

**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:** September 19, 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

=====  
The Jefferson County Civic Facility Development Corporation will hold its board meeting on **Thursday, October 3, 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=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](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c: Marshall Weir, CEO  
Lyle V. Eaton  
Jay Matteson  
Robin Stephenson  
Christine Powers  
Greg Gardner  
Rob Aiken  
Justin S. Miller, Esq.  
Stephen J. Maier, Esq.  
Media

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**BOARD MEETING AGENDA**  
**Thursday, October 3, 2024 - 9 a.m.**

- I. Call to Order**
- II. Minutes – June 27, 2024**
- III. Treasurer’s Report – July 31, 2024, August 31, 2024, and September 30, 2024**
- IV. Committee Reports**
  - a. Finance Committee**
    - i. Proposed Budget for 2025**
- V. Unfinished Business**
- VI. New Business**
  - 1. Proposed Fee Schedule**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
June 27, 2024**

The Jefferson County Civic Facility Development Corporation held its board meeting on Thursday, June 27, 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, Paul Warneck, David Converse

**Excused:** None

**Absent:** None

**Also Present:** Marshall Weir, Lyle Eaton, Peggy Sampson, Robin Stephenson, Jay Matteson, Rob Aiken, Kent Burto

**Zoom:** Justin Miller, Esq. (Harris Beach)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 9:15 a.m.
- II. Minutes:** Minutes of the meeting held April 4, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Walldroff, 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 April 30, 2024, May 31, 2024 and June 30, 2024. A motion was made by Mr. Johnson to accept the financial reports as presented, seconded by Mr. Condino. 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. Converse, seconded by Mr. Johnson. All in favor. The meeting was adjourned at 9:16 a.m.

Respectfully submitted,  
*Peggy Sampson*

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

ASSETS

Current Assets		
Regular Checking Account	\$	<u>20,226.22</u>
Total Current Assets		20,226.22
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>20,226.22</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>(1,010.00)</u>
Total Capital		<u>20,226.22</u>
Total Liabilities & Capital	\$	<u><u>20,226.22</u></u>

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

	Current Month		Year to Date	
<b>Revenues</b>				
Fee Income	\$ 8,750.00	100.00	\$ 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/>	
<b>Total Revenues</b>	<b>8,750.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>		<hr/>	
<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/>	
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>		<hr/>	
<b>Gross Profit</b>	<b>8,750.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>		<hr/>	
<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	1,010.00	11.54	1,010.00	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/>	
<b>Total Expenses</b>	<b>1,010.00</b>	<b>11.54</b>	<b>1,010.00</b>	<b>0.00</b>
	<hr/>		<hr/>	
<b>Net Income</b>	<b>\$ 7,740.00</b>	<b>88.46</b>	<b>\$ (1,010.00)</b>	<b>0.00</b>
	<hr/> <hr/>		<hr/> <hr/>	

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

ASSETS

Current Assets		
Regular Checking Account	\$	20,226.22
Total Current Assets		20,226.22
Property and Equipment		0.00
Total Property and Equipment		0.00
Other Assets		0.00
Total Other Assets		0.00
Total Assets	\$	20,226.22

LIABILITIES AND CAPITAL

Current Liabilities		0.00
Total Current Liabilities		0.00
Long-Term Liabilities		0.00
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Capital		
Retained Earnings	\$	21,236.22
Net Income		(1,010.00)
Total Capital		20,226.22
Total Liabilities & Capital	\$	20,226.22

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

	Current Month		Year to Date	
<b>Revenues</b>				
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/>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<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/>	<hr/>	<hr/>
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Gross Profit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<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	1,010.00	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/>
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>1,010.00</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>\$ (1,010.00)</b>	<b>0.00</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Income Statement**  
**For the Nine Months Ending September 30, 2024**

	Current Month		Year to Date	
<b>Revenues</b>				
Fee Income	\$ 10,250.00	100.00	\$ 10,250.00	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	10,250.00	100.00	10,250.00	100.00
	<hr/>		<hr/>	
<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
	<hr/>		<hr/>	
Gross Profit	10,250.00	100.00	10,250.00	100.00
	<hr/>		<hr/>	
<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	1,010.00	9.85
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	1,010.00	9.85
	<hr/>		<hr/>	
Net Income	\$ 10,250.00	100.00	\$ 9,240.00	90.15
	<hr/> <hr/>		<hr/> <hr/>	



