

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
August 23, 2016
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, August 23, 2016 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

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

Excused: Carolyn Fitzpatrick, Francis Murray, Don Rutherford

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC), Craig Fox (Watertown Daily Times), Dave Zembiec (Jefferson County Local Development Corporation)

- I. Call to Order:** The meeting was called to order at 8:43 AM.
- II. Meeting Minutes:** Motion by K. Burto and second by M. Bellinger to accept the meeting minutes from the June 21, 2016 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for June and July 2016. The financial statements for June are for the fiscal year end and are presented as unaudited. B. Soluri noted an operating profit of \$8,451.99 prior to depreciation. He also noted the main reason for year-to-date lease revenue not meeting the budget was due to the loss of Ferguson in fall 2015. He also noted that actual maintenance expense was lower than budgeted since the sprinkler internal exam passed inspection and we were not required to flush the pipes. This was initially budgeted at approximately \$20,000. B. Soluri noted on the balance sheet that he moved the money from the capital reserve to the general checking account for the Building C window replacement project as approved by the board. M. Capone asked if the capital assets would be adjusted by the auditor; B. Soluri noted that they would. P. Morgan asked if we would have adjustments made by the auditor. B. Soluri noted yes but minimal like depreciation and the entry to fix the rent receivable for Ferguson. B. Soluri presented the financial statements for July 2016 and noted an operating profit of \$5,526.21 prior to depreciation. He also presented the six-month cash flow statement which takes into consideration the loss of rental income from the New York Air Brake. On a motion by K. Burto and second by M. Bellinger the financial statements for June and July 2016 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented the fact sheet from NYS DEC on the cleanup action at the Allison Test Room. The cleanup is being conducted by SPX and began on August 22. The WIC LDC has no liability for the cleanup. Upon completion of the cleanup the spot will be filled with clean fill and a slab will cover it so that it will return to industrial space.

V. Committee Reports

- i. B. Soluri provided a facility update. He noted that SPX had the hard fill materials located on the pad of Building D tested and that it all came back as clean. He noted that the WIC LDC website was redesigned by Riverside Media and should be much more functional. B. Soluri noted that bricks on the façade of Building D are beginning to bow and that he would like to address the issue now rather than wait until they fall. He has asked Aubertine and Currier to present two options: one to fix the area where the bricks are bowing by replacing with siding, or the second option is to replace the siding on the two sections of the façade with siding to match the red siding already on the façade. He will call a facility committee meeting when the estimates come in. If the committee approves the project, he proposes that the board vote electronically and ratify the vote at their next meeting. The board was ok with this process. Finally, B. Soluri mentioned that Pick N Go would like to expand their footprint into approximately 700 s/f of adjacent space. This would involve removing a wall. The cost estimates are due today. He will review these with the tenant. If the tenant wishes to move forward this would be a leasehold improvement fund project.
- ii. B. Soluri noted that the office supply house is still interested in the Ferguson space. He did show space to another business but wasn't optimistic that it would turn into a tenant.

VI. Unfinished Business:

- i. The audit committee met and is recommending the engagement letter from Bowers and Company. The one change to the audit process this year is that either a staff or board member will need to sign-off on the financial statements being presented to the CPA. B. Soluri noted that since he prepares the statements he will sign off on them. The board agreed with this. The fees for the audit are \$4,130. On a motion by M. Capone and second by K. Burto the board authorized the audit committee to execute the engagement letter with Bowers and Company for the FYE 2016 audit. All in favor; motion carried.

VII. New Business:

- i. B. Soluri presented a request by New York Air Brake to terminate their lease 4 months early effective September 1, 2016. The original lease was to be a temporary lease in 2013 and turned into a 36 month lease. The New York Air Brake will continue to lease archive and exterior storage space from the WIC. On a motion by K. Burto and second by M. Bellinger, the board agreed to terminate the lease early for the New York Air Brake without penalty. All in favor; motion carried.

VIII. Adjournment: On a motion by K. Burto and second by M. Capone the meeting was adjourned at 9:15 AM.

The next regular meeting will be Tuesday, September 20, 2016 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.