

**Watertown Industrial Center Local Development Corporation  
Board of Directors' Annual Meeting  
March 15, 2016  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, March 15, 2016 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

**Present:** J. Paul Morgan, Don Rutherford, Kent Burto, Francis Murray, Carolyn Fitzpatrick

**Excused:** Michelle Capone, Mark Bellinger

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin (Schwerzmann & Wise PC), Dave Zembiec (Jefferson County Local Development Corporation)

- I. Call to Order:** The meeting was called to order at 8:37 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by K. Burto to accept the meeting minutes from the February 16, 2016 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for February 2016. He noted a cash operating loss of \$1,565.30 for the month, he anticipates that will increase another \$650.00 once the legal bill for the month of February has been received. B. Soluri stated the reason for the operating loss had to do with payment of \$8,319 for property taxes, and payment of \$4,110 to Capital Construction for 3 projects they completed at the end of 2015, but just recently invoiced. B. Soluri noted Sweet Occasions is current on their rent and Travis Corliss of Watertown Airsoft has executed the Confession of Judgment.

F. Murray stated that he had met with Travis Corliss and made several recommendations to him in regards to inventory management, and book keeping. F. Murray suggested to Travis that he contact Greg Gardner in regards to helping him with his books and tax filings. F. Murray stated that he discussed the importance of keeping records with Travis. On a motion by C. Fitzpatrick and second by P. Morgan the financial statements for February 2016 were accepted. All in favor; motion carried.

**IV. Correspondence:**

- i. B. Soluri presented the Confession of Judgment for Watertown Airsoft. B. Soluri noted Travis Corliss had executed the document and Keith Caughlin is in receipt of the original document. D. Zembiec asked Keith Caughlin to explain the difference between a Workout and the Confession of Judgment.

K. Caughlin stated a Confession of Judgment is a legal document where the debtor has already acknowledge the debt and in the event the debtor defaults on their obligation the

Confession of Judgement could be filed in court as quickly as one day, whereas a Workout is an agreement between parties of what is expected. If there is a default you would have to file a lawsuit adding approximately 6 months to the process.

- ii. B. Soluri presented the approving resolutions received from the taxing jurisdictions for the WICLDC PILOT. He noted that each resolution passed their respective boards unanimously.

## **V. Committee Reports**

- i. B. Soluri provided a facility update. He noted that that parking lot will need to have several areas re-patched, particularly in the areas where you turn off of the main road and into the parking lot. B. Soluri stated that staff has been cleaning, painting, and patching the sheetrock in the former Watertown Vending space. B. Soluri noted the scissors lift is in the shop for repair, and that a temporary lift has been rented from Seaway Rental while the other lift is being repaired.
- ii. B. Soluri presented the Lease/Prospect list. B. Soluri noted there has been some minor interest in the Watertown Vending space, and he anticipates hearing back from W.B. Mason in April regarding their interest in the former Ferguson space. D. Rutherford asked if anything has been put together in regards to redeveloping the back of Bldg. A to meet the warehousing needs of Jain Irrigation. B. Soluri stated that Aubertine and Currier is putting together a cost estimate for them to develop the conceptual plans and project estimates. B. Soluri noted that he would distribute the proposal to the board for consideration once it is received. D. Rutherford stated this could be a good alternative for Jain to consider in the short term, and that this space would give them the ability to expand as their warehousing needs increased. B. Soluri also noted that Aubertine and Currier will be performing another inspection later in the week where they will be looking to see if there has been any structural changes to the building in addition they will look at the steel beams and roof deck, this will help them in determining the remaining useful life of the bldg.

## **VI. Unfinished Business:**

- i. D. Rutherford asked if employee evaluations have been done. B. Soluri noted he has always done employee evaluations for the staff of the WIC, and up until three years ago the JCIDA would do his evaluations. D. Rutherford asked B. Soluri to email his Job Description along with the evaluation for Robert Daymont that had been conducted to the Personnel Committee, along with Carolyn Fitzpatrick, and Paul Morgan. C. Fitzpatrick stated she would be willing to distribute, and receive communications from the board regarding the employee evaluation and any merit increase recommendations. D. Rutherford stated the personnel committee will review the evaluation for Robert and perform the evaluation for the Site Director. D. Rutherford noted any recommendation would be made at the next board meeting, and any merit increase would be retroactive to January 1.

P. Morgan asked what the discretionary benefit was that is being paid out as part of the retirement package. B. Soluri stated there are three parts to the retirement plan, the first is a matching contribution up to 3%, the second is the discretionary piece of the plan which is up to 4%, and the third part is profit sharing. B. Soluri noted the WIC has not contributed anything towards retirement through profit sharing. D. Rutherford stated which ever committee drafts the evaluation for the Site Director will then distribute that form to the full board for input and consideration. D. Rutherford noted that B. Soluri would still be responsible for the other WIC staff evaluations and making merit increase recommendations based on those evaluations.

P. Morgan stated it would be good to have B. Soluri put together a list of accomplishments to go along with the evaluation report. D. Rutherford stated that going into next year the board could set goals for the Site Director that would be used in conjunction with the list of accomplishments during the evaluation process. B. Soluri stated that any goals that are set must be realistic. C. Fitzpatrick noted the goals must coincide with the job description. D. Rutherford stated he would try to set up a meeting to go over the evaluation with the evaluating group in early April.

**VII. New Business:**

- i. B. Soluri presented the Empire State Development Incentive Proposal received in regards to the \$400,000 grant the WIC was successful in obtaining to go towards constructing a new bldg. for Jain Irrigation. B. Soluri noted the project window is 3 years, which may allow for economic changes to occur that would make the project a more viable option for Jain in the future. B. Soluri stated there is a \$250.00 fee that must be paid after executing the document. D. Rutherford stated there is no obligation to move forward with the project even after executing the document. On a motion by K. Burto and second by F. Murray the terms of the Incentive Proposal were accepted, and staff was authorized to execute the document. All in favor; motion carried.

**VIII. Adjournment:** On a motion by K. Burto and second by F. Murray the meeting was adjourned at 9:30 AM.

The next regular meeting will be Tuesday, April 19, 2016 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.