

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, 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

=====

The Jefferson County Civic Facility Development Corporation will hold their board meeting on **Thursday, October 5, 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.

Zoom:
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVjKytDdz09>
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
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

BOARD MEETING AGENDA
Thursday, October 5, 2023 - 9 a.m.

- I. Call to Order**
- II. Minutes – August 10, 2023**
- III. Treasurer’s Report – August 31, 2023, September 30, 2023**
- IV. Committee Reports**
 - a. Finance Committee**
 - i. Proposed Budget for 2024**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
August 10, 2023**

DRAFT

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, August 10, 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
Zoom: William Johnson

Excused: None

Absent: None

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, Sandy Torres (Channel 7 News)
Zoom: Justin Miller, Esq. (Harris Beach), Craig Fox (Watertown Daily Times)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 8:53 a.m.
- II. Minutes:** Minutes of the meeting held May 4, 2023 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Condino. 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, 2023, June 30, 2023 and July 31, 2023. He said there were no transactions during the three-month time period. The balance is \$12,486.22. A motion was made by Ms. L’Huillier to accept the financial reports as presented, seconded by Mr. Walldroff. All in favor. Carried.
- IV. Committee Reports:** None.
- V. Unfinished Business:** None.

Recess

At 8:55 a.m. a motion was made by Mr. Warneck to recess the meeting for an update by Hari Achuthan (Convalt Energy) in the JCIDA meeting, seconded by Mr. Walldroff. All in favor.

Reconvene

At 9:20 a.m. a motion was made by Mr. Warneck to reconvene the meeting, seconded by Mr. Converse. All in favor.

Chairman Aliasso recused himself and left the meeting because he is on the Samaritan board.

- VI. New Business:**
 - 1. Authorizing Resolution No. 08.10.2023.01 for Samaritan Senior Village, Inc. – 2023 Bond Reissuance** – Attorney Miller provided background. The original bond was made in 2012 and had adjustments to the terms which prompted a reissuance in 2021 for a rate change. He said they are working with M&T Bank (holder of the Bond) for covenant changes and a rate change. He said Samaritan Senior Village, Inc. (SSV) is requesting

authorization for a reissuance to undertake an amendment transaction. He said the board needs to discuss the reissuance fee of \$56,000 which SSV is requesting to be waived or reduced. The fee schedule is \$750 annually, with a \$750 increase every five years, which in this case is then capped at \$2,500. Mr. Zembiec said that he is suggesting adding to the annual administrative fee rather than an upfront fee. SSV pays all legal costs for the transaction. After discussion, board members agreed to cap the annual administrative fee at \$3,000 (increase of \$500/year) and waive the reissuance fee. A motion was made by Mr. Converse to approve the revised fee as stated above, seconded by Ms. L’Huillier. All in favor. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Converse. Roll call vote. Mr. Aliasso – Absent, Mr. Condino – Yea, Mr. Converse – Yea, Mr. Johnson – Yea, Ms. L’Huillier -Yea, Mr. Walldroff – Yea, and Mr. Warneck – Yea. Carried.

- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Mr. Condino. All in favor. The meeting adjourned at 9:27 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Eight Months Ending August 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
	<hr/>		<hr/>	
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
	<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
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
	<hr/>		<hr/>	
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ 0.00	0.00
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP

Balance Sheet
August 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		<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 CO CIVIC FACILITY DEV CORP
Income Statement
For the Nine Months Ending September 30, 2023

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 1,500.00	100.00	\$ 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	1,500.00	100.00	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	1,500.00	100.00	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 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
	<hr/>		<hr/>	
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Net Income	\$ 1,500.00	100.00	\$ 1,500.00	100.00
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
September 30, 2023

ASSETS

Current Assets		
Regular Checking Account	\$	13,986.22
		<u>13,986.22</u>
Total Current Assets		13,986.22
Property and Equipment		<u>0.00</u>
Total Property and Equipment		0.00
Other Assets		<u>0.00</u>
Total Other Assets		0.00
Total Assets	\$	<u><u>13,986.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u>0.00</u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u>0.00</u>
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	12,486.22
Net Income		<u>1,500.00</u>
Total Capital		<u>13,986.22</u>
Total Liabilities & Capital	\$	<u><u>13,986.22</u></u>

**Jefferson County Civic Facility Development Corporation
Finance Committee Meeting
September 12, 2023**

The Jefferson County Civic Facility Development Corporation held a finance committee meeting on Tuesday, September 12, 2023, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck, Chair; David Converse, Christine Powers
Zoom: Rob Aliasso, Rob Aiken

Excused: None

Others Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, W. Edward Walldroff, John Condino
Zoom: William Johnson

- I. Call to Order:** Chairman Warneck called the meeting to order at 1:01 p.m.
- II. Preliminary Budget for 2024:** Mr. Eaton reviewed the preliminary budget. He said that he budgeted \$9,500 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 Ms. Powers.
- III. Adjournment:** With no further business before the committee, Mr. Aliasso made a motion to adjourn the meeting, seconded by Mr. Walldroff. The meeting adjourned at 1:03 p.m.

Jefferson County Civic Facility Development Corp.

1/1/24 - 12/31/24 Budget

Finance Approval- September 12,2023

Board Approval

CY 2024

Revenue

Application Fees	9,500
Annual Processing Fee	
Misc Income	-
Total	<u>\$ 9,500</u>

Expenses

Office Expense	-
Travel	-
Dues & Publications	-
Insurance	-
Legal	-
Auditing	-
Consultants	-
Fees	-
Grants- Transfer JCIDA	-
Total Expenses	<u>-</u>

Revenue	9,500
Expenses	<u>-</u>
Net	<u>\$ 9,500</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.	Zoom	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
Condino, John	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
Converse, David	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
Johnson, William	E	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
L'Huillier, Lisa	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
Walldroff, W. Edward	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
Warneck, Paul	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.			
Totals:	6	-	6	-	7	-	-	7	-			
P - Present												
E - Excused												
A - Absent												