

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
October 21, 2008
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, October 21, 2008 in the board room of the Jefferson County Job Development Corporation, 800 Starbuck Avenue, Watertown, New York.

Present: William Fulkerson, Donald Rutherford, John Doldo Jr., Robert Juravich, Nickolas Darling

Others Present: Donald Alexander, Billy Soluri, Lyle Eaton, Peggy Sampson, Pat Currier from Aubertine & Currier, and Nancy Madsen of the Watertown Daily Times

Excused: Carolyn Fitzpatrick, Paul Morgan

Absent: None

- I. **Call to Order:** Mr. Rutherford called the meeting to order at 10:08 a.m.
- II. **Minutes:** The minutes of the meeting held August 19, 2008 were presented for approval. A motion was made by Mr. Juravich to approve the minutes as presented, seconded by Mr. Fulkerson. All in favor. Carried.
- III. **Treasurer's Report:** Mr. Eaton reviewed the financial statements for the periods ending August 31, 2008 and September 30, 2008. A motion was made by Mr. Doldo to approve the financial statements as presented, seconded by Mr. Darling. All in favor. Carried.

IV. **Correspondence:**

Authority Budget Office Letter – The JCJDC received the attached letter indicating that LDC's will be subject to the public disclosure, reporting and corporate governance provisions of the Act and Public Authorities Law. The letter states that LDC's will be required to file annual reports, procurement reports and investment reports through PARIS beginning with the fiscal year ending on or after December 31, 2008. Mr. Alexander indicated that we have already complied with many of the requirements; however, they will now be completed through PARIS.

E-mail from Keith Caughlin – Mr. Soluri received a copy of an e-mail from Frank Montemalo to Keith Caughlin regarding the status of the Cellutech Lawsuit. It was noted that the mediation was rescheduled for Thursday, October 30, 2008 at 10 a.m. in Albany.

V. **Committee Reports:**

- **Facility Update** – Mr. Soluri's update included the following items:

Sprinkler System - ABJ has completed the 5 year internal sprinkler inspection. Six out of the seven systems failed due to noticeable amount of foreign materials within the pipes during inspection. They are currently flushing the systems and hope to be finished by mid November. As of the end of September, Material cost was at \$2,010, Equipment cost was at \$1,100, and ABJ Cost for labor and fuel surcharge was \$7,800. All necessary paperwork

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will be forwarded to the insurance company, Watertown Code Enforcement, and Watertown Fire Prevention.

Temporary Maintenance Employees for Roof Repairs – Mr. Soluri hired three temporary employees for three weeks beginning October 14 at \$8.50 per hour to assist staff with roof repairs. The focus has been on Building A which has stopped several leaks. Mr. Soluri indicated that the installation of the rubber and cured cover tape is not a permanent solution, but will allow for the opportunity to consider options for the roof.

Aubertine & Currier Bldg. A Roof Costs – Par Currier spoke about their proposal to design the roof replacement for Building A. They estimate the Construction Budget to be approximately \$656,000 +/- and approximately a \$24,750 fee for the architectural design and construction administration.

It was suggested that staff prepare a 'white paper' that includes economic impact, income and insurance impact, as well as heating, etc. for the square foot cost of building A. This document would be used for possible grants through DEA, ESD, etc. for the replacement of the roof.

- **Leases and Prospects** – List included in packets for review.

VI. Unfinished Business:

Ratify vote for Junction Boyz, Inc. Building C Request – The board voted on the proposal (see attached) to allow Junction Boyz, Inc. to lease Building C by way of e-mail and fax during the month of September. The following members voted for the proposal: Donald Rutherford, Robert Juravich, and Carolyn Fitzpatrick. The following members voted against the proposal: Paul Morgan, William Fulkerson, and John Doldo Jr. Nic Darling abstained from voting due to his customer relationship with Mr. Sampson. Based on the voting results the proposal to allow Junction Boyz, Inc. to lease Building C was denied. Mr. Rutherford called for a motion to ratify the denied motion, all were opposed and Mr. Darling abstained. Carried.

Purchasing Policy – Mr. Soluri indicated that the current Purchasing Policy has not been updated since it was adopted on September 23, 1998. Mr. Soluri handed out a revised policy with proposed changes (see attached). A motion was made by Mr. Darling to amend the policy with the proposed changes, seconded by Mr. Fulkerson. All in favor. Carried.

Draft Mission Statement – Mr. Soluri distributed a draft mission statement for the board to consider. He asked that they provide him with feedback prior to the next board meeting. It will be discussed at the next meeting and if acceptable will be adopted.

VII. New Business:

Annual Review of Policies for 2008-2009 fiscal year – Per the PAAA the following documents were reviewed for annual approval: Disposition of Real Property Guidelines, Financial Internal Control System, Investment and Deposit Policy and Procedures, and Conflict of Interest

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Declaration Page (to be signed and returned). A motion was made by Mr. Doldo to approve the review of all of the policies, seconded by Mr. Fulkerson. All in favor. Carried.

- VIII. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Mr. Fulkerson. All in favor. The meeting adjourned at 11:09 a.m.