

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

Notice of Annual Board Meeting

Date: December 23, 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 Annual Board of Directors Meeting

The Jefferson County Civic Facility Development Corporation will hold its annual board meeting on **Thursday, January 9, 2025 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.

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 at your earliest convenience.

pss

c: Marshall Weir, CEO
Lyle V. Eaton
Jay Matteson
Robin Stephenson
Dr. Gregory A. Gardner
Rob Aiken
Dawn Robinson
Charles Capone
Justin S. Miller, Esq.
Stephen Maier, Esq.
Media

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Watertown, New York 13601
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ANNUAL BOARD MEETING AGENDA
Thursday, January 9, 2025 – 8:45 a.m.

- I. Call to Order**
- II. Minutes – December 5, 2024**
- III. Treasurer’s Report – December 31, 2024**
- IV. Committee Reports**
 - a. Audit Committee**
 - b. Governance Committee**
 - i. Resolution No. 01.09.2025.01 for Annual Internal Policy and Procedure Review**
 - ii. Summary Results of Confidential Evaluation of Board Performance**
 - iii. Proposed Application**
- V. Unfinished Business**
- VI. New Business**
 - 1. Proposed Committee Structure for 2025**
- VII. Adjournment**

2024-12-05

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
December 5, 2024**

The Jefferson County Civic Facility Development Corporation held its board meeting on Thursday, December 5, 2024 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: None

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson
Zoom: Justin Miller, Esq. (Harris Beach), Sarah Bullock, Jacob Jacques

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 9:48 a.m.
- II. **Minutes:** Minutes of the meeting held on November 7, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Walldroff. All in favor. Carried.
- III. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the period ending November 30, 2024. Mr. Warneck asked Mr. Eaton about the aged payables since the annual fees are 31-60 days late for the bond projects. Mr. Eaton said it is typical and indicated that he will send out another round of invoices. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Ms. L’Huillier. All in favor. Carried.
- IV. **Committee Reports:**
 - a. **Nominating Committee**
 - i. **Resolution No. 12.05.2024.01 to Elect Officers for CY 2025** – The Nominating Committee recommended the following slate of officers:

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

A motion was made by Mr. Warneck to approve the resolution, seconded by Ms. L’Huillier. All in favor. Carried.
- V. **Unfinished Business:**
 - 1. **Proposed Fee Schedule** – The proposed fee schedule includes a change in the application fee from \$500 to \$2,500. A motion was made by Mr. Converse to approve the fee schedule, seconded by Mr. Warneck. All in favor. Carried.

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
December 5, 2024**

12/5/24

VI. New Business:

- 1. Authorizing Resolution No. 12.05.2024.02 for Advocate Hostels Holding –** Attorney Miller said that we hurried up and got the initial resolution passed last month with the understanding that they would be working with Community Bank to set up an end-of-the-year closing. He said that about two weeks ago Advocate Hostels got into a back-and-forth with the lender and now they are not exactly sure if they want to pursue the tax-exempt bond or keep it as a commercial loan; therefore, the TEFRA hearing has not been held.

It was noted that the \$500 application fee was paid. Attorney Miller said this is a great example of a project that gets geared up then they change their mind, and we don't have a deposit to protect the legal fees or staff time. He said the \$500 was getting the application and reading it on day one. He said that a more meaningful application fee would protect the professionals because the current amount does not cover expenses for getting to the initial resolution. He said that a good-faith deposit could also deter prospectors.

Mr. Warneck asked Attorney Miller if he has any clients that have an escrow account to cover legal fees that are drawn against. Attorney Miller said that is exactly what he is talking about. He said that a check between \$5,000 - \$20,000 comes with the application for many of his clients. He said that it is \$20,000 for his downstate straight-lease projects. He said it's either earned or not but if the application dies, they get a refund of what wasn't used. Mr. Warneck asked if it is written in their application. Attorney Miller said yes. Mr. Warneck asked Attorney Miller to supply language for our application. Attorney Miller said that he did when the drafts were circulated last month. He said instead of saying \$500, say \$5,000 of which \$500 will be retained and then there's \$4,500 sitting in the account. Chairman Aliasso said that we will get the data and revisit the fee schedule at the next board meeting.

- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Walldroff. All in favor. The meeting was adjourned at 10:01 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Twelve Months Ending December 31, 2024

	Current Month		Year to Date	
Revenues				
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
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>10,750.00</u>	<u>100.00</u>
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
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>0.00</u>	<u>0.00</u>	<u>10,750.00</u>	<u>100.00</u>
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	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
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>1,010.00</u>	<u>9.40</u>
Net Income	<u>\$ 0.00</u>	<u>0.00</u>	<u>\$ 9,740.00</u>	<u>90.60</u>

JEFFERSON CO CIVIC FACILITY DEV CORP

Balance Sheet
December 31, 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 Dec 31, 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
JCC FSA JEFFERSON FSA AUXIL				2,250.00		2,250.00
SAMARITAN SAMARITAN MEDICAL C	143			5,000.00		5,000.00
SAMARITAN SAMARITAN MEDICAL C				5,000.00		5,000.00
Samaritan Senior SAMARITAN SENIOR VIL	144			3,000.00		3,000.00
Samaritan Senior SAMARITAN SENIOR VIL				3,000.00		3,000.00
Report Total				10,250.00		10,250.00

**Jefferson County Industrial Development Agency
Audit Committee Meeting Minutes
December 13, 2024**

The Jefferson County Industrial Development Agency held an audit committee meeting on Friday, December 13, 2024 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Paul Warneck (Chair), David Converse, Rob Aiken
Zoom: Rob Aliasso

Also Present: Marshall Weir, Lyle Eaton, Peggy Sampson, Lyndi Hill (Bowers CPAs, PLLC), Bill Johnson, Ed Walldroff

I. **Call to Order:** Chairman Warneck called the meeting to order at 8:09 a.m.

II. **Engage Audit Firm:**

Mr. Warneck indicated that the purpose of the pre-audit meeting is to engage Bowers to complete the audit covering January 1, 2024 through December 31, 2024. This will be year two for Ms. Podvin as lead partner and Ms. Hill as audit manager (lead auditors are required to change every five years).

Ms. Hill said that a Single Audit is not required this year. It was noted that the JCIDA audit will include the JCCFDC and the DRC. Ms. Hill said that even though there was no financial activity for DRC, they may need to file a blank tax return for this year. Mr. Weir explained that the DRC will take possession of the property once the Restore NY grant is completed, and the County turns it over to us. Ms. Hill said the DRC nonprofit exemption status form has not been filed with the IRS yet.

Ms. Hill asked if there were any concerns, litigation, or significant commitments during the year outside of what was reviewed in the meeting minutes; no one was aware of any.

The engagement letter was presented. The fee for the audit and other services is \$13,250. The audit has been scheduled to start on January 27, 2025.

A motion was made by Mr. Aiken to recommend approval of the engagement letter by the full board of directors, seconded by Mr. Converse. All in favor.

III. **Adjournment:** With no further business before the committee, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Aiken. The meeting was adjourned at 8:17 a.m.

Respectfully submitted,

Peggy Sampson

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
December 14, 2024**

The JCCFDC held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Friday, December 13, 2024.

Present: W. Edward Walldroff (Chair), Bill Johnson, Paul Warneck

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson, Dawn Robinson

- I. **Call to Order:** Chairman Walldroff called the meeting to order at 9:48 a.m.
- II. **Review Bylaws** – Committee members reviewed the current bylaws. There were no changes.
- III. **Review Mission Statement/Performance Measurements** – Committee members reviewed the mission statement and performance measurement goals. The 2024 results will be added within the next few months.
- IV. **Review Current Policies and Procedures** – Committee members reviewed the following policies: Disposition of Real Property Guidelines, Investment Policy with Internal Controls, and Procurement Policy. There were no changes.
- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results of the confidential evaluation of board performance. The results will be sent to the full board.
- VI. **Other:**
 - a. **Fee schedule** – Committee members agreed to discuss with the full board at a future meeting.
 - b. **Application** – A motion was made by Mr. Warneck to recommend approval by the full board of directors, seconded by Mr. Johnson. All in favor.
- VII. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Walldroff, seconded by Mr. Johnson. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 01.09.2025.01
For Annual Internal Policy and Procedure Review

WHEREAS, on December 14, 2024 the JCCFDC Governance Committee met to review the listed policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Bylaws
- Mission Statement & Performance Measurements
- Disposition of Real Property Guidelines
- Investment Policy with Internal Controls
- Procurement Policy

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approves the above internal policies and procedures 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.

W. Edward Walldroff
Secretary

**Summary Results of Confidential Evaluation of Board Performance
2024**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	7			
2	The policies, practices and decisions of the Board are always consistent with this mission.	7			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	6	1		
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	7			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	6	1		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	7			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	7			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	7			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	6	1		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	6	1		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	6	1		
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	6	1		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	7			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	7			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	6	1		
16	Board members demonstrate leadership and vision and work respectfully with each other.	7			

Name of Authority: Jefferson County Civic Facility Development Corporation

Date Completed:

**JEFFERSON COUNTY CIVIC FACILITY
DEVELOPMENT CORPORATION**

Application for Financial Assistance

Applicant (Company) Name:

Applicant Address:

Phone:

E-mail:

Application Date:

Internal Use Only

Staff Signature and Date of Submission: _____

Revised Date: _____, Revision #: _____

Completed Application Date: _____ Staff Initial _____

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
APPLICATION**

INSTRUCTIONS

1. Fill in all blanks, using “none”, “not applicable” or “N/A” where the question is not appropriate to the Project, which is the subject of this Application (the “Project”). If you have any questions about this application, please call the Jefferson County Civic Facility Development Corporation (the “JCCFDC”), 800 Starbuck Avenue, Suite 800, Watertown, NY 13601 (315) 782-5865.
2. If an estimate is given as the answer to a question, put “(est.)” after the figure or answer, which is estimated.
3. If more space is needed to answer any specific question, attach a separate sheet.
4. When completed, return this application by mail or fax to the JCCFDC at the address indicated on the cover page of this Application. A signed application may also be submitted electronically in PDF format to ~~David Zembiec at (dzembiec@jcida.com)~~ Marshall Weir at (mweir@jcida.com), however the application will not be considered by the JCCFDC until the application fee has been received.
5. The JCCFDC will not give final approval for this Application until the JCCFDC receives a completed NYS Full Environmental Assessment Form concerning the Project, which is the subject of this Application.
6. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the JCCFDC (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant’s competitive position, this Applicant may identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of the Public Officers Law.
7. The Applicant will be required to pay the JCCFDC Application fee and, if accepted as a project of the JCCFDC, all administrative fees as stated below, as well as legal fees of the JCCFDC.

Fees. The Development Corporation Application should be submitted with a non-refundable \$2,500.00 Application Fee to the Jefferson County Civic Facility Development Corporation. The JCCFDC will collect a 1% (.01) administrative fee for the first \$10 million and .25% for any issuance in excess of \$10 million at time of closing based on the value of the bonds issued.

An annual administrative fee in the amount of \$750.00 will be paid for the first five years, with an increase of \$750.00 for each subsequent five year period.

For a reissuance, there is a fee of .25%.

8. A complete application consists of the following:
 - A. The Application
 - B. Attachment II A – Preliminary or Existing Plans and Sketches
 - C. Attachment IIO -- Financial Information
 - D. Attachment IIP – NYS Full Environmental Assessment Form
 - E. A check payable to the JCCFDC in the amount of \$2,500.00

Revised Date: _____, Revision #: _____

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
APPLICATION**

Please answer all questions by filling in the blanks. Use attachments as necessary.

I. APPLICANT INFORMATION

DATE: _____

Organization Name:					
Mailing Address:					
City:		State:		Zip:	
Phone:			Fax:		
Contact Person:					
Email Address:					
FED ID Number:					

A. Board Chair, CEO and CFO

Name	Title	Business Address	Phone	Email

Revised Date: _____, Revision #: _____

B. Applicant's Counsel

Name:					
Firm:					
Mailing Address					
City:		State:		Zip:	
Phone:		Fax:			
Email:					

C. Applicant's Accountant

Name:					
Firm:					
Mailing Address					
City:		State:		Zip:	
Phone:		Fax:			
Email:					

II. PROJECT INFORMATION

- A. Describe the proposed acquisitions, construction or reconstruction, including buildings, site improvements and equipment. Also, indicate square feet by usage (e.g., office, classrooms), and type of construction. Attach a copy of preliminary plans or sketches, and/or floor plan of existing facility.

- B. Location of Project, including city, town or village within which it is located. Attach a map showing location of project:

Revised Date: _____, Revision #: _____

C. Utilities on Site:

Water: Yes No
Gas: Yes No

Electric: Yes No
Sanitary/Storm Sewer: Yes No

D. Owner of the Project (land, building, improvements and/or personal property)

If other than Applicant, by what means will the applicant utilize the facility:

E. Zoning of Project Site: Current Zoning: _____ Proposed Zoning: _____

F. Are any local land use approvals required: Yes No

If Yes, describe:

G. Principal use of Project upon completion:

H. Estimated Project Costs. Give an accurate estimate of the following costs: **Provide detailed information such as contractor estimates/contracts, etc.**

Land:	
Building Construction:	
Site Work:	
Legal Fees: (other than Company's Attorneys)	
Engineering Fees:	
Financial Charges:	
Machinery & Equipment:	
JCCFDC Fee:	
Other (Specify):	
Estimated Total Cost:	

Revised Date: _____, Revision #: _____

I. Estimate value of Tax Exempt Bonds that Applicant is requesting JCCFDC issue:

\$ _____

J. Project Schedule:

Give an estimate of the project completion date. _____

K. Jobs:

By statute, Corporation staff must project the number of FTE jobs that would be retained and created if the request for Financial Assistance is granted. Corporation staff will project such jobs over the Three-Year time period following Project completion. Convert part-time jobs into FTE jobs by dividing the number of part-time jobs by two (2). A FTE job is one that works the equivalent of a 40-hour week for 48 weeks. A part-time job is one that works the equivalent of a 20-hour week for 24 weeks.

	Current # of jobs at proposed project location or to be relocated at project location	IF FINANCIAL ASSISTANCE IS GRANTED – project the number of FTE jobs to be RETAINED	IF FINANCIAL ASSISTANCE IS GRANTED – project the number of FTE jobs to be CREATED upon THREE Years after Project completion
**Full time (FTE)			

Salary and Fringe Benefits for Jobs to be Retained and Created:

Category of Jobs to be Retained and Created	FTE	Average Salary or Range of Salary	Average Fringe Benefits or Range of Fringe Benefits
Management			
Professional			
Administrative			
Production			
Warehousing			
Transportation/Logistics			
Contracted Employees			
Other			
TOTAL			

Revised Date: _____, Revision #: _____

L. Use of Local Workforce Policy:

The use of 'local labor' will be a factor in evaluating this application. Answers to the following questions will assist us in that evaluation.

'Local labor' for the purpose of this application is defined as residents from Jefferson, St. Lawrence, Lewis and Oswego Counties. If a 'labor workforce plan' has been designed, please include that plan as an addendum to this application. Questions below are applicable for both a construction project and for the operations of a sustaining project.

Please check which best describes your project scope:

() Construction Project () Long-term Operations Project () Both

1. How will the project developer seek out and use the local workforce. (If your workforce is already 'local' by definition, please explain)
2. What is your total expected workforce during the construction phase of the project? What percentage of those are expected to be local? What is the total expected workforce during the operations phase of the project? What percentage of these do you estimate will be local:
 - Total construction workforce _____
 - Percentage of total construction workforce will be 'local' _____
 - Total workforce once project is in 'operation' _____
 - Percentage of the total 'operational' workforce will be local _____
3. What specific approaches are to be used in your efforts to identify local workforce candidates if additional project workers are necessary?
4. If additional contractor or subcontractors are to be hired, will you request their use of local labor? If so, give examples of how that request is to be made.

The Agency acknowledges that the extensive use of local labor is not always possible. Are there circumstances such as those used in the examples below that will affect the percentage of local labor for your project?

1. Is there is a warrantee issue involved.
2. The work is so highly specialized that local labor cannot be found.
3. You identified a significant cost differential when using local labor.
4. No local labor is available.

Revised Date: _____, Revision #: _____

It is the intention of JCIDA-JCCFDC to randomly verify the use of the local workforce, using whatever method it determines is most effective. This verification may occur throughout the term of any incentive programs.

M. Organization Financial Information Attachment:

- 1. Copies of the two most recent financial statements
- 2. Copy of the most recent Annual Report
- 3. Strategic Plan

N. Environmental Information:

- 1. The JCCFDC must make a determination of environmental significance for the project. A completed NYS Full Environmental Assessment Form must be submitted.

III. REPRESENTATIONS BY THE APPLICANT

The Applicant understands and agrees with the JCCFDC as follows:

A. Annual Report on Outstanding Bonds. The Applicant understands and agrees that, if the Project receives any Financial Assistance from the JCCFDC, the Applicant agrees to file, or cause to be filed, with the JCCFDC, on an annual basis, any information regarding bonds, if any, issued by the JCCFDC for the project that is requested by the Comptroller of the State of New York.

B. Absence of Conflicts of Interest. The Applicant has received from the JCCFDC a list of the members, officers and employees of the JCCFDC. No member, officer or employee of the JCCFDC has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:

C. The Jefferson County Civic Facility Development Corporation reserves the right to ask for additional information as it deems necessary to complete its review of your application.

Revised Date: _____, Revision #: _____

The Applicant and the individual executing this Application on behalf of the Applicant acknowledge that the Jefferson County Civic Facility Development Corporation will rely on the representations made herein when acting on this Application and hereby represent that the statements made herein do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements contained herein not misleading.

(Name of Organization)

By: _____

Name:

Title:

Date:

Revised Date: _____, Revision #: _____

IV. HOLD HARMLESS AGREEMENT

Applicant hereby releases Jefferson County Civic Facility Development Corporation and the members, board of directors, officers, servants, agents and employees thereof (the "JCCFDC") from, agrees that the JCCFDC shall not be liable for and agrees to indemnify, defend and hold the JCCFDC harmless from and against any and all liability arising from or expense incurred by (A) the JCCFDC's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the Application or the Project described therein or the tax-exemptions and other assistance requested therein are favorably acted upon by the JCCFDC, (B) the JCCFDC's acquisition, construction and/or installation of the Project described therein and (C) any further action taken by the JCCFDC with respect to the Project, including without limiting the generality of the foregoing, all causes of action and attorneys' fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, within a reasonable or specified period of time, to take reasonable, proper or requested action, or withdraws, abandons, cancels or neglects the Application, or if the JCCFDC or the Applicant are unable to reach final agreement with the respect to the Project, then, and in the event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the JCCFDC, its agents or assigns, all costs incurred by the JCCFDC in the process of the Application, including attorneys' fees, if any.

(Name of Organization)

By: _____

Name:

Title:

Date:

STATE OF NEW YORK)
COUNTY OF _____) ss.:

On the _____ day of _____ in the year _____ before me, the undersigned, a notary public in and for the said State, personally appeared satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed this instrument.

Notary Public

Revised Date: _____, Revision #: _____

**JCCFDC Committee Structure
2025**

Executive Committee:

Chairman – Robert E. Aliasso, Jr.
Vice Chairman – William Johnson
Treasurer – Paul Warneck
Secretary – W. Edward Walldroff
Immediate Past Chairman – David Converse

Governance Committee:

W. Edward Walldroff, Chair
William Johnson
Paul Warneck

Loan Review Committee:

David Converse, Chair
Robert E. Aliasso, Jr.
Charles Capone
John Condino

Nominating Committee:

Lisa L’Huillier, Chair
William Johnson
W. Edward Walldroff

Audit/Finance Committee:

Paul Warneck, Chair
David Converse
Charles Capone
Rob Aiken
Robert E. Aliasso, Jr.

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
Aliaso, Robert	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	P
Condino, John	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	A	P	P
Converse, David	P	No Mtg.	E	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	P
Johnson, William	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	P
L'Huilier, Lisa	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	P
Waldroff, W. Edward	P	No Mtg.	P	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	E	P
Warneck, Paul	P	No Mtg.	E	P	No Mtg.	No Mtg.	P	No Mtg.	No Mtg.	P	P	P
Totals:	7		5	7			7			6	6	7
P - Present												
E - Excused												
A - Absent												