

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
December 16, 2008
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, December 16, 2008 in the board room of the Jefferson County Job Development Corporation, 800 Starbuck Avenue, Watertown, New York.

Present: Carolyn Fitzpatrick, Donald Rutherford, John Doldo Jr., and Paul Morgan

Others Present: Donald Alexander, Billy Soluri, Lyle Eaton, Peggy Sampson, Lorraine Wilson, Keith Caughlin, Patrick Kelly, Shawn Pleskach and Brianna Tousant of Poulsen & Podvin and Nancy Madsen of the Watertown Daily Times

Excused: Nickolas Darling, William Fulkerson and Robert Juravich

Absent: None

- I. **Call to Order:** Mr. Rutherford called the meeting to order at 10:16 a.m.
- II. **Pledge of Allegiance:** Mr. Rutherford asked all to stand to recite the Pledge of Allegiance.
- III. **Minutes:** The minutes of the meeting held October 21, 2008 were presented for approval. A motion was made by Mr. Doldo to approve the minutes as presented, seconded by Ms. Fitzpatrick. All in favor. Carried.
- IV. **Cellutech Trial Update:** Keith Caughlin reported that the case had been settled with terms that were agreeable to both parties.

At this time, Mr. Rutherford asked for a motion to convene into Executive session to discuss terms of the settlement. A motion to convene into Executive Session at 10:18 a.m. was made by Ms. Fitzpatrick, seconded by Mr. Doldo. All in favor. Carried. Board Members, Staff, Counsel and auditors were present.

At 10:26 a.m. a motion was made by Mr. Doldo to leave the Executive Session and reconvene the regular board meeting, seconded by Ms. Fitzpatrick. All in favor. Carried. No action was required.

- V. **Audit Report:** Shawn Pleskach and Brianna Tousant of Poulsen & Podvin presented the audit for the fiscal year ending 6/30/08. The audit was a clean opinion with no management letter. A motion was made by Mr. Doldo to approve the audit, seconded by Mr. Morgan. All in favor. Carried.
- VI. **Treasurer's Report:** Mr. Eaton reviewed the financial statements for the periods ending October 31, 2008 and November 30, 2008. A motion was made by Mr. Doldo to approve the financial statements as presented, seconded by Mr. Morgan. All in favor. Carried.

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VII. New Business:

Brookfield Power Request - Mr. Soluri made the recommendation that the board approve the bid submitted by Capital Construction in the amount of \$2,354.38 to repair the floor in Brookfield Power. A motion was made by Mr. Doldo to approve the recommendation, seconded by Mr. Morgan. All in favor. Carried.

ServPro - Mr. Soluri reported that the project for ServPro's leasehold improvement loan was completed but, went over budget by \$1,557.00. It was his recommendation that the board increase their leasehold improvement loan to the amount of \$58,457.00 to cover the overage. Mr. Doldo made the motion to approve the increase in the ServPro leasehold improvement loan, seconded by Ms. Fitzpatrick. All in favor. Carried.

Bank Resolutions – Mr. Rutherford presented a resolution for the board to add Patrick Kelly as an authorized signer. A motion was made by Mr. Doldo, seconded by Mr. Morgan. All in favor. Carried.

Current Applications - A request from M&T Bank for WICLDC to sign a Landlords Consent and Waiver Lien and a Rider Landlord/Mortgagee Waiver dating back to 3/18/08. Mr. Eaton indicated that it had been reviewed by Keith Caughlin. A motion by Mr. Doldo was made to approve the request contingent upon approval by other counsel, seconded by Ms. Fitzpatrick. All in favor. Carried.

VIII. Correspondence:

Authority Budget Office Letter – The WICLDC received a letter regarding the use of PARIS and the necessity of the staff enrolling in PARIS and establishing an account and secure password. The staff will also be able to register online for one of several training sessions that will be conducted across the state.

IX. Committee Reports:

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

Sprinkler System: ABJ has completed the sprinkler flushing on the 6 systems that failed the first internal exam and installed the appropriate tags on the sprinkler systems to indicate they were flushed and had passed the internal exam. The sprinkler flushing is good for the next five years. ABJ had also preformed our yearly sprinkler inspections. Total cost of the flushing and inspections was \$46,551.33. City of Watertown Code Enforcement, Fire Prevention and ABJ said that if any of our systems need to be flushed after failing a five year internal exam we can perform the flushing portion ourselves as long as we have a certified sprinkler company perform the internal exam.

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Mr. Doldo made the suggestion that we budget money yearly for the sprinkler system to prevent going over budget in future years. It was also suggested that Mr. Soluri get quotes from other insurance agents to lower our cost since we have done improvement on the systems.

Additional Sprinkler Work: To meet NFPA guidelines we will need to install sprinklers in the lab portion of Converse Labs and repair several branch lines that are in Building A and B. ABJ is checking to see if the sprinkler heads in the old Watertown Trust office are on a recall list. In the event that they are, the manufacturer covers the cost associated with replacing the heads.

Building A Roof: Aubertine and Currier is currently working on the numbers to replace the roof.

ServPro of Jefferson County Drain: We are working with Pitchers Sewer and Drain Services to determine what is causing their drain to back up excessively.

Building C Tile: We have repaired a substantial amount of damaged floor tile prior to Pine Camp Contracting occupying the space.

Leases and Prospects – There were two lease renewals, two new leases and two prospects reported.

X. Unfinished Business:

Draft Mission Statement – Mr. Soluri asked that the mission statement be considered. Mr. Rutherford and the board suggested that in place of "provide accessible leasing options" be changed to "provide variable and affordable leasing options". Due to a lack of quorum at this time, it will be presented at the next meeting for approval.

XI. Adjournment: With no further business before the Board, a motion was made to adjourn by Mr. Doldo, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 11:15 a.m.