

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
May 24, 2022
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, May 24, 2022 via Zoom and in-person in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

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

Excused: Michelle Capone, Robert Cantwell III

Staff: Billy Soluri

Others Present:

I. Call to Order: The meeting was called to order at 8:31 AM.

II. Meeting Minutes: Motion by P. Morgan and second by P. Warneck to accept the minutes from the April 26, 2022 meeting. All in favor; motion carried.

III. Financial Report: B. Soluri presented financials for April 2022. B. Soluri noted an adjusted operating profit of \$5,024. He noted that the Maintenance expense was higher due to the final payment being made to SWBG in the amount of \$6,850 for 2021 – 2022 winter snow plowing services. B. Soluri noted Modern Moving and Pick and Go were behind on their utility invoices but he was confident in their ability to make the payment. B. Soluri stated he will have to work with one of the check signers to create an online log in so he would then be able to make the monthly CIR Transfers. M. Bellinger stated he would work with B. Soluri to set this up. On a motion by M. Bellinger and second by K. Burto, the financial statements for the month of April 2022 were accepted. All in favor; motion carried.

IV. Correspondence:

i. None

V. Committee Reports

i. B. Soluri provided a verbal leases/prospects report.

ii. B. Soluri provided a verbal update stating that the facility is in good condition and that WIC staff is starting to plan for summer projects. B. Soluri noted Phase 2 of the Brick Repointing – Resurfacing project was in the planning phase to pick the next location. B. Soluri stated the next phase of the project would likely be the front of Building A.

VI. Unfinished Business:

i. None

VII. New Business:

- i. K. Caughlin discussed the Open Meeting law and how it pertains to attendance by a remote client such as Zoom. K. Caughlin stated remote meetings were allowed through June 8th. K. Caughlin stated the Board could adopt a resolution allowing Board Members to attend remotely for extraordinary circumstances. K. Caughlin stated even with remote attendance the WIC would still have to have an in-person quorum present at the meeting. B. Soluri asked about the WIC Bylaws that state Board Members could participate in meeting via communication equipment. B. Soluri noted the Bylaws state Board Members or any of its committees may participate in a meeting by means of a conference telephone or similar communication equipment allowing all participants to hear each other at the same time. P. Morgan stated the language in the Bylaws would suggest Members could participate remotely. K. Caughlin stated he would have to look at that section of the Bylaws. P. Warneck and D. Rutherford stated its likely not worth the effort to allow remote participation any longer and the Board should begin meeting in person once again. K. Caughlin will investigate the language in the Bylaws to see if it will need to be amended to meet current open meeting laws.

- j. K. Burto suggested that the WIC should meet every two months as many of the meetings are over within twenty minutes. B. Soluri stated it would be up to the Board to change the meeting schedule but he would support whatever the Board decided. P. Morgan asked if there was any language in the Bylaws regarding meetings. B. Soluri stated the only reference to meetings in the Bylaws is regarding the Annual Meeting. B. Soluri stated the Bylaws stated the Annual Meeting will be held in June of each year and meetings can be called anytime during the year. The members agreed to a two-month meeting schedule and calling special meetings as needed. B. Soluri suggested that since the Annual meeting is in June the two-month cycle should begin after that meeting. The members agreed.

VIII. Adjournment: On a motion by M. Bellinger and second by K. Burto the meeting was adjourned at 8:50 AM.

The next regular meeting is scheduled for Tuesday, June 28, 2022.