**Watertown Industrial Center Local Development Corporation**

**Board of Directors Meeting**

**November 23, 2021**

**Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, November 23, 2021 via Zoom and in-person in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

**Present:** Michelle Capone, J. Paul Morgan, Robert Cantwell III, Paul Warneck, Mark Bellinger, Don Rutherford

**Staff:** Billy Soluri

**Others Present:**

1. **Call to Order:** The meeting was called to order at 8:32 AM.
2. **Meeting Minutes:** Motion by P. Warneck and second by M. Bellinger to accept the minutes from the October 26, 2021 meeting. All in favor; motion carried.
3. **Financial Report:** B. Soluri presented financials for October 2021. B. Soluri noted an adjusted operating loss of $8,049.72 in October. B. Soluri noted that under maintenance that approximately $1600 was for the Building C roof coating project. He noted that approximately $1200 was for the ABJ sprinkler inspection and the elevator inspection. He also noted that under maintenance were material costs for the Building C roof deck repairs. A new outlet was installed in the Pick N Go space and this will be billed back to the tenant. B. Soluri noted that the PILOT payment was paid to the JCIDA, however the JCIDA over charged the WIC LDC. We received a refund check of approximately $1700. P. Morgan asked about the maintenance-grounds expense. B. Soluri noted that it was the payment to SWBG for lawn mowing and landscaping services. B. Soluri noted under rents receivable that several tenants had paid ahead therefore there was a credit on this line. He noted that Pick N Go has one payment left on its repayment schedule for the wall damage. M. Capone asked about the aged payable for Central Insurance. B. Soluri noted that this was an error and will correct it. M. Capone asked about the CHAR 500 payable and B. Soluri noted that this was an error but he has been unable to fix it in SAGE. On a motion by R. Cantwell III and second by P. Warneck, the financial statements for October 2021 were accepted. All in favor; motion carried.
4. **Correspondence:**
5. B. Soluri provided a verbal update regarding the ESD grant the WIC received for the Jain Irrigation project. The GDA stated that the company would employ 60 while the company currently employs around 47. B. Soluri worked with ESD staff to submit a waiver to the job requirement condition. This should be reviewed by ESD in the coming weeks but it is hopeful that this condition may be waived.
6. **Committee Reports**
7. B. Soluri provided a verbal leases/prospects report. There is a new short-term lease with Westelcom. They are leasing approximately 1680 s/f in Building D for vehicle storage.
8. B. Soluri provided a verbal facilities report. Staff has completed the recoating of the Building C roof. This should last about 2 years. The ServPro drainage project is about 1.5 weeks behind schedule. UFPO and National Grid marked the utilities, however the insurance company did not like how these were marked and asked them to come back. After further review, National Grid found broken trace wires that need to be addressed. The project is waiting to proceed until we get the go ahead from National Grid.
9. **Unfinished Business:**
10. None
11. **New Business**:
12. The board reviewed the summary of answers provided by the Performance Evaluations. This is done annually in compliance with the ABO.

ii. The board agreed that it will not meet in December.

1. **Adjournment:** On a motion by D. Rutherford and second by M. Bellinger the meeting was adjourned at 8:52 AM.

The next regular meeting is scheduled for Tuesday, January 25, 2022.