

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
May 15, 2018
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, May 15, 2018 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Don Rutherford, Robert Cantwell III, Mark Bellinger, Kent Burto

Excused: Michelle Capone, Francis Murray, J. Paul Morgan

Staff: Billy Soluri

Others Present: Dave Zembiec, Jefferson County Economic Development;

- I. Call to Order:** The meeting was called to order at 8:34 AM.
- II. Meeting Minutes:** Motion by R. Cantwell and second by K. Burto to accept the minutes from the April 17, 2018 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for April 2018. B. Soluri noted an operating profit of \$3,894.09 before depreciation. B. Soluri noted that for the past two months the income statements have shown a positive cash position at the end of those periods. B. Soluri noted that the cash position of the WIC continues to remain low as the agency awaits the loan closing for the Back of Bldg. A project to be finalized. B. Soluri stated the final invoices for the project are due to be paid and the WIC does not have enough cash on hand to cover those expenses. D. Rutherford asked what the reason for the delay regarding the loan closing was. B. Soluri stated that the WIC attorney has been working on the lease, and loan documents with Mr. Joe Russell of Menter, Rudin and Trivelpiece. D. Rutherford noted this loan was approved back in December of 2017 and this delay is unacceptable. D. Rutherford advised staff to send an e-mail to the WIC's attorney expressing their frustration over this delay. On a motion by M. Bellinger and second by K. Burto the financial statements for April 2018 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. None
- V. Committee Reports**
 - i. B. Soluri stated that he has received the insurance certificate from Jain Irrigation for their new space. B. Soluri noted that material manufactured by one of Jain's firms was used as an interior wall covering to hide the insulation along the inside of the space. K. Burto asked what the material was made of. B. Soluri stated it is a lightweight, rubber like material, flexible and easy to install. B. Soluri noted that Mr. Narinder Gupta has toured the space several times and is happy with the project. B. Soluri stated Jain Irrigation will begin painting the offices, loading dock rails, etc. now that the insurance has been received. B. Soluri noted that he anticipated the loan and lease being finalized by June 1,

but based on the current status of both items he believes July 1 is a more realistic time frame.

- 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 fiscal year 2018-2019 Operating Budget. Revenue is projected to be about \$43,008 which is slightly less than the prior year due primarily to the loss of rental income from Bldg. A and Bldg. D as Jain Irrigation will be utilizing the back of A, and Bldg. D will remain empty until an opportunity arises that would allow the WIC to look at renovating/leasing Bldg. D. B. Soluri noted this past heating season started earlier and lasted longer than previous years which related to a higher than average utility cost for the year. B. Soluri stated that he expects utility cost to remain similar and has budgeted accordingly; however, if the heating season is much milder those expenses will decrease.

K. Burto asked if the projected income included the assumption of an additional \$10,022 in new rents. B. Soluri stated it did. K. Burto asked if leases included rent escalators. B. Soluri said they do, and that increase is generally 2% to 3%. B. Soluri stated the proposed budget shows revenue of \$4.37 per square foot as compared to \$4.00 square foot for expenses.

D. Rutherford stated he would like to see the WIC match employee merit increases with the start of the fiscal year rather than January 1. B. Soluri stated the WIC at one time did perform performance reviews and merit increases effective July 1, but this was changed a few years ago by the board to be January 1. D. Zembiec, K. Burto, M. Bellinger and R. Cantwell all agreed merit increases should coincided with the start of the fiscal year. D. Rutherford suggested this be discussed at the June meeting, but recommended approving the budget as presented. On a motion by M. Bellinger and second by K. Burto, the Operating Budget for fiscal year 2018-2019 was accepted as presented. All in favor; motion carried.

- VIII. Adjournment:** On a motion by R. Cantwell and second by M. Bellinger the meeting was adjourned at 9:03 AM.

The next regular meeting is scheduled for Tuesday, June 19, 2018.