

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
October 3, 2024**

The Jefferson County Civic Facility Development Corporation held its board meeting on Thursday, October 3, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** None

**Absent:** John Condino

**Also Present:** Marshall Weir, Lyle Eaton, Peggy Sampson, Robin Stephenson, Christine Powers, Ryan Piche (Jefferson County Administrator), Craig Fox (Watertown Daily Times)  
**Zoom:** Justin Miller, Esq. (Harris Beach)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 9:10 a.m.
- II. Minutes:** Minutes of the meeting held June 27, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Converse. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the periods ending July 31, 2024, August 31, 2024 and September 30, 2024. He said that we received the annual maintenance fees from the 3 active projects. A motion was made by Mr. Warneck to accept the financial reports as presented, seconded by Mr. Converse. All in favor. Carried.
- IV. Committee Reports:**
  - a. Finance Committee**
    - i. Proposed Budget for 2025** – The only budgeted revenue item is \$10,250 for annual processing fees for the 3 active projects. The Finance Committee recommended the proposed budget. A motion was made by Ms. L’Huillier to approve the budget, seconded by Mr. Johnson. All in favor. Carried.
- V. Unfinished Business:** None.
- VI. New Business:**
  - 1. Proposed Fee Schedule** – Board members agreed to review the fee schedule at the December board meeting.
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Converse. All in favor. The meeting was adjourned at 9:13 a.m.

Respectfully submitted,  
*Peggy Sampson*