

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
November 24, 2020
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, November 24, 2020 via Zoom and in-person in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

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

Excused: J. Robert Cantwell, Jr.

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC)

- I. Call to Order:** The meeting was called to order at 8:33 AM.
- II. Meeting Minutes:** Motion by P. Warneck and second by K. Burto to accept the minutes from the October 27, 2020 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for October 2020. B. Soluri noted an adjusted operating deficit of \$8,081 in October. The electrical meter-backing project for Jain Irrigation that was budgeted in the last fiscal year, but not completed due to Covid, was completed in October for \$1,149. B. Soluri also purchased approximately \$2,750 in Merv 13 filters for the HVAC system. The supply should last about 2 years. In addition, he purchased about \$600 in sprinkler parts. The City school district taxes and County PILOT payment were made in October. B. Soluri reviewed the balance sheet and noted that the checking account was slightly lower. Accounts receivable were up, however he noted that in November the receivables, other than Acadia Energy, had been substantially collected and cash will have increased in the checking account. On a motion by D. Rutherford and second by M. Bellinger the financial statements for October 2020 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented the tenant notification letter drafted by counsel notifying tenants of a potential Covid exposure. This is the letter we will use if this happens again in the future.
 - ii. B. Soluri presented the letter delivered to Watertown City Court filing a Commercial Claim Certification. A court date will be set in December for a money judgment hearing. P. Warneck asked if we had asked Acadia to voluntarily vacate the space. K. Caughlin responded no, but that we can and will. D. Rutherford asked how long the moratorium on evictions lasts. K. Caughlin stated until at least January 1, 2021, however the Governor could extend this.

- iii. B. Soluri presented the letter delivered to Pick N Go's attorney outlining the terms of our repayment plan and a Confession of Judgment to execute if they fail to comply with the terms.

V. Committee Reports

- i. B. Soluri gave an update on the brick-repointing project. We budgeted \$15,000 and completed the work for \$13,968. The work was completed on parts of Buildings A & B. We will budget \$15,000 for brick-repointing next year.
- ii. B. Soluri reported that the repayment plan and Confession of Judgment are in place for Pick N Go. B. Soluri got another quote for repairs to confirm amount. The contract for work went to P&M Construction. Neither Capital Construction nor Morning Glory Construction could mobilize until next year to complete the repairs. Pick N Go will begin their repayment plan with the December payment.
- iii. B. Soluri noted that there was nothing new to report under leases/prospects.

VI. Unfinished Business:

- i. None

VII. New Business:

- i. None

VIII. Adjournment: On a motion by P. Morgan and second by D. Rutherford the meeting was adjourned at 8:45 AM.

The next regular meeting is scheduled for Tuesday, December 22, 2020.