Assets	\$	<u><u>12,486.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u>                    </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	12,486.22
Net Income		<u>0.00</u>
Total Capital		<u>12,486.22</u>
Total Liabilities & Capital	\$	<u><u>12,486.22</u></u>

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Two Months Ending February 28, 2023**

	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
	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00
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
	0.00	0.00	0.00	0.00
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00	0.00
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 Cash	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
Total Expenses	0.00	0.00	0.00	0.00
Net Income	\$ 0.00	0.00	\$ 0.00	0.00

JEFFERSON CO CIVIC FACILITY DEV CORP  
Balance Sheet  
February 28, 2023

ASSETS

Current Assets		
Regular Checking Account	\$	<u>12,486.22</u>
Total Current Assets		12,486.22
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>12,486.22</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	\$	12,486.22
Net Income		<u>0.00</u>
Total Capital		<u>12,486.22</u>
Total Liabilities & Capital	\$	<u><u>12,486.22</u></u>

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

2023 Board Attendance

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