

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
January 23, 2018
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, January 23, 2018 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, J. Paul Morgan, Kent Burto, Carolyn Fitzpatrick, Don Rutherford

Excused: Mark Bellinger

Staff: Billy Soluri

Others Present: Keith Caughlin, Schwerzmann & Wise PC; Rob Aikens, Aubertine and Currier

- I. Call to Order:** The meeting was called to order at 8:41 AM.
- II. Meeting Minutes:** Motion by K. Burto and second by C. Fitzpatrick to accept the minutes from the November 30, 2017 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for November and December 2017. B. Soluri noted an operating profit of \$11,381.02 prior to depreciation in December. He noted tenant receivables were current. On a motion by K. Burto and second by C. Fitzpatrick the financial statements for November and December 2017 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri noted the recent article in the Watertown Daily Times regarding Watertown AirSoft opening in new space at the Salmon Run Mall. K. Caughlin was advised to look into the business's operations at the new location and confirm if there are any other legal options the WICLDC can pursue against the business and owner.
- V. Committee Reports**
 - i. B. Soluri noted that in early January the facility was without water for 28-38 hours. This was due to the City repairing a line. When the water was turned back on there was an issue with the valve. The City stated that because the issue was after the meter it was our responsibility to repair it. B. Soluri was told by the City that the WICLDC had to by-pass the check valve in order to repair it. B. Soluri is purchasing a repair kit to fix the check valve. The approximate cost will be \$3,000. B. Soluri also reported that the furnace for WB Mason and Colonial was replaced.
 - ii. R. Aiken reported that the Building A Window Project was substantially completed. There were a couple of punch list items that needed to be completed. The board confirmed that the funds to pay for the window replacement project were coming from the capital reserve.

- iii. R. Aiken also reported on the Building A Warehouse Renovation. Independent Commercial Contractors are 100% complete on their demolition work with a final punch list walk thru scheduled. Continental Construction is mobilizing and ready to begin on the loading docks. On a motion by K. Burto and second by C. Fitzpatrick the board agreed to spend up to \$99,000 from the capital reserve toward the Building A Warehouse Renovation project to bridge financing from permanent loans and grants in order to cash flow the project. All in favor; motion carried.
- iv. B. Soluri noted that there were no new leases or prospects to report.

VI. Unfinished Business:

- i. None

VII. New Business:

- i. B. Soluri presented the commitment letter from the Jefferson County Local Development Corporation for funding in the amount of \$196,165 toward the Building A Warehouse Renovation project. The loan would be for 5 years at 3.5%. On a motion by K. Burto and second by C. Fitzpatrick, the board accepted the commitment letter from the Jefferson County Local Development Corporation and authorized the vice-president to execute it. All in favor; motion carried.

On a motion by C. Fitzpatrick and second by P. Morgan the board authorized the borrowing of up to \$196,165 from the Jefferson County Local Development Corporation and authorized the vice-president to execute all documents. All in favor; motion carried.

- ii. On a motion by C. Fitzpatrick and second by P. Morgan the board entered into Executive Session at 9:10 AM to discuss the employment history of specific individuals. All in favor; motion carried.

On a motion by C. Fitzpatrick and second by K. Burto the board came out of Executive Session at 9:23 AM. All in favor; motion carried.

On a motion by K. Burto and second by P. Morgan the board approved a wage increase of 2% for the Facilities Technician and 3.5% for the Director of Site Facilities. The Director of Site Facilities will also receive a one-time merit award of \$2,000. The pay increases are effective January 1, 2018. All in favor; motion carried. The personnel committee was advised to conduct a wage survey for similar positions at similar facilities for a site director/manager.

- iii. C. Fitzpatrick was recognized by the Board for her years of service to the WICLDC board. This was her last meeting serving for Jefferson County on the WICLDC board. A replacement has not been named.

VIII. Adjournment: On a motion by D. Rutherford and second by M. Capone the meeting was adjourned at 9:40 AM.

The next regular meeting is scheduled for Tuesday, February 20, 2018.