

**Watertown Industrial Center Local Development Corporation  
Board of Directors Meeting  
March 20, 2018  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, March 20, 2018 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

**Present:** Michelle Capone, J. Paul Morgan, Kent Burto, Mark Bellinger, Don Rutherford

**Excused:** Robert Cantwell III

**Staff:** Billy Soluri

**Others Present:** Rob Aikens, Aubertine and Currier

- I. Call to Order:** The meeting was called to order at 8:35 AM.
- II. Meeting Minutes:** Motion by K. Burto and second by P. Morgan to accept the minutes from the January 23, 2018 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for January and February 2018. B. Soluri noted an operating deficit of \$1,087.57 prior to depreciation in January. This was due primarily to maintenance items associated with the new furnace and thermostat in Building C, \$3,300, the mini-split for Brookfield Power, \$1,400, the repairs to the loading lift for Building C, \$967, and the salt order for the month, \$1,400. On the balance sheet he noted that the capital reserves decreased as we disbursed funds for the window replacement project, \$18,560, and to ICC for the Building A project, \$99,000. Once we receive the proceeds from the loan for the Building A project we will deposit \$99,000 back into the capital reserve. Work in progress has increased by the window project and the work completed on the Building A project to date. B. Soluri noted an operating profit of \$6,643.30 prior to depreciation in February. On a motion by P. Morgan and second by M. Bellinger the financial statements for January and February 2018 were accepted. All in favor; motion carried.
- IV. Correspondence:**
  - i. B. Soluri noted that Jefferson County appointed Robert Cantwell III to the WIC LDC board replacing Carolyn Fitzpatrick. His term will expire December 31, 2019.
  - ii. B. Soluri presented a request from Jain Irrigation to utilize 30,000 square feet of cement area behind Building B as well as about 10,000 square feet of grass space between the cement area and Building A. They also requested the use of the external loading/unloading dock. Jain would fence the area and use it for outside storage. On a motion by K. Burto and second by M. Bellinger the board agreed to allow Jain to utilize the additional space at no cost contingent upon Jain being responsible for all maintenance associated with the space, a right of first refusal for the space, and Jain submitting their plans for the space to the WIC prior to any improvements. All in favor; motion carried.

**V. Committee Reports**

- i. R. Aiken reported on the Building A Warehouse Renovation. The project is significantly complete. Currently waiting for the dock leveler installation. The project is on schedule to be completed by April 1. B. Soluri noted that it is currently on budget. The board discussed Building D. It was suggested that we consider marketing Building D for cold storage. B. Soluri noted that there might be a company interested in purchasing the building. He will confer with K. Caughlin regarding land leases.
- ii. 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 IDA/Convergys Property Maintenance Agreement. There were no changes to the agreement. It is for a one year term. On a motion by P. Morgan and second by M. Bellinger, the board authorized execution of the IDA/Convergys Property Maintenance Agreement. All in favor; motion carried.

**VIII. Adjournment:** On a motion by K. Burto and second by M. Bellinger the meeting was adjourned at 9:09 AM.

The next regular meeting is scheduled for Tuesday, April 17, 2018.