

**Watertown Industrial Center Local Development Corporation**  
**Board of Directors Meeting**  
**October 25, 2016**  
**Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, October 25, 2016 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

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

**Excused:** Kent Burto

**Staff:** Billy Soluri

**Others Present:** David Zembiec (Jefferson County Local Development Corporation), Marcus Wolf (Watertown Daily Times)

- I. Call to Order:** The meeting was called to order at 8:38 AM.
- II. Meeting Minutes:** Motion by C. Fitzpatrick and second by P. Morgan to accept the meeting minutes from the September 27, 2016 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for September 2016. B. Soluri noted an operating profit of \$12,730.86 prior to depreciation. He noted the depreciation expense will be adjusted to reflect the fiscal year end amount of approximately \$19,790. He noted that Watertown Airsoft is currently 60 days past due. He has notified K. Caughlin and is awaiting his response as how to proceed. Brenan Coin Machines and Sweet Occasions are also past due. B. Soluri noted that they typically run 60-90 days past due and then will make one payment. The board also reviewed the 6-month cash flow projections and maintenance report. On a motion by F. Murray and second by M. Bellinger the financial statements for September 2016 were accepted. All in favor; motion carried.
- IV. Correspondence:**
  - i. B. Soluri presented the letter that he provided to Watertown Airsoft in regard to the insurance carrier's concerns about materials on the property. Mr. Corliss, owner of Watertown Airsoft, did not respond to B. Soluri's first letter. He did respond to the second letter and stated that he would look into the situation. B. Soluri will follow up.
  - ii. F. Murray presented a request by VNA Healthcare to park a vehicle on the WIC LDC's property in an open lot. F. Murray was recently hired by VNA Healthcare to drive this vehicle. The vehicle is handicapped accessible. VNA Healthcare provides home therapy. B. Soluri stated that he didn't see an issue with VNA Healthcare parking the vehicle in the auxiliary lot. VNA Healthcare will maintain the insurance on the vehicle.

B. Soluri will speak with K. Caughlin to see if any further documentation is needed. On a motion by P. Morgan and second by C. Fitzpatrick the board agreed to allow VNA Healthcare to park its handicapped accessible vehicle on the site. F. Murray abstained. All in favor; motion carried.

- iii. B. Soluri presented the report demonstrating that the FYE 16 audit was filed in PARIS and accepted.

#### **V. Committee Reports**

- i. B. Soluri provided a facility update. B. Soluri provided the spreadsheet showing funding spent on Building D to date. Since 2006, \$24,699 has been spent on repairs to the building. B. Soluri noted that NY Air Brake signed a lease for the former Watertown Vending space and may look at leasing locker space for their archives. He also noted that there are three other potential tenants for the facility. He noted that he presented the proposal for new space to Jain Irrigation and is waiting to hear back from management.

#### **VI. Unfinished Business:**

- i. No unfinished business

#### **VII. New Business:**

No new business

- VIII. Adjournment:** On a motion by C. Fitzpatrick and second by F. Murray the meeting was adjourned at 9:04 AM.

The next regular meeting will be Tuesday, November 15, 2016 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.