

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
February 21, 2017
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, February 21, 2017 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, J. Paul Morgan, Mark Bellinger, Don Rutherford, Carolyn Fitzpatrick, Francis Murray

Staff: Billy Soluri

Absent: Kent Burto

Others Present: Keith Caughlin (Schwerzmann and Wise PC)

- I. Call to Order:** The meeting was called to order at 8:37 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by C. Fitzpatrick to accept the meeting minutes from the January 24, 2017 and February 8, 2017 meetings. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for January 2017. B. Soluri noted an operating profit of \$8,378.93 prior to depreciation. On the tenant receivables he noted that the NY Air Brake paid their December and January rents. They still owe for October however he feels this will be paid. On a motion by C. Fitzpatrick and second by M. Bellinger the financial statements for January 2017 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri reviewed the notice by the NY Power Authority and National Grid that the NYPA Temporary Electricity Credit that the WIC had been receiving since early 2015 would expire April 30, 2017. The amount of the credit has been based upon our usage. This could cause a significant change in our monthly bills. B. Soluri will factor this change into our 2018 budget.
 - ii. B. Soluri reviewed the Building D Quarterly Inspection Report completed by Aubertine and Currier. There have been no additional structural changes to the building.
- V. Committee Reports**
 - i. B. Soluri provided an update on the facilities. He noted that there was a sprinkler inspection and that these passed. He also noted that the Simplicity snow thrower broke down due to issues with gas mixing with the oil. The machine is currently at Cheney

Tires being repaired. Repairs are estimated at \$600. The equipment initially cost over \$3,000.

- ii. B. Soluri provided an update on leases and prospects. There is one new tenant, Acadia Energy. D. Rutherford asked about the discussions with Jain Irrigation. B. Soluri noted that they were progressing well and that he is working with Aubertine and Currier to complete bid documents. The project should go out to bid within the next 2 weeks.

VI. Unfinished Business:

- i. None

VII. New Business:

- i. The Personnel Committee met prior to the board meeting to discuss the performance of staff and brought forth recommendations to the board. On a motion by P. Morgan and second by M. Bellinger the board accepted the recommendations of the Personnel Committee for wage adjustments based upon staff performance which will be effective retroactive to the January 7, 2017 pay period. All in favor; motion carried.
- ii. K. Caughlin presented the revised termination language for the proposed lease with Modern Moving and Storage. Due to the nature of their business with the federal government, specific language was required regarding the termination of the lease. This lease will allow for the tenant to terminate the lease with a 60 days written notice. On a motion by C. Fitzpatrick and second by M. Bellinger, the board agreed to the revised termination language as presented by Attorney Caughlin. All in favor; motion carried.

VIII. Adjournment: On a motion by C. Fitzpatrick and second by P. Morgan the meeting was adjourned at 9:10 AM.

The next regular meeting will be Tuesday, March 21, 2017 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.