

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
February 22, 2022
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, February 22, 2022, via Zoom and in-person in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

Present: Don Rutherford, J. Paul Morgan, Robert Cantwell III, Paul Warneck

Excused: Michelle Capone, Kent Burto, Mark Bellinger

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC)

- I. Call to Order:** The meeting was called to order at 8:31 AM.
- II. Meeting Minutes:** D. Rutherford presented the minutes from the January 25, 2022 WIC Board meeting. On a Motion by P. Morgan and second by R. Cantwell III the meeting minutes from the January 25, 2022 meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for the month of January 2022. B. Soluri noted revenues of \$52,690 and operations of \$55,783 for a loss of \$3,093 this includes depreciation of \$12,984. B. Soluri noted on the unrestricted income statement revenues were \$42,150 and operations of \$42,799 for a loss on the month of \$649.00. B. Soluri noted on the balance sheet Work in Process had increased to \$51,693 and was made up expenses related to the Side of A Drainage project. B. Soluri stated cash receipts for the month of January totaled \$53,054 and disbursements for the month were \$41,355. On a motion by P. Morgan and second by R. Cantwell III, the financial statements for January 2022 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri stated that Empire State Development has approved the waiver request relating to the employee levels defined in the Grant Disbursement Agreement for the Back of A Renovation project. B. Soluri noted the grant is now closed and Jain would no longer have to report employee levels. B. Soluri stated the grant proceeds will be moved out of the liability account established by the auditors and into the WIC asset account during the next audit.
- V. Committee Reports**
 - i. B. Soluri provided a verbal facilities report. B. Soluri stated that a small piece of decking fell in the area where NYTRIC parks their bucket truck. B. Soluri stated the piece was approximately the size of his hand. B. Soluri stated he has authorized P & M Construction to install decking under the area where this occurred and any other locations where the gypsum appears loose. B. Soluri stated this is the same process the WIC has been doing in other locations as recommended by Aubertine and Currier. B. Soluri estimated installing the planking in this area will cost approximately \$3,000.

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B. Soluri stated that during the last rainstorm and then subsequent snowstorm an ice dam along the edge of the men's restroom in Building C was created causing a roof leak in the restroom. B. Soluri stated WIC staff broke up the ice dam and then RSI Roofing performed the repair. B. Soluri stated this section of roof is relatively small and will need to be replaced this year based on the recommendation of RSI Roofing.

B. Soluri noted the commercial door opener for Modern Moving that was damaged during the power outage has been replaced by Raynor Overhead Door Company. The cost of the opener and installation was \$1,700.

- i. B. Soluri provided a verbal leases/prospects report and noted he is working with Pick and Go on a new lease. B. Soluri stated that he feels Pick and Go is no longer a startup business and the new rates will reflect this.

VI. Unfinished Business:

VII. New Business:

- VIII.** D. Rutherford stated that the WIC Personnel committee met and discussed providing staff with a bonus. D. Rutherford noted Geno had received a \$500 bonus last year and Billy did not receive a bonus. D. Rutherford stated the committee is recommending Geno receive a bonus of \$500 once again and Billy be provided with a bonus of \$1,500. D. Rutherford stated WIC staff continues to do a stellar job in trying to keep the facility from flooding. R. Cantwell III thanked B. Soluri for his service to the WIC and asked that he relay that to Geno as well. R. Cantwell III stated he is in full support of the recommendation. On a motion by P. Warneck and second by P. Morgan, the bonuses were approved as recommended by the Personnel committee for WIC staff. All in favor; motion carried.

- IX. Adjournment:** On a motion by P. Morgan and second by R. Cantwell III the meeting was adjourned at 8:43 AM.

The next regular meeting is scheduled for Tuesday, March 22, 2022.