

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
December 17, 2013
Minutes**

The Watertown Industrial Center Local Development Corporation held a board meeting on Tuesday, December 17, 2013 in the Watertown Local Development Corporation board room, Buck Building, Watertown, New York.

Present: Michelle Capone, Donald Rutherford, J. Paul Morgan, Nickolas Darling, Carolyn Fitzpatrick, Kent Burto, Mark Bellinger

Staff: Billy Soluri

Others Present: Craig Fox (Watertown Daily Times), Dave Zembiec (Jefferson County Local Development Corporation)

- I. Call to Order:** The meeting was called to order at 8:45 AM
- II. Meeting Minutes:** Motion by C. Fitzpatrick and second by K. Burto to approve the meeting minutes from the November 19, 2013 board meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for November 2013. He noted a profit for the current month and that all revenue reported was collected. This is the first month that Junction Boyz does not show up on the income statement. N. Darling asked about the Allowance for Bad Debt and B. Soluri noted that this will increase to match the amount that we will be writing off for Junction Boyz. On a motion by C. Fitzpatrick and second by N. Darling the financial statements for November 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 October 2013. The additional SSDSs within JCIDA Buildings A and B were installed. System start-up/equilibration will begin in December 2013. Golder will continue operation and maintenance of the SSDS systems installed at the JCIDA and NYAB buildings.
 - ii. B. Soluri reported on the ISO Inspection (conducted by Verisk Analytics) and Loss Control Inspection (conducted by Central Mutual Insurance). The ISO inspector was impressed with operations. This was the first time these inspections occurred and are part of a new policy for Central Mutual. Both inspectors will come back with any recommendations that they might have.
 - iii. B. Soluri reported that Upstate Construction will no longer need the 348 square feet of office space that they are utilizing in Building A, 2nd floor. Beginning January 1,

2014 through June 30, 2015 Upstate will lease 1,900 square feet of warehouse space in Building C (Back) at \$1,095.67 per month.

V. Committee Reports

- i. B. Soluri provided a facility update noting that the heating systems are acting up. He is getting a quote for a furnace for the Model Railroad Club. There are issues with the 2 hanging warehouse heaters for the common area in Building A. There are 2 roof leaks in Building C and several in Building D. M. Capone noted that the WIC should meet with NYSERDA and National Grid to identify energy efficiency grant programs.
- ii. B. Soluri updated the board on leases/prospects.

VI. Unfinished Business:

- i. Personnel issues which were discussed in Executive Session.

VII. New Business:

- i. All-Star Contractors formally requested that the WIC reduce its leased space from 1,400 square feet to 1,000 square feet beginning January 1, 2014 and ending April 30, 2014. Monthly lease would be reduced to \$489.17 during these months and then return to \$684.83 beginning May 1 when it reoccupies its space back up to the 1,400 square feet. This will be reflected as a lease amendment. All-Star Construction also shares services with the WIC by allowing it to utilize its forklift. On a motion by P. Morgan and second by M. Bellinger the request by All-Star Contractors was accepted. All in favor; motion carried.
- ii. B. Soluri presented a request by the Jefferson County Local Development Corporation to expand its space within the WIC to 4,700 square feet in Building B. The proposal would result in Environmental Spill Products moving to other more suitable space for the company within the WIC. The project would result in façade improvements to Building B. The proposal included the WIC borrowing \$350,000 from the JCLDC at 3% and lending it back to the JCLDC at 3%. The WIC would also consider a LHI loan in the amount of \$100,000 to the JCLDC at 1%. The facilities committee reviewed the proposal at an earlier meeting. On a motion by D. Rutherford and second by M. Capone, the JCLDC lease proposal was tabled to address concