

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
January 29, 2019
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, January 29, 2019 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, Don Rutherford, Mark Bellinger, J. Paul Morgan, Robert Cantwell III

Excused: Francis Murray, Kent Burto

Staff: Billy Soluri

Others Present:

- I. Call to Order:** The meeting was called to order at 8:34 AM.
- II. Meeting Minutes:** Motion by M. Bellinger and second by R. Cantwell to accept the minutes from the December 18, 2018 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for December 2018. B. Soluri noted an operating profit of \$15,685.66 prior to depreciation in December. B. Soluri noted that \$42,000 still needs to be transferred from the General Checking account to the Capital Reserve as it was used for working capital during the Building A renovation. M. Bellinger will work with B. Soluri on the transfer. It was also noted under the Tenant Receivables that Acadia Energy owes for back rents through April. A repayment plan will be presented later in the meeting. On a motion by P. Morgan and second by M. Bellinger the financial statements for December 2018 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented the repayment plan for Acadia Energy. They will pay the back rent over the next 6 months beginning with the January 2019 payment and ending with the June 2019 payment. They will pay \$1,168 monthly. On a motion by P. Morgan and second by M. Bellinger the board accepted the repayment plan by Acadia Energy. All in favor; motion carried.
- V. Committee Reports**
 - i. B. Soluri reported that the Building C roof was leaking. He has RSI looking at the roof for recommendations. He also noted that two heating systems were down, one in the JCLDC space and the other in Black Horse Group space. He has ordered parts to repair. Also, the elevator is acting up. He has the elevator contractor looking at it and has requested a quote for a new switch.
 - ii. B. Soluri reported that there is a new tenant looking at 1,700 square feet.

VI. Unfinished Business:

- i. None

R. Cantwell left the meeting at 8:53 AM.

VII. New Business:

- i. The board was presented with the employee evaluations for the Site Director and Maintenance Technician. B. Soluri exited the meeting at 8:55 AM. The board discussed the evaluations and reviewed the recommended salary adjustments. Board members felt that the Site Director had exceeded expectations for the work that he completed over the past year, and that he is an asset to the organization. The Board recommended that the President sign his evaluation as presented. B. Soluri returned to the meeting at 9:12 AM. On a motion by M. Bellinger and second by P. Morgan the board agreed to a 5% salary adjustment for the Site Director and 4.25% salary adjustment for the Maintenance Technician. All in favor; motion carried.

The board asked that next year B. Soluri provide a table outlining the percentage wage increases for staff annually since the WIC LDC split from the JCIDA.

- VIII. Adjournment:** On a motion by M. Bellinger and second by D. Rutherford the meeting was adjourned at 9:17 AM.

The next regular meeting is scheduled for Tuesday, February 19, 2019.