

**Watertown Industrial Center Local Development Corporation  
Board of Directors Meeting  
November 19, 2019  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, November 19, 2019 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

**Present:** Michelle Capone, Don Rutherford, J. Paul Morgan, Mark Bellinger, Frances Murray

**Excused:** Kent Burto, Robert Cantwell Jr.

**Staff:** Billy Soluri

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

- I. Call to Order:** The meeting was called to order at 8:37 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by F. Murray to accept the minutes from the October 15, 2019 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for October 2019. B. Soluri noted an operating deficit of \$275.57 prior to depreciation in October. Taxes were paid in October. He noted maintenance expenses were up due primarily to the severe rain and wind storms we experienced. ABJ performed the sprinkler inspection and the elevator inspection was completed as well. A generator was purchased for \$400 from ACE Hardware. B. Soluri recommends that each year we purchase a new generator as we typically rent generators when there are significant weather events that could result in flooding. Acadia Energy and Pine Camp Services brought their lease payments current. Under payables B. Soluri noted the check to R. Daymont which reflects the pay-out from his pension account. On a motion by M. Bellinger and second by P. Morgan the financial statements for October 2019 were accepted. All in favor; motion carried.
- IV. Correspondence:**
  - i. B. Soluri presented correspondence from Empire State Development stating that the grant draw request is with the auditors. It should take another 30-60 days for payment.
  - ii. B. Soluri provided correspondence from WESCO Insurance Company stating that they are no longer doing business in New York State, therefore we will need to find another Disability and Paid Family Leave Act Carrier. Haylor Freyer and Coon is addressing this and will identify a new carrier for us.
- V. Committee Reports**
  - i. B. Soluri noted that the facility did not flood during the most recent rain events. Staff completed shift work in order to ensure that there was a presence at the facility so there was no flooding. B. Soluri briefed the board on the bids for the Building A/B Repointing Project. He is going to work with the contractor to firm up a scope of work and then

bring the project back to the Facilities committee. The project will occur over two years. Bids will be good for two years.

- ii. There is one new tenant.

**VI. Unfinished Business:** None

**VII. New Business:** None

- i. B. Soluri noted that the WIC LDC does not have Fidelity Bond insurance for its employees. He received a quote from Travelers. The cost for \$250,000 in coverage is \$317 for 3 years. On a motion by M. Bellinger and second by D. Rutherford the board agreed to purchase the Fidelity Bond insurance as presented. All in favor; motion carried.

**VIII. Adjournment:** On a motion by P. Morgan and second by F. Murray the meeting was adjourned at 9:00 AM.

The next regular meeting is scheduled for Tuesday, January 21, 2020.