

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 Board Meeting

Date: March 20, 2025

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, April 3, 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

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

BOARD MEETING AGENDA
Thursday, April 3, 2025 – 8:45 a.m.

- I. Call to Order**
- II. Minutes – January 9, 2025**
Special Minutes – March 20, 2025
- III. Treasurer’s Report – January 31, 2025, February 28, 2025, and March 31, 2025**
- IV. Committee Reports**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Annual Board Meeting Minutes
January 9, 2025**

The Jefferson County Civic Facility Development Corporation held its annual board meeting on Thursday, January 9, 2025 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, William Johnson

Excused: None

Absent: None

Also Present: Marshall Weir, Lyle Eaton, Peggy Sampson, Robin Stephenson, Charles Capone
Zoom: Justin Miller, Esq, (Harris Beach)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 10:16 a.m.
- II. Minutes:** Minutes of the meeting held on December 5, 2024 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Johnson. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the period ending December 31, 2024. 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:**
 - a. Audit Committee** – The JCCFDC will be included in the 2024 JCIDA audit.
 - b. Governance Committee**
 - i. Resolution No. 01.09.2025.01 for Annual Internal Policy and Procedure Review** – The Governance Committee met on December 13, 2024 to review the bylaws, mission statement/performance measurements, the disposition of real property guidelines, investment policy with internal controls, and the procurement policies. There were no changes. A motion was made by Mr. Walldroff to approve the resolution, seconded by Mr. Johnson. All in favor. Carried.
 - ii. Summary Results of Confidential Evaluation of Board Performance** – The Governance Committee reviewed the board evaluations. A motion was made by Ms. L’Huillier to accept the summary results, seconded by Mr. Warneck. All in favor. The summary will be sent to the ABO.
 - iii. Proposed Application** – There were minor changes to the application. The Governance Committee recommended approval by the full board. A motion was made by Mr. Warneck to approve the application, seconded by Mr. Walldroff. All in favor. Carried.

**Jefferson County Civic Facility Development Corporation
Annual Board Meeting Minutes
January 9, 2025**

V. Unfinished Business: None.

VI. New Business:

1. Proposed Committee Structure for 2025 – A motion was made by Ms. L’Huillier to approve the committee structure, seconded by Mr. Johnson. All in favor. Carried.

VII. Adjournment: With no further business before the board, a motion to adjourn was made by Ms. L’Huillier, seconded by Mr. Johnson. All in favor. The meeting was adjourned at 10:22 a.m.

Respectfully submitted,

Peggy Sampson

**Jefferson County Civic Facility Development Corporation
Special Board Meeting Minutes
March 20, 2025**

The Jefferson County Civic Facility Development Corporation held a special board meeting on Thursday, March 20, 2025 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: W. Edward Walldroff

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

I. Call to Order: Chairman Aliasso called the special meeting to order at 8:52 a.m.

II. Special Business:

1. Annual Meeting Resolution No. 03.07.2024.01 (including acceptance of [JCIDA] Audit and PARIS Reports, Ratification of Mission Statement, Property Disposition, Investment and Procurement Policies, Election of Officer/Board Committee Positions and Appointment of Staff) – A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Johnson. Roll call vote. Mr. Converse – Yea, Mr. Condino – Yea, Mr. Aliasso – Yea, Mr. Walldroff – Absent, Mr. Warneck – Yea, Mr. Johnson – Yea, and Ms. L’Huillier – Yea. Carried.

III. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Johnson. All in favor. The special meeting was adjourned at 8:54 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the One Month Ending January 31, 2025

	Current Month		Year to Date	
Revenues				
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/>	
Total Revenues	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
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
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
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	0.00	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/>	
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Net Income	\$ 0.00	0.00	\$ 0.00	0.00
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JEFFERSON CO CIVIC FACILITY DEV CORP
Balance Sheet
January 31, 2025

ASSETS

Current Assets		
Regular Checking Account	\$	25,726.22
Accounts Receivable		5,250.00
		<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	\$	30,976.22
Net Income		0.00
		<hr/>
Total Capital		30,976.22
		<hr/>
Total Liabilities & Capital	\$	<u>30,976.22</u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Cash Receipts Journal
For the Period From Jan 1, 2025 to Jan 31, 2025

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
1/16/25	11000 10200	360257	Invoice: 143 SAMARITAN MEDICAL CENTER	5,000.00	5,000.00
				<u>5,000.00</u>	<u>5,000.00</u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Two Months Ending February 28, 2025

	Current Month		Year to Date	
Revenues				
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
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</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>0.00</u>	<u>0.00</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	0.00	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
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	\$ <u>0.00</u>	<u>0.00</u>	\$ <u>0.00</u>	<u>0.00</u>

JEFFERSON CO CIVIC FACILITY DEV CORP
 Balance Sheet
 February 28, 2025

ASSETS

Current Assets		
Regular Checking Account	\$	28,726.22
Accounts Receivable		2,250.00
		30,976.22
Total Current Assets		
		30,976.22
Property and Equipment		
		0.00
Total Property and Equipment		
		0.00
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	30,976.22

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	\$	30,976.22
Net Income		0.00
		30,976.22
Total Capital		
		30,976.22
Total Liabilities & Capital		
	\$	30,976.22

JEFFERSON CO CIVIC FACILITY DEV CORP
Cash Receipts Journal
For the Period From Feb 1, 2025 to Feb 28, 2025

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
2/27/25	11000 10200	020217	Invoice: 144 SAMARITAN SENIOR VILLAGE	3,000.00	3,000.00
				<u>3,000.00</u>	<u>3,000.00</u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Three Months Ending March 31, 2025

	Current Month		Year to Date	
Revenues				
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
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Total Revenues	0.00	0.00	0.00	0.00
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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
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Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
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	0.00	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
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Total Expenses	0.00	0.00	0.00	0.00
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Net Income	\$ 0.00	0.00	\$ 0.00	0.00
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JEFFERSON CO CIVIC FACILITY DEV CORP
 Balance Sheet
 March 31, 2025

ASSETS

Current Assets		
Regular Checking Account	\$	30,976.22
		30,976.22
Total Current Assets		
		30,976.22
Property and Equipment		
		0.00
Total Property and Equipment		
		0.00
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	30,976.22

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	\$	30,976.22
Net Income		0.00
		30,976.22
Total Capital		
		30,976.22
Total Liabilities & Capital		
	\$	30,976.22

JEFFERSON CO CIVIC FACILITY DEV CORP
Cash Receipts Journal
For the Period From Mar 1, 2025 to Mar 31, 2025

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
3/27/25	11000 10200	85204	Invoice: 145 JEFFERSON FSA AUXILARY, LLC	2,250.00	2,250.00
				<u>2,250.00</u>	<u>2,250.00</u>

Jefferson County Civic Facility Develop. Corp.
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315-782-5865)

2025 Board Attendance

Name	Jan	Feb	6-Mar	20-Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aliasso, Robert	P	No Mtg.	No Mtg.	P									
Condino, John	P	No Mtg.	No Mtg.	P									
Converse, David	P	No Mtg.	No Mtg.	P									
Johnson, William	P	No Mtg.	No Mtg.	P									
L'Huillier, Lisa	P	No Mtg.	No Mtg.	P									
Walldroff, W. Edward	P	No Mtg.	No Mtg.	A									
Warneck, Paul	P	No Mtg.	No Mtg.	P									
Totals:	7	-	-	6									
P - Present													
E - Excused													
A - Absent													