

**Watertown Industrial Center Local Development Corporation  
Board of Directors Meeting  
October 26, 2021  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, October 26, 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, Robert Cantwell III, Paul Warneck, Mark Bellinger, Don Rutherford

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin (Schwerzmann & Wise PC)

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** Motion by M. Bellinger and second by R. Cantwell III to accept the minutes from the September 28, 2021 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for September 2021. B. Soluri noted an adjusted operating profit of \$11,930.21 in September. B. Soluri noted that there will be several invoices for maintenance next month. Work-in-progress increased due to the Building A drainage project. P. Morgan asked why salaries were so high in September. B. Soluri noted that there was an extra pay period in the month. On a motion by P. Morgan and second by M. Bellinger, the financial statements for September 2021 were accepted. All in favor; motion carried.
- IV. Correspondence:**
  - i. B. Soluri provided copies of the certified ABO reports for our review. D. Rutherford certified and they were filed with the ABO through the PARIS system.
- V. Committee Reports**
  - i. B. Soluri provided a verbal leases/prospects report. There is a new short-term lease with Westelcom.
  - ii. B. Soluri provided a verbal facilities report. Staff currently working on recoating the Building C roof. He noted that they are about 70% done with the work. They are just waiting on materials. Staff is also going through their checklist in preparation for the winter. B. Soluri noted that two light poles were hit in front of the facility. NYTRIC is fixing these. He also provided an update on the ServPro drainage project. Materials are arriving on site and the contractor is mobilizing. He is working with tenants to address parking issues associated with the project. He expects the project to start November 15 and be finished by mid-December. Aubertine & Currier feels that the project will be fine even if the weather turns cold.
- VI. Unfinished Business:**

Watertown Industrial Center Local Development Corporation

October 26, 2021

Page | 2

- i. None

**VII. New Business:**

- i. None

**VIII. Adjournment:** On a motion by P. Morgan and second by K. Burto the meeting was adjourned at 8:43 AM.

The next regular meeting is scheduled for Tuesday, November 23, 2021.