**Watertown Industrial Center Local Development Corporation**

**Board of Directors Meeting**

**December 22, 2020**

**Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, December 22, 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, J. Robert Cantwell, Jr.

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin(Schwerzmann & Wise PC), Dave Zembiec (Jefferson County Economic Development)

1. **Call to Order:** The meeting was called to order at 8:30 AM.
2. **Meeting Minutes:** Motion by P. Morgan and second by P. Warneck to accept the minutes from the November 24, 2020 meeting. All in favor; motion carried.
3. **Financial Report:** B. Soluri presented financials for November 2020. B. Soluri noted an adjusted operating profit of $12,167 in November. On the balance sheet, he noted that the checking account increased, and accounts receivable decreased, as Brookfield Power made their lease payments. He noted work in progress included the brick repointing, waterline, and mini-split projects. The work in progress account is adjusted at year-end.

B. Soluri reported on the accounts receivable and noted that Acadia Energy is still past due and that no communications have been received from them. K. Caughlin has not heard from them either, and the money judgement hearing is moved to January. The money judgement will cover rents owed through October. There was discussion as to how to best proceed with the collection of the rents receivable by Acadia Energy. On a motion by P. Warneck and second by R. Cantwell Jr., the board authorized D. Rutherford and K. Caughlin to negotiate a settlement with Acadia Energy that will result in Acadia Energy vacating their space in the facility. All in favor; motion carried.

On a motion by K. Burto and second by M. Bellinger the financial statements for November 2020 were accepted. All in favor; motion carried.

1. **Correspondence:**
2. None
3. **Committee Reports**
4. B. Soluri reported that the wall repair in the Pick N Go space was completed. Pick N Go was invoiced for the repairs with the repayment plan starting with their December 2020 payment.
5. B. Soluri noted that a new 24-month lease was executed with New York Air Brake and a lease with CertaPro Painters was renewed. He has a potential tenant for the small archive space.
6. **Unfinished Business:**
7. None
8. **New Business**:
9. B. Soluri asked the board to consider a bonus to the Facilities Technician. He noted that this is not based upon an official performance evaluation, but that the individual has performed extremely well over the past year. He has been very responsive during emergencies and he is an asset to the facility. He is extremely deserving of this consideration. On a motion by M. Capone and second by P. Warneck, the board approved a $500 bonus to the Facilities Technician to be paid in January 2021. All in favor; motion carried.

1. **Adjournment:** On a motion by R. Cantwell Jr. and second by P. Morgan the meeting was adjourned at 8:54 AM.

The next regular meeting is scheduled for Tuesday, January 26, 2021.