

**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*

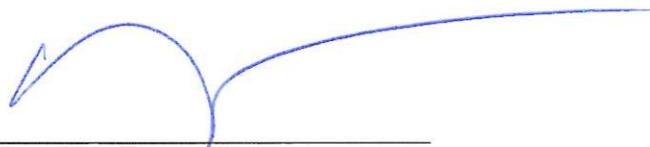
**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.**  
**Resolution Number 01.08.2026.01**  
**For Election of Officers**

**WHEREAS**, the Nominating Committee met on December 12, 2025 and recommended the following slate of officers for the 2026 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.

  
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Robert E. Aliasso, Jr.  
Chairman

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.**  
**Resolution Number 01.08.2026.02**  
**For Annual Internal Policy and Procedure Review**

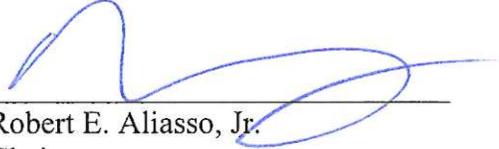
**WHEREAS**, on December 12, 2025 the JCCFDC Governance Committee met to review the listed policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Proposed Bylaws
- Mission Statement & Performance Measurements
- Disposition of Real Property Guidelines
- Proposed Investment Policy with Internal Controls
- Procurement Policy

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approves the above internal policies and procedures 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.

This resolution shall take effect immediately.

  
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Robert E. Aliasso, Jr.  
Chairman

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**  
**Resolution Number 01.08.2026.03**  
**For Granting Bank Account Access to the Chief Financial Officer**

**WHEREAS**, the JCCFDC maintains certain bank accounts with Watertown Savings Bank, and

**WHEREAS**, the Board of Directors deems it in the best interest of the JCCFDC to authorize Dorena L. Kimball, CFO, to have access to the JCCFDC's bank accounts with written approval of the CEO or Deputy CEO for the purpose of managing financial operations as follows:

- View balances and transaction information
- Deposit, withdraw, and transfer funds
- Initiate and approve wire transfers or electronic payments
- Open and close accounts (with board approval), as necessary, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein authorizes Dorena L. Kimball, CFO, access to the JCCFDC bank accounts at Watertown Savings Bank 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.

This resolution shall take effect immediately.

  
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Robert E. Aliasso, Jr.  
Chairman