

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
September 27, 2016
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, September 27, 2016 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

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

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC), Brianna Uhlinger (Bowers & Company)

- I. Call to Order:** The meeting was called to order at 8:43 AM.
- II. Meeting Minutes:** Motion by M. Capone and second by M. Bellinger to accept the meeting minutes from the August 23, 2016 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for August 2016. B. Soluri noted an operating profit of \$3,992.75 prior to depreciation. He noted that the balance sheet does not reflect any audit adjustments. Those will be reflected in the September statements. He noted that Watertown Airsoft has been following the repayment plan however last month he was 32 days past due. The board agreed to continue with the repayment plan. B. Soluri noted that maintenance expenses were up in August due to the need to replace two water heaters in Buildings A and B; the completion of the Building C restroom project; and the removal of the asbestos containing materials from the back of Building D. The board also reviewed the 6-month cash flow projections. On a motion by K. Burto and second by C. Fitzpatrick the financial statements for August 2016 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri reviewed the letter from Central Insurance Companies (CIC) summarizing their recent loss control walk-thru of the facility. Their evaluation recognized “an attractive nuisance for the rear exterior area of Building A.” This area is where Watertown Airsoft has their outdoor facilities. CIC noted that there was a large amount of wood pallets, wood materials, tires, and barrels in this area. CIC recommended that these materials be removed from the facility. The board agreed and directed B. Soluri to send a notice to Watertown Airsoft to clean up this space in a timely manner.
- V. Committee Reports**

- i. B. Soluri provided a facility update. 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. Aubertine and Currier provided a base cost to fix the area where the bricks are bowing by replacing with siding, and an alternative to replace the siding on the two sections of the façade with siding to match the red siding already on the façade. The estimate for the base bid was \$3,094, and the estimate for the alternative was \$4,000. The board discussed whether it was a good idea to continue to spend money on a building that will eventually be demolished. D. Rutherford asked if Aubertine and Currier had recently inspected the building. B. Soluri stated that yes it was recently inspected and there were no new structural issues. D. Rutherford asked how much time was left for the building. B. Soluri stated that Aubertine and Currier said that if there were no additional structural issues and we continued to make recommended repairs that the building may last another year. B. Soluri was asked the status of the proposed project with Jain Irrigation. B. Soluri noted that he was going to forward a proposal to Jain this Friday. The board asked B. Soluri to provide a spreadsheet with all costs spent on Building D to be tracked. On a motion by M. Bellinger and second by C. Fitzpatrick the board agreed to spend \$7,094 from the general checking account to complete the façade improvements to Building D. All in favor; motion carried.
- ii. B. Soluri presented a proposal for the proposed Pick N Go expansion. They are looking to expand in their current space in order to bring in additional equipment. Aubertine and Currier prepared the RFP to demo the shared interior wall allowing spaces A-10 and A-17 to be combined into one space. The low bid was \$6,800. On a motion by P. Morgan and second by K. Burto the board agreed to complete the improvements in order to combine spaces A-10 and A-17 at the cost of \$6,800 contingent upon Pick N Go executing a new 5 year lease. All in favor; motion carried.
- iii. B. Soluri presented a request for a leasehold improvement loan from Pick N Go in the amount of \$6,800 for improvements to their space. The term would be five years at 3%. On a motion by P. Morgan and second by K. Burto the board approved the leasehold improvement loan in the amount of \$6,800 to Pick N Go contingent upon them executing a new 5 year lease. All in favor; motion carried.
- iv. B. Soluri noted that the office supply house is still interested in the Ferguson space. He also spoke with a construction company located outside of the area about this space.

VI. Unfinished Business:

- i. B. Uhlinger from Bowers and Company presented the FYE 2016 audit. She noted that the audit received a clean and unmodified opinion which is the highest that you can receive. The board reviewed the schedule of findings with B. Uhlinger. There were two items noted: segregation of duties and preparation of the financial statements. The board recognizes that since the WIC LDC is a small organization that we do not have segregation of duties. B. Uhlinger did provide adjusting entries; however one entry for depreciation was material because of the amount of the adjustment. There was no management letter as everything looked good. On a motion by P. Morgan and second by C. Fitzpatrick the board accepted the FYE 2016 audit. All in favor; motion carried.

VII. New Business:

No new business

VIII. Adjournment: On a motion by K. Burto and second by M. Bellinger the meeting was adjourned at 9:31 AM.

The next regular meeting will be Tuesday, October 18, 2016 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.