

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
January 19, 2010
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, January 19, 2010 in the board room of the Watertown Center for Business and Industry, 800 Starbuck Avenue, Watertown, New York.

Present: Kevin Jordan, Carolyn Fitzpatrick, Nickolas Darling, John Doldo Jr.

Others Present: Billy Soluri, Lyle Eaton, Peggy Sampson

Excused: Donald Rutherford, Paul Morgan William Fulkerson

Absent: None

- I. Call to Order:** Mr. Jordan called the meeting to order at 8:40 a.m.
- II. Pledge of Allegiance**
- III. Minutes:** The minutes of the meeting held November 24, 2009 were presented for approval. A motion was made by Ms. Fitzpatrick to approve the minutes as presented, seconded by Mr. Darling. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Eaton reviewed the financial statements for the periods ending November 30, 2009 and December 31, 2009. There was discussion on the balance of the Leasehold Improvement Fund and whether or not WICLDC would be eligible to take a loan for the roof project. Staff will research the idea and report to the Funding Committee. A motion was made by Mr. Doldo to approve the financial statements as presented, seconded by Mr. Darling. All in favor. Carried.
- V. Correspondence:** None
- VI. Committee Reports:**

Facility Update – Mr. Soluri updated the board on the following:

 - 2nd story Awning on Building A to be replaced soon; waiting for fabric
 - Update on Brookfield floor – SPX authorized cut into the concrete; project finished
 - \$1,200 Cheney Tire bill was to repair the tractor
 - Two employees of All Star Contractors slipped outside of the door on the side of Building B on Monday January 11, 2010; one employee was fine and the other went to a chiropractor and went back to work on Monday, January 18, 2010. A 'Notice Only' report was filed with Haylor, Freyer & Coon.

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- Roof issues – Junction Boyz – full repair was made to severe leaks; Brookfield has two severe leaks and will need to have full repair as well

Leases/Prospects – Mr. Soluri updated the board that Chapin Watermatics (Jain Irrigation Systems Ltd.) agreed to help cover the insurance cost of Building D when they signed their option. There was a new lease for JRC, an executed option for Upstate Construction, and two prospects.

Funding Committee – Mr. Jordan indicated that the Funding Committee met twice recently to brainstorm ideas to fund the roof project at the facility. Committee members created a list of possible sources for grants and/or loans that could be used and started communicating with those sources. The committee members will try to get the officials to meet with the committee and tour the facility in the near future.

Governance Committee – Mr. Jordan indicated that the Governance Committee recently met to review the proposed resolution for the policies and procedures that are required by the Public Authorities Accountability Act of 2005. There were questions on the Ethics Policy as to whether or not WICLDC should adopt their own when they already follow the County's policy to fill out the annual financial disclosure. There were also questions on how competitive bidding should be addressed in the Procurement Policy and whether or not a dollar amount should be outlined for bidding purposes. The committee also discussed that the facilities committee should decide whether a quote/bid process should take place versus the President making the sole decision. Staff will contact Harris Beach to have them address the questions. A motion was made by Mr. Doldo to table the resolution, seconded by Mr. Darling. All in favor. Carried.

VII. Unfinished Business:

VIII. New Business:

Bank Resolution – A memo to add David Zembiec, Assistant Secretary, to the Key Bank checking and savings accounts and to the Leasehold Improvement Loan Fund at Morgan Stanley Smith Barney. A motion was made by Mr. Doldo to approve David Zembiec as a WICLDC signer on the designated bank accounts, seconded by Mr. Darling. All in favor. Carried.

It was suggested that Mr. Eaton look into getting the WICLDC bonded through the insurance company. It was also suggested that the salaries and benefits line items on the financial statement be identified as contractual services.

Mr. Soluri informed the board that he recently received his Associates degree from JCC for Business Administration; everyone congratulated him.

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The next meeting is scheduled for Tuesday, February 23, 2010 at 8:30 a.m.

- IX. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 9:36 a.m.