JEFFERSON CO CIVIC FACILITY DEV CORP  
 Balance Sheet  
 September 30, 2024

ASSETS

Current Assets		
Regular Checking Account	\$	20,226.22
Accounts Receivable		10,250.00
		30,476.22
Total Current Assets		
		30,476.22
Property and Equipment		
		0.00
Total Property and Equipment		
		0.00
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	30,476.22

LIABILITIES AND CAPITAL

Current Liabilities		
		0.00
Total Current Liabilities		
		0.00
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
		0.00
Capital		
Retained Earnings	\$	21,236.22
Net Income		9,240.00
		30,476.22
Total Capital		
		30,476.22
Total Liabilities & Capital		
	\$	30,476.22

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Aged Receivables**  
**As of Sep 30, 2024**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	0-30	31-60	61-90	Over 90 days	Amount Due
JCC FSA JEFFERSON FSA AUXIL	145	2,250.00				2,250.00
		<b>2,250.00</b>				<b>2,250.00</b>
SAMARITAN SAMARITAN MEDICAL C	143	5,000.00				5,000.00
		<b>5,000.00</b>				<b>5,000.00</b>
Samaritan Senior SAMARITAN SENIOR VIL	144	3,000.00				3,000.00
		<b>3,000.00</b>				<b>3,000.00</b>
<b>Report Total</b>		<b>10,250.00</b>				<b>10,250.00</b>

**Jefferson County Civic Facility Development Corporation  
Finance Committee Meeting  
September 26, 2024**

The Jefferson County Civic Facility Development Corporation held a finance committee meeting on Thursday, September 26, 2024, in the board room, 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** David Converse

**Others Present:** Marshall Weir (CEO), Lyle Eaton (CFO), Peggy Sampson, Jay Matteson, Robin Stephenson, Ed Walldroff

- I. Call to Order:** Chairman Warneck called the meeting to order at 8:46 a.m.
- II. Preliminary Budget for 2025:** There is \$10,250 budgeted for annual processing fees for our three active projects and no expenses.  
  
After review and discussion, Mr. Aliasso made a motion 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. Aiken made a motion to adjourn the meeting, seconded by Ms. Powers. The meeting was adjourned at 8:47 a.m.

Respectfully submitted,  
*Peggy Sampson*

**Jefferson County Civic Facility Development Corp.**

1/1/25- 12/31/25 Budget

Finance Approval- 9/26/24

Board Approval -

**CY 2025**

**Revenue**

Application Fees	
Annual Processing Fee	10,250
Misc Income	-
<b>Total</b>	<u>\$ 10,250</u>

**Expenses**

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

<b>Revenue</b>	10,250
<b>Expenses</b>	<u>-</u>
<b>Net</b>	<u><u>\$ 10,250</u></u>

## JCCFDC FEE SCHEDULE

### **Bonds**

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<b>Application Fee:</b>	A non-refundable fee of <del>\$500.00</del> 2,500 is payable to the JCCFDC at the time the application is submitted.
<b>Fees:</b>	1% (.01) administrative fee for the first \$10 million  .25% for any issuance in excess of \$10 million at time of closing based on the value of the bonds issued.  Annual Fee - \$750.00 will be paid for the first five years, with an increase of \$750.00 for each subsequent five year period.
<b>Reissuance Fee:</b>	.25% for any reissuance

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	6-Jun	27-Jun	Aug	Sep	Oct	Nov	Dec
Aliasso, Robert	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
Condino, John	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
Converse, David	P	No Mtg.	E	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
Johnson, William	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
L'Huillier, Lisa	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
Walldroff, W. Edward	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
Warneck, Paul	P	No Mtg.	E	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.			
<b>Totals:</b>	7	-	5	7	-	-	7	-	-			
P - Present												
E - Excused												
A - Absent												