

**Watertown Industrial Center Local Development Corporation  
Board of Directors Meeting  
October 19, 2018  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Friday, October 19, 2018 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

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

**Excused:** Robert Cantwell III

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin (Schwerzmann & Wise PC)

- I. Call to Order:** The meeting was called to order at 8:33 AM.
- II. Meeting Minutes:** Motion by K. Burto and second by M. Bellinger to accept the minutes from the September 25, 2018 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for September 2018. B. Soluri noted an operating profit of \$21,823.89 prior to depreciation. On a motion by M. Bellinger and second by F. Murray the financial statements for September 2018 were accepted. All in favor; motion carried.
- IV. Correspondence:**
  - i. B. Soluri reported on the Grant Disbursement Agreement with Empire State Development. This will be signed and the WIC will owe \$990 for the commitment fee and public hearing expense to Empire State Development.
  - ii. B. Soluri reported that the required reports for PAAA were submitted to PARIS. D. Rutherford reviewed and certified the submission.
- V. Committee Reports**
  - i. B. Soluri reported that Aubertine & Currier and the contractor will split the cost to adjust the 8' doors to 9' doors in the Jain Irrigation space. All four doors will be adjusted to the 9' height. The contractor is currently on-site fixing these.
  - ii. B. Soluri noted that there was one potential prospect for upstairs.
- VI. Unfinished Business:**
  - i. None
- VII. New Business:**

- i. K. Caughlin reviewed the Sexual Harassment Policy with the Board. This is a new requirement of all NYS businesses. B. Soluri noted that he had participated in the online training and will work with staff to ensure that staff is trained as well, as required. On a motion by K. Burto and second by M. Belliner the Board adopted the Sexual Harassment Policy as presented. All in favor; motion carried.

**VIII. Adjournment:** On a motion by F. Murray and second by K. Burto the meeting was adjourned at 8:53 AM.

The next regular meeting is scheduled for Tuesday, November 20, 2018.