

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
April 3, 2025**

The Jefferson County Civic Facility Development Corporation held its board meeting on Thursday, April 3, 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, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson, Ryan Piche (Jefferson County Administrator), Rob Aiken  
Zoom: Stephen Maier, Esq., (Harris Beach), Dawn Robinson

- I. Call to Order:** Chairman Aliasso called the meeting to order at 9:24 a.m.
- II. Minutes:** Minutes of the annual meeting held on January 9, 2025 were presented. A motion to approve the minutes as presented was made by Mr. Converse, seconded by Mr. Walldroff. Minutes of the special meeting held on March 20, 2025 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 periods ending January 31, 2025, February 28, 2025, and March 31, 2025. He reported that all of the annual bond fees were collected. A motion was made by Mr. Warneck to accept the financial reports as presented, seconded by Mr. Condino. All in favor. Carried.
- IV. Committee Reports:** None.
- V. Unfinished Business:** None.
- VI. New Business:** None.
- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Walldroff, seconded by Mr. Condino. All in favor. The meeting was adjourned at 9:26 a.m.

Respectfully submitted,  
*Peggy Sampson*