

**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:** March 21, 2024

**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, April 4, 2024 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 S. Miller, Esq.  
Joseph V. Frateschi, Esq.  
Media

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**BOARD MEETING AGENDA**  
**Thursday, April 4, 2024 - 9 a.m.**

- I. Call to Order**
- II. Minutes – March 7, 2024**
- III. Treasurer’s Report – March 31, 2024**
- IV. Committee Reports**
- V. Unfinished Business**
- VI. New Business**
  - 1. Resolution No. 04.04.2024.01 for Authorized Signers**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
March 7, 2024**

**DRAFT**

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, March 7, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** Robert E. Aliasso, Jr., William Johnson, W. Edward Walldroff, John Condino, Lisa L’Huillier

**Excused:** Paul Warneck, David Converse

**Absent:** None

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

- I. Call to Order:** Chairman Aliasso called the meeting to order at 10:31 a.m.
- II. Minutes:** Minutes of the annual meeting held January 4, 2024 were presented. A motion to approve the minutes as presented was made by Ms. L’Huillier, seconded by Mr. Johnson. All in favor. Carried.
- III. Annual Meeting Resolution No. 03.07.2024.01** (including acceptance of [JCIDA] Audit and PARIS Reports, Ratification of Mission Statement, Property Disposition, Investment and Procurement Policies, Election of Officer/Board Committee Positions and Appointment of Staff) – A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Johnson. Roll call vote. Mr. Converse – Absent, Mr. Condino – Yea, Mr. Aliasso – Yea, Mr. Walldroff – Yea, Mr. Warneck – Absent, Mr. Johnson – Yea, and Ms. L’Huillier – Yea. Carried.
- IV. Treasurer’s Report:** Chairman Aliasso reviewed the financials for the income statement and balance sheet for the periods ending January 31, 2024 and February 29, 2024. A motion was made by Ms. L’Huillier to accept the financial reports as presented, seconded by Mr. Condino. All in favor. Carried.
- V. Committee Reports:** None.
- VI. Unfinished Business:** None.
- VII. New Business:** None.
- VIII. Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. L’Huillier, seconded by Mr. Condino. All in favor. The meeting adjourned at 10:34 a.m.

Respectfully submitted,

*Peggy Sampson*

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Three Months Ending March 31, 2024**

	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	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/>	<hr/>	<hr/>
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income	\$ 0.00	0.00	\$ 0.00	0.00
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

JEFFERSON CO CIVIC FACILITY DEV CORP  
Balance Sheet  
March 31, 2024

ASSETS

Current Assets		
Regular Checking Account	\$	<u>21,236.22</u>
Total Current Assets		21,236.22
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>21,236.22</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	\$	21,236.22
Net Income		<u>0.00</u>
Total Capital		<u>21,236.22</u>
Total Liabilities & Capital	\$	<u><u>21,236.22</u></u>

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**  
**Resolution Number 04.04.2024.01**  
**For Authorized Signers**

**WHEREAS**, the following individuals were recommended to be authorized signers for all Accounts at Watertown Savings Bank effective May 3, 2024:

Robert E. Aliasso, Jr.  
David J. Converse  
Frank (Marshall) Weir  
Jay M. Matteson, 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.

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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)

2024 Board Attendance

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