

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
June 29, 2021
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, June 29, 2021 in person and via Zoom.

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

Excused: Michelle Capone

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 May 25, 2021, meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for May 2021. B. Soluri noted an adjusted operating surplus of \$3,022.42, or \$5,436.31 when depreciation and restricted revenue sources are removed. He noted the WIC paid \$5,351 in expenses relating to the replacement of the Front of Building A 400 Amp Electrical Service panel as well as \$6,850 for the final payment relating to snow plowing for the 20-21 season. He noted that tenants are in good standing and Pick and Go has been following their repayment plan relating to the wall and door damage. On a motion by P. Morgan and second by M. Bellinger the financial statements for May 2021 were accepted. All in favor; motion carried.
- IV. Correspondence:** None
- V. Committee Reports**
 - i. B. Soluri stated that ABJ Fire Protection had completed the Flushing of the two sprinkler systems that failed the internal exams. He noted all systems are now in compliance and will not have to be internally inspected for another 5 years.
 - ii. B. Soluri noted Brookfield Power has agreed to the terms of a new 10 year lease and he is in discussion with NYTRIC to finalize a new ten year lease.
 - iii. Audit Committee - B. Soluri presented the Audit Committee Minutes and Engagement Letter for FYE 6/30/2021. On a motion by P. Morgan and second by K. Burto, the board accepted the Audit Committee meeting minutes as presented. All in favor; motion carried.
 - iv. Governance Committee – B. Soluri presented the Governance Committee Minutes and Policies and Procedures. D. Rutherford stated the Governance Committee met to discuss the WIC LDC policies and procedures. The committee recommended no changes but

would like to have the Audit Committee review the Audit prior to the Auditors presenting to the full board. On a motion by R. Cantwell III and second by P. Morgan, the board accepted the Governance Committee meeting minutes. All in favor; motion carried.

- v. Personnel Committee – D. Rutherford presented the Personnel Committee meeting minutes and stated the Personnel Committee met to review the performance evaluations of the Director of Site Facilities and the Facilities Technician. On a motion by P. Morgan and second by M. Bellinger, the board accepted the Personnel Committee meeting minutes.

VI. Unfinished Business: None

VII. New Business:

- i. Audit Engagement: On the recommendation of the Audit Committee, and on a motion by P. Warneck and second by R. Cantwell III, the board accepted the Audit Engagement Letter as presented. All in favor; motion carried.
- ii. Policy and Procedures: On the recommendation of the Governance Committee and on a motion by K. Burto and second by P. Morgan, the board accepted the WIC LDC policies and procedures. All in favor; motion carried.
- iii. Staff Evaluations: D. Rutherford noted that the Personnel Committee met to review the performance evaluation for the Facilities Technician. Based upon his performance and upon the recommendation of B. Soluri, the Personnel Committee recommends an hourly rate increase to \$14.00 per hour for the Facilities Technician to move him more in line with the market. B. Soluri noted that the Facilities Technician is a hard worker, dedicated and has had no issues reporting to the facility after hours or on weekends when needed or monitoring the facility remotely during storms. B. Soluri stated this would be a good step toward keeping the Facilities Technician employed with the WIC. P. Warneck suggested having the Facilities Technician join a meeting so the Board could be introduced to him. On a motion by P. Warneck and second by P. Morgan, the board accepted the recommendation of the Personnel Committee to increase the Facilities Technicians hourly rate to \$14.00 per hour. All in favor; motion carried.

D. Rutherford asked B. Soluri to step into the hall as the board discussed the evaluation of the Director of Site facilities.

D. Rutherford asked B. Soluri to rejoin the meeting at approximately 9:00 a.m.

D. Rutherford stated that based upon the excellent performance and dedication shown by B. Soluri the Personnel Committee recommends a salary increase of 4% for the Director of Site Facilities. On a motion by P. Warneck and second by Robert Cantwell III the board accepted the recommendation of the Personnel Committee to give the Director of Site Facilities a 4% merit increase. All in favor; motion carried.

VIII. Adjournment: On a motion by P. Warneck and second by P. Morgan the meeting was adjourned at 9:04 AM.

The next regular meeting is scheduled for Tuesday, July 20, 2021.