

**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:** November 21, 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, December 7, 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, December 7, 2023 - 9 a.m.**

- I. Call to Order**
- II. Minutes – October 5, 2023**
- III. Treasurer’s Report – October 31, 2023, November 30, 2023**
- IV. Committee Reports**
  - a. Nominating Committee**
    - i. Resolution No. 12.07.2023.01 to Elect Officers for CY 2024**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

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

**DRAFT**

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

**Present:** William Johnson, Paul Warneck, David Converse, W. Edward Walldroff, John Condino  
**Zoom:** Robert E. Aliasso, Jr.

**Excused:** Lisa L'Huillier

**Absent:** None

**Also Present:** David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Robin Stephenson  
**Zoom:** Justin Miller, Esq. (Harris Beach), Craig Fox (Watertown Daily Times)

- I. Call to Order:** Vice Chairman Johnson called the meeting to order at 10:00 a.m.
- II. Minutes:** Minutes of the meeting held August 10, 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 August 31, 2023 and September 30, 2023. A motion was made by Mr. Warneck to accept the financial reports as presented, seconded by Mr. Condino. All in favor. Carried.
- IV. Committee Reports:**
  - a. Finance Committee**
    - i. Proposed Budget for 2024 –** The Finance Committee recommended approval of the proposed budget. Mr. Eaton said the \$9,500 revenue is for existing bonds. A motion was made by Mr. Condino to approve the budget, seconded by Mr. Walldroff. All in favor. Carried.
- V. Unfinished Business:** None.
- VI. New Business:** Mr. Zembiec said there may be an application in the near future.
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Mr. Walldroff. All in favor. The meeting adjourned at 10:02 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Ten Months Ending October 31, 2023**

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 4,000.00	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	4,000.00	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	4,000.00	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	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	\$ 4,000.00	100.00	\$ 5,500.00	100.00
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP

Balance Sheet  
 October 31, 2023

ASSETS

Current Assets		
Regular Checking Account	\$	13,986.22
Accounts Receivable		<u>4,000.00</u>
Total Current Assets		17,986.22
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>17,986.22</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	\$	12,486.22
Net Income		<u>5,500.00</u>
Total Capital		<u>17,986.22</u>
Total Liabilities & Capital	\$	<u><u>17,986.22</u></u>

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Eleven Months Ending November 30, 2023**

	Current Month		Year to Date	
<b>Revenues</b>				
Fee Income	\$ 0.00	0.00	\$ 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	0.00	0.00	5,500.00	100.00
<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
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	<hr/>	0.00	<hr/>	5,500.00
		0.00		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 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
Net Income	<hr/>	\$ 0.00	<hr/>	\$ 5,500.00
		0.00		100.00

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

ASSETS

Current Assets		
Regular Checking Account	\$	<u>17,986.22</u>
Total Current Assets		17,986.22
Property and Equipment		<u>                    </u>
Total Property and Equipment		0.00
Other Assets		<u>                    </u>
Total Other Assets		0.00
Total Assets	\$	<u><u>17,986.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u>                    </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	12,486.22
Net Income		<u>5,500.00</u>
Total Capital		<u>17,986.22</u>
Total Liabilities & Capital	\$	<u><u>17,986.22</u></u>

**Jefferson County Civic Facility Development Corporation  
Nominating Committee Meeting Minutes  
November 29, 2023**

The Jefferson County Civic Facility Development Corporation held a nominating committee meeting on Wednesday, November 29, 2023

**Present:** Chairwoman Lisa L'Huillier, Bill Johnson, Kent Burto

**Absent:** Ed Walldroff

**Also Present:** David Zembiec, Marshall Weir, Peggy Sampson, Christine Powers

- I. **Call to Order:** Chairwoman L'Huillier called the meeting to order at 9:34 a.m.
- II. **Nominate Officers for 2024 CY** – Chairwoman L'Huillier indicated that the purpose of the meeting is to nominate officers for the 2024 calendar year. The Committee is recommending the current slate of officers to serve another year. They are as follows: Chairman – Robert E. Aliasso, Jr., Vice Chairman – William Johnson, Treasurer – Paul Warneck, Secretary – W. Edward Walldroff.

A motion was made by Ms. L'Huillier to recommend the current slate of officers to the full board of directors, seconded by Mr. Johnson. All in favor.

Ms. L'Huillier indicated that the Jefferson County Board of Legislators will consider reappointing JCIDA Board Members Rob Aliasso and Bill Johnson at an upcoming meeting.

- III. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Ms. L'Huillier, seconded by Mr. Johnson. The meeting adjourned at 9:35 a.m.

Respectfully submitted,

*Peggy Sampson*



**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.**  
**Resolution Number 12.07.2023.01**  
**For Election of Officers**

**WHEREAS**, the Nominating Committee met on November 29, 2023 and recommended the following slate of officers for the 2024 calendar year:

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approves the slate of officers 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.

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W. Edward Walldroff  
Secretary

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.	P	No Mtg.	
Condino, John	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	P	No Mtg.	
Converse, David	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	P	No Mtg.	
Johnson, William	E	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	P	No Mtg.	
L'Huillier, Lisa	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	E	No Mtg.	
Walldroff, W. Edward	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	P	No Mtg.	
Warneck, Paul	P	No Mtg.	P	No Mtg.	P	No Mtg.	No Mtg.	P	No Mtg.	P	No Mtg.	
<b>Totals:</b>	<b>6</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>6</b>	<b>-</b>	
P - Present												
E - Excused												
A - Absent												