

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
February 18, 2020
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, February 18, 2020 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, Don Rutherford, J. Paul Morgan, Robert Cantwell Jr., Kent Burto, Paul Warneck, Mark Bellinger

Excused: None

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC), Erin Bischoff (WWNY)

- I. Call to Order:** The meeting was called to order at 8:35 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by R. Cantwell Jr. to accept the minutes from the January 21, 2020 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for January 2020. B. Soluri noted an adjusted operating surplus of \$67,738 in January. We received the \$60,000 grant from Empire State Development. On the balance sheet, cash in the general checking account increased primarily due to the receipt of the ESD grant. These funds will be moved to the capital reserve account in February as we had initially taken the funds from this account for the building project. B. Soluri noted that Acadia Energy is 60 days past due again. He will reach out to them. D. Rutherford asked if they had moved to the Brownville facility. P. Warneck did not think they had as the company is still awaiting a determination by the PSC. He does not think they will move until the determination has been made. On a motion by K. Burto and second by P. Morgan the financial statements for January 2020 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented correspondence from the Jefferson County IDA appointing Paul Warneck to the Board for a term to expire December 31, 2020.
 - ii. B. Soluri reported that we received our grant from Empire State Development in the amount of \$60,000. D. Rutherford asked if there was a claw back provision to the grant if Jain does not meet job projections. B. Soluri stated yes. The employment figures were adjusted to meet Jain's expectations. The first employment report to ESD has not been submitted. The board agreed to set-aside 10% of the grant in case Jain does not meet employment projections and funds are clawed back by the state.
 - ii. B. Soluri provided an update on the Pick N Go repairs. A check for \$15010.18 has been received from the insurance company for damages. B. Soluri is monitoring work and once it is completed to our satisfaction, we will endorse the insurance check. He noted

that the concrete blocks have been replaced and that they are removing the sheetrock to see what damage might have occurred behind the sheetrock.

V. Committee Reports

- i. There was nothing new to report under the facility update.
- ii. Pick N Go signed a lease for 395 s/f of space in Building A which is now their corporate office. Colonial Insurance renewed their lease for an additional 12 months. R. Cantwell Jr. asked about the status of Blackhorse Construction. B. Soluri noted that there was nothing new to report; however, they signed the lease extension through 2020.

VI. Unfinished Business: None

VII. New Business:

- i. Personnel Committee met to review the performance evaluation for the Facilities Technician. Based upon his performance and upon the recommendation of the Facilities Manager, the Personnel Committee recommends a 3% salary increase and \$500 bonus for the Facilities Technician. On a motion by P. Morgan and second by M. Bellinger, the board accepted the recommendation of the Personnel Committee as presented. All in favor; motion carried.

On a motion by P. Warneck and second by K. Burto, the board entered in to Executive Session at 8:50 AM to discuss the employment history of a specific employee. All in favor motion carried.

On a motion by P. Warneck and second by R. Cantwell Jr., the board exited Executive Session at 9:00 AM.

- ii. Based upon the excellent performance and dedication of the Facilities Manager, the Personnel Committee recommends a salary increase of 4% and \$1,500 bonus for the Facilities Manager. The bonus can be taken as either cash, a contribution to pension, or a combination of both. On a motion by P. Morgan and second by M. Bellinger, the board accepted the recommendation of the Personnel Committee as presented. P. Warneck abstained. All in favor; motion carried.

It was agreed that the Personnel Committee would meet in the near future to review the pension plan and associated profit-sharing. B. Soluri was asked to set up a meeting with the investment firm to discuss further. We also agreed that we would like to move performance evaluations to April in order to better correspond with our budget process.

VIII. Adjournment: On a motion by K. Burto and second by M. Bellinger the meeting was adjourned at 9:05 AM.

The next regular meeting is scheduled for Tuesday, March 17, 2020.