

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: September 18, 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, October 2, 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=R0t4VjRPdGJBZDJrL2JQYVVjKytDdz09>

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
Dr. Dawn M. Robinson
Charles Capone
Ryan Piche
Justin S. Miller, Esq.
Stephen Maier, Esq.
Media

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BOARD MEETING AGENDA

Thursday, October 2, 2025 – 8:45 a.m.

- I. Call to Order**
- II. Minutes – September 4, 2025**
- III. Treasurer’s Report – September 30, 2025**
- IV. Committee Reports**
 - a. Finance Committee**
 - i. Proposed Budget 2026**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
September 4, 2025**

DRAFT

The Jefferson County Civic Facility Development Corporation held its board meeting on Thursday, September 4, 2025 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

Excused: None

Absent: None

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Robin Stephenson, Rob Aiken, Dr. Dawn Robinson, Ryan Piche

Zoom: Justin Miller, Esq. (Harris Beach), Craig Fox (Watertown Daily Times)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 9:09 a.m.
- II. Minutes:** Minutes of the meeting held on May 1, 2025 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 periods ending May 31, 2025, June 30, 2025, July 31, 2025, and August 31, 2025. He reported that there is \$29,976.22 in the checking account. A motion was made by Mr. Warneck to accept the financial reports as presented, seconded by Mr. Johnson. 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 Ms. L'Huillier, seconded by Mr. Walldroff. All in favor. The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON CO CIVIC FACILITY DEV CORP

Balance Sheet
September 30, 2025

ASSETS

Current Assets		
Regular Checking Account	\$	29,976.22
Savings Account		3,000.00
Accounts Receivable		<u>7,750.00</u>
Total Current Assets		40,726.22
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>40,726.22</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u> </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	30,976.22
Net Income		<u>9,750.00</u>
Total Capital		<u>40,726.22</u>
Total Liabilities & Capital	\$	<u><u>40,726.22</u></u>

JEFFERSON CO CIVIC FACILITY DEV CORP
Income Statement
For the Nine Months Ending September 30, 2025

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 10,750.00	100.00	\$ 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	10,750.00	100.00	10,750.00	100.00
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	0.00	0.00	0.00	0.00
Gross Profit	10,750.00	100.00	10,750.00	100.00
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	1,000.00	9.30
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	0.00	0.00	1,000.00	9.30
Net Income	\$ 10,750.00	100.00	\$ 9,750.00	90.70

**Jefferson County Civic Facility Development Corporation
Finance Committee Meeting
September 18, 2025**

The Jefferson County Civic Facility Development Corporation held a finance committee meeting on Thursday, September 18, 2025, in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: Charles Capone, Rob Aiken
Zoom: Paul Warneck, Chair

Excused: David Converse, Rob Aliasso

Others Present: Marshall Weir (CEO), Lyle Eaton (CFO), Peggy Sampson, Jay Matteson, Robin Stephenson, W. Edward Walldroff, John Condino

I. Call to Order: Mr. Aiken called the meeting to order at 10:23 a.m.

II. Preliminary Budget for 2026:

Mr. Aiken said the purpose of the meeting is to review the preliminary budget for 2026.

The total revenue for 2026 is \$10,250 and the total expenses for 2026 is \$1,000 for a net of \$9,250.

After review and discussion, Mr. Capone made a motion to move the proposed budget to the full board for consideration, seconded by Mr. Aiken.

III. Adjournment: With no further business before the committee, Mr. Capone made a motion to adjourn the meeting, seconded by Mr. Aiken. The meeting was adjourned at 10:24 a.m.

Respectfully submitted,
Peggy Sampson

Jefferson County Civic Facility Development Corp.

1/1/26- 12/31/26 Budget

Finance Approval- 9/18/2025

Board Approval -

2026

Revenue

Application Fees		JCC	2,250
Annual Processing Fee	10,250	SSV	3,000
Misc Income	-	SMC	5,500
Total	\$ 10,250		

Expenses

Office Expense	-	
Travel	-	
Dues & Publications	-	
Insurance	-	
Legal	-	
Auditing	1,000	Tax Return
Consultants	-	
Fees	-	
Grants- Transfer JCIDA	-	
Total Expenses	1,000	

Revenue	10,250
Expenses	1,000
Net	\$ 9,250

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