

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
September 20, 2011
Minutes**

The Watertown Industrial Center Local Development Corporation held its board meeting on Tuesday, September 20, 2011 in the board room of the WCBI, 800 Starbuck Avenue, Watertown, New York.

Present: Donald Rutherford, Kevin Jordan, Carolyn Fitzpatrick, Nickolas Darling, William Fulkerson

Others Present: Billy Soluri, Lyle Eaton, David Zembiec, Peggy Sampson, Bruce Poulsen of Poulsen & Podvin, and Craig Fox of the Watertown Daily Times

Excused: John Doldo, Jr., Paul Morgan

Absent: None

- I. **Call to Order:** Mr. Rutherford called the meeting to order at 8:34 a.m.
- II. **Pledge of Allegiance**
- III. **Minutes:** The minutes of the meeting held August 30, 2011 were presented for approval. A motion was made by Mr. Darling to approve the minutes as presented, seconded by Mr. Jordan. All in favor. Carried.
- IV. **Treasurer's Report:** Mr. Eaton reviewed the financial statements for the period ending July 31, 2011. A motion was made by Mr. Darling to approve the financial statements as presented, seconded by Mr. Fulkerson. All in favor. Carried.
- V. **2010-2011 Audit Report – Poulsen & Podvin, P.C. –** Bruce Poulsen reviewed the Audit Report that was included in the packets. The management letter addressed an overpayment on the loan to JCJDC of \$2,740.21. The auditors recommended that leasehold improvement loans be reconciled to loan amortization schedules in order to avoid future discrepancies and to ensure loans are posted accurately. After review, a motion was made by Mr. Darling to accept the audit report as presented, seconded by Mr. Jordan. All in favor. Carried.
- VI. **Correspondence:** None.
- VII. **Committee Reports:**
 - a. **Facility Update:** Mr. Soluri indicated that the pre-construction meeting for the Building B roof project was held last week. He said the demo would start within the next three to four weeks. He indicated that there would be a meeting with the tenants to keep them informed of the project process. Finally, Mr. Soluri indicated that the insurance company will be updated throughout the process

WICLDC
Directors' Meeting Minutes
September 20, 2011
Page 2

which should take 60-90 days. It was noted that materials would be moved out of the building this week.

- Mr. Soluri reported that he met with Golder Associates last week to discuss the design, operation and tour the proposed location of the Sub Slab Depressurization Systems (SSDS). Golder Associates has proposed and the New York State Department of Environmental Conservation and the New York State Department of Health (the Agencies) has approved the installation of 23 SSDS in Buildings A, C and D. There are still logistical and contractual issues that needs to be worked out prior to their installation of the SSDS which is scheduled to begin in the middle of November 2011. Mr. Soluri also indicated that the tenants have been kept up to date and if needed staff will arrange for another tenant informational meeting to discuss the SSDS.
- P&M Construction is scheduled to dig out the leaking Post Indicator Valve (PIV) for sprinkler 621 within the next two weeks. Once the bottom of the PIV has been uncovered, Staff will contact the City of Watertown Water Department to have them assist with either repairing or replacing the PIV.

b. Leases/Prospects: The report for the month of September was included in the packets for review. Mr. Soluri mentioned the new 12-month lease with Smart Watt Electrical.

VII. Unfinished Business:

a. Jain Irrigation: Mr. Soluri indicated that he tried to set up a meeting with the CEO, but was unable to. They indicated that they were willing to sign a three year lease based on the same rates and would be willing to go out further if it was beneficial to them. Mr. Soluri distributed a memo and draft proposal for the board to review.

At 8:55 a.m., a motion was made by Mr. Darling to move into Executive Session for contract negotiations regarding Jain Irrigation, seconded by Ms. Fitzpatrick. All in favor. Staff and board members remained.

At 9:31 a.m., a motion was made by Mr. Darling to adjourn the Executive Session and convene the regular board meeting, seconded by Mr. Jordan. All in favor.

A motion was made by Ms. Fitzpatrick to authorize Mr. Soluri to allow Jain Irrigation to enter into a month to month lease up to 12 months, seconded by Mr. Jordan. All in favor. Carried.

WICLDC
Directors' Meeting Minutes
September 20, 2011
Page 3

VIII. New Business:

- a. 2010-2011 PARIS Annual Reports** – The 2010-2011 PARIS Annual Reports were included in the packets. After review, a motion was made by Mr. Darling to approve the reports as presented, seconded by Ms. Fitzpatrick. All in favor. Carried.
- b. Resignation of Board Members** – Mr. Fulkerson submitted a letter of resignation. Mr. Jordan verbally indicated that this would be his last board meeting, as he will be starting a new job next month. Mr. Rutherford personally thanked them for their many years of service on the WICLDC board.

Mr. Rutherford indicated that he would contact the Development Authority to determine the replacement for Mr. Jordan and will speak to Mr. Converse (IDA Chairman) to determine the replacement for Mr. Fulkerson.

- 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 9:43 a.m.