

**Jefferson County Civic Facility Development Corporation  
Board Meeting Minutes  
January 8, 2026**

The Jefferson County Civic Facility Development Corporation held its board meeting on Thursday, January 8, 2026 in the board room at 800 Starbuck Avenue, Watertown, NY.

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

**Excused:** W. Edward Walldroff, David Converse

**Absent:** None

**Also Present:** Marshall Weir, Jay Matteson, Dorena Kimball, Peggy Sampson, Robin Stephenson, Rob Aiken, Dr. Dawn Robinson, Ryan Piche (Jefferson County Administrator), Nancy Dutton, Craig Fox (Watertown Daily Times)  
Zoom: Justin Miller, Esq. (Harris Beach)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 9:41 a.m.
- II. Minutes:** Minutes of the meeting held on December 4, 2025 were presented. A motion to approve the minutes as presented was made by Ms. L’Huillier, seconded by Mr. Warneck. 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, 2025. A motion was made by Mr. Warneck 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 2025 JCIDA Audit.
  - b. Nominating Committee**
    - i. Resolution No. 01.08.2026.01 to Elect Officers for 2026 CY** – The Nominating Committee met on December 12, 2025 to recommend the following slate of officers: Chairman – Robert E. Aliasso, Jr., Vice Chairman – Hon. William W. Johnson, Treasurer – Paul J. Warneck, and Secretary – W. Edward Walldroff. A motion was made by Ms. L’Huillier to approve the resolution, seconded by Mr. Condino. All in favor. Carried.
  - c. Governance Committee**
    - i. Resolution No. 01.08.2026.02 for Annual Internal Policy and Procedure Review** – The Governance Committee met on December 12, 2025 to review the proposed bylaws, the mission statement/performance measurements, the disposition of real property guidelines, the proposed investment policy with internal controls, and the procurement policy. A motion was made by Mr. Condino to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

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- ii. **Summary Results of Confidential Evaluation of Board Performance** – The Governance Committee reviewed the results of the board evaluations. The results will be sent to the ABO. A strategic planning session will be held within the next several months to improve areas of concern.

**V. Unfinished Business:**

1. **Resolution No. 01.08.2026.03 for Granting Bank Account Access to the CFO** – A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Johnson. All in favor. Carried.

**VI. New Business:**

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

- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Condino. All in favor. The meeting was adjourned at 9:49 a.m.

Respectfully submitted,  
*Peggy Sampson*