

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
April 27, 2021
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, April 27, 2021 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, Don Rutherford, Robert Cantwell III.

Absent: Paul Warneck

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC), Craig Fox (Watertown Daily Times) entered meeting at 8:41 AM

- I. Call to Order:** The meeting was called to order at 8:29 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by M. Bellinger to accept the minutes from the March 23, 2021 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for March 2021. B. Soluri noted an adjusted operating loss of \$5,586.27 in March. He noted that we made the first payment on the snowplowing contract for 2021. In addition, we had costs to lease small equipment associated with a scissor lift and generator. The WIC also made its winter payment on the Bobcat. B. Soluri provided the report on the leasehold improvement loans per a request made by the board last month. On a motion by M. Bellinger and second by R. Cantwell III the financial statements for March 2021 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. None
- V. Committee Reports**
 - i. B. Soluri provided a verbal facility report. Staff is beginning spring-cleaning. He reported that the internal sprinkler flushing occurred and two of the five systems did not pass. This means that we will have to flush each branch. The cost to complete this work is \$6095. He noted that there is no preventative maintenance for this, and that once they are flushed, we will not need to do so again for five years.
 - ii. B. Soluri provided a verbal leases/prospects report. There are no active prospects at this time. The minutes from the facility committee meeting on April 15, 2021 were provided. On a motion by R. Cantwell III and second by K. Burto, the minutes of the facility committee of April 15, 2021 were accepted as presented. All in favor; motion carried.

VI. Unfinished Business:

- i. None

VII. New Business:

- i. B. Soluri presented the FYE 2022 operating budget. He noted two new assumptions. One new assumption is that staff evaluations and potential merit increases would become effective July 1 and run with the fiscal year. The second new assumption is that a new lease will be negotiated with NYTRIC whereby they will take over more of the maintenance associated with their building and that the WIC would reduce the maintenance portion of their lease. D. Rutherford asked if this would be setting a new precedent. B. Soluri did not think so and that the benefit to the WIC exceeds the cost. P. Morgan asked B. Soluri to explain the staff discretion noted on page 38 of the assumptions associated with utilities. B. Soluri noted that this adjustment has been made for several years based upon management's experience with the budget preparation and operations of the facility and energy costs. P. Morgan explained that a better way to approach this may be to look at the 12-month actuals for the utilities. The board agreed that the figures that B. Soluri provided for the FYE 2022 for the utilities be kept as is and that he would look at the 12-month actual figures for utilities with the preparation of the FYE 2023 budget. It was asked why miscellaneous revenue was not budgeted for FYE 2022. B. Soluri noted that this was revenue from our contract with the JCIDA for the maintenance at the Concentrix building. That work will be going away as the YMCA takes over the lease from the JCIDA. D. Rutherford noted that the budget will need to be filed in PARIS. On a motion by P. Morgan and second by M. Bellinger the FYE 2022 operating budget was adopted by the Board of Directors as presented. All in favor; motion carried.

D. Rutherford asked B. Soluri to schedule a Personnel Committee meeting to review staff evaluations and potential merit increases.

- VIII. Adjournment:** On a motion by P. Morgan and second by K. Burto the meeting was adjourned at 9:03 AM.

The next regular meeting is scheduled for Tuesday, May 25, 2021.