

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
January 21, 2014
Minutes**

The Watertown Industrial Center Local Development Corporation held a board meeting on Tuesday, January 21, 2014 in the Watertown Local Development Corporation board room, Buck Building, Watertown, New York.

Present: Michelle Capone, Donald Rutherford, J. Paul Morgan, Nickolas Darling

Staff: Billy Soluri

Others Present: Craig Fox (Watertown Daily Times)

- I. Call to Order:** The meeting was called to order at 8:38 AM
- II. Meeting Minutes:** Motion by N. Darling and second by P. Morgan to approve the meeting minutes from the December 17, 2013 regular board meeting and the December 27, 2013 special board meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for December 2013. He noted an operating loss for the month which was due in part to there being three pay periods in the month, and due to increasing National Grid costs associated with utilities. M. Capone also asked about the leasehold improvement loan receivables and Mr. Soluri noted that the only LHI loan receivable is with ServPro. There was discussion by the board as to the source and status of the LHI funds and whether they could be used to establish a true capital reserve for the building. Mr. Soluri said that he would contact Jefferson County Planning to learn more. He also noted under Work in Progress that there were several projects underway including the Bldg A restroom and heating system for the Model Railroad Club, and the Bldg C restroom. On a motion by M. Capone and second by N. Darling the financial statements for December 2013 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented Golder Associates' on-site soil vapor intrusion work plan progress report for December 2013. Indoor air sampling was to begin on January 21.
 - ii. B. Soluri reported on the response from the Loss Control Inspection (conducted by Central Mutual Insurance). The inspector came back with four recommendations. Mr. Soluri responded to the letter.
 - iii. B. Soluri briefed the board on an Early Access Agreement with W.B. Mason Co. They are locating in the space known as C-104.
- V. Committee Reports**

- i. B. Soluri provided a facility updated. He noted that the 15-year old Simplicity tractor has stopped working and he suspects it will need an engine block repair. It has been used for plowing and mowing. If this takes too long to repair, he may need to purchase/lease a walk-behind snow thrower to go with their current snowblower.
- ii. B. Soluri updated the board on leases/prospects.

VI. Unfinished Business:

- i. B. Soluri distributed the architectural renderings for the JCLDC space and façade. P. Morgan asked whether the WIC LDC had any ability to comment on the plans. He noted that the canopy entering into the building was not best suited for the façade. M. Capone agreed. B. Soluri said that he would go back to the JCLDC and recommend that the plans call for the canopy to close to the building rather than be open.

VII. New Business:

- i. M. Capone suggested that the next board meeting be held at the WIC so that we could tour the facility after the meeting.

VIII. Adjournment: On a motion by Mr. Darling and second by Ms. Capone the meeting was adjourned at 9:28 AM.

The next regular meeting will be Tuesday, February 18, 2014 at 8:30 AM tentatively at the Watertown Industrial Center, 800 Starbuck Ave., Watertown, New York.