

**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.

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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

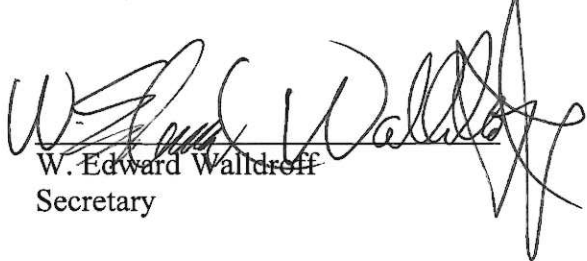
JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 12.05.2024.01
For Election of Officers

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.


W. Edward Walldroff
Secretary