

**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, 2024

**To:** Hon. William W. 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 its board meeting on **Thursday, December 5, 2024 at 8:45 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: Marshall Weir, CEO  
Lyle V. Eaton  
Jay Matteson  
Robin Stephenson  
Dr. Gregory A. Gardner  
Rob Aiken  
Justin S. Miller, Esq.  
Stephen Maier, Esq.  
Media

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**BOARD MEETING AGENDA**

**Thursday, December 5, 2024 – 8:45 a.m.**

- I. Call to Order**
- II. Minutes – November 7, 2024**
- III. Treasurer’s Report – November 30, 2024**
- IV. Committee Reports**
  - a. Nominating Committee**
    - i. Resolution No. 12.05.2024.01 to Elect Officers for CY 2025**
- V. Unfinished Business**
  - 1. Proposed Fee Schedule**
- VI. New Business**
  - 1. Authorizing Resolution No. 12.05.2024.02 for Advocate Hostels Holding**
- VII. Adjournment**

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

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

**Present:** Robert E. Aliasso, Jr., William Johnson, Lisa L’Huillier, Paul Warneck, David Converse, John Condino

**Excused:** W. Edward Walldroff

**Absent:** None

**Also Present:** Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson, Ryan Piche (Jefferson County Administrator), Craig Fox (Watertown Daily Times), Chad Charette (7 News) Zoom: Justin Miller, Esq, (Harris Beach), Courtney Frank and Kati Jock (Advocate Hostels Holding - Citizen Advocates)

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 9:43 a.m.
- II. **Minutes:** Minutes of the meeting held on October 3, 2024 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 period ending October 31, 2024. He reported that we received an application fee. A motion was made by Ms. L’Huillier to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- IV. **Committee Reports:** None.
- V. **Unfinished Business:** None.
- VI. **New Business:**
  1. **Official Intent Resolution No. 11.07.2024.01 for Advocate Hostels Holding –**

Ms. Frank said that Citizen Advocates purchased and renovated the facility located at 650 State Street in Watertown which opened in May 2023. She said it is their Watertown Behavioral Health Urgent Care Campus that has been serving folks throughout Jefferson County and specifically in Watertown for urgent mental health and addiction needs since May of 2023. She said the facility is open 24/7/365 for when folks need to speak with someone or stay overnight. She said that they were super excited about coming into the community. She said they are coming to us for a tax-exempt bond for financing through their local bank (Community Bank) to replenish funds that they paid for the construction and renovation of the building.

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

Chairman Aliasso read the purpose of the resolution which is to take official action toward the issuance of up to \$4,400,000 in refinancing all or a portion of the costs of acquiring, reconstructing, renovating, equipping, repairing, and otherwise improving a facility located at 650 State Street, Watertown, NY (tax parcel 12-05-232.100, approximately 23,000 square foot facility).

A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Converse. Discussion ensued. Mr. Warneck asked if a closing date had been established. Attorney Miller said his understanding is that they will attempt to close by the end of the year. He said that in terms of process, Community Bank previously issued them a traditional commercial loan commitment letter that is in the process of being modified to reflect this bond transaction with us which will involve a tax-exempt rate for a bank-qualified bond. He said in terms of process, this resolution today is the first step along the road. He said that our goal is to have the TEFRA hearing and indicated the need to get approval from the County itself which he will draft a resolution for the county board to adopt and then the final resolution will go before this board next month as the bond issuance and final resolution of the board. He said that assuming we line all of those steps up within the next four to five weeks, we'd be positioned to close on the financing to support the facility.

Roll call vote. Mr. Aliasso – Yea, Mr. Condino – Yea, Mr. Converse – Yea, Mr. Johnson – Yea, Ms. L'Huillier – Yea, Mr. Walldroff – Absent, 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 Ms. L'Huillier. All in favor. The meeting was adjourned at 9:51 a.m.

Respectfully submitted,

*Peggy Sampson*

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

	Current Month		Year to Date	
<b>Revenues</b>				
Fee Income	\$ 0.00	0.00	\$ 10,750.00	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	10,750.00	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
	<hr/>		<hr/>	
Gross Profit	0.00	0.00	10,750.00	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	1,010.00	9.40
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	9.40
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ 9,740.00	90.60
	<hr/> <hr/>		<hr/> <hr/>	

JEFFERSON CO CIVIC FACILITY DEV CORP

Balance Sheet  
November 30, 2024

ASSETS

Current Assets		
Regular Checking Account	\$	20,726.22
Accounts Receivable		10,250.00
		<hr/>
Total Current Assets		30,976.22
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>30,976.22</u>

LIABILITIES AND CAPITAL

Current Liabilities		
		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	21,236.22
Net Income		9,740.00
		<hr/>
Total Capital		30,976.22
		<hr/>
Total Liabilities & Capital	\$	<u>30,976.22</u>

**JEFFERSON CO CIVIC FACILITY DEV CORP**  
**Aged Receivables**  
**As of Nov 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  
Nominating Committee Meeting Minutes  
November 14, 2024**

The Jefferson County Civic Facility Development Corporation held a nominating committee meeting on Thursday, November 14, 2024.

**Present:** Lisa L'Huillier (Chair), William Johnson

**Absent:** W. Edward Walldroff

**Also Present:** Marshall Weir, Peggy Sampson, Jay Matteson, Rob Aiken

- I. **Call to Order:** Chairwoman L'Huillier called the meeting to order at 8:22 a.m.
- II. **Nominate Officers for 2025 CY** – Chairwoman L'Huillier indicated that the purpose of the meeting is to nominate officers for the 2025 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.

- 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 was adjourned at 8:23 a.m.

Respectfully submitted,  
Peggy Sampson



**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.**  
**Resolution Number 12.05.2024.01**  
**For Election of Officers**

**WHEREAS**, the Nominating Committee met on November 14, 2024 and recommended the following slate of officers for the 2025 calendar year:

Chairman	Robert E. Aliasso, Jr.
Vice Chairman	Hon. 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

## FEE SCHEDULE FOR JCCFDC PROJECTS

### **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>Fee:</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.	P	P	
Condino, John	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	A	P	
Converse, David	P	No Mtg.	E	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	
Johnson, William	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	
L'Huillier, Lisa	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	
Walldroff, W. Edward	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	E	
Warneck, Paul	P	No Mtg.	E	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	
<b>Totals:</b>	<b>7</b>	<b>-</b>	<b>5</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>	
P - Present												
E - Excused												
A - Absent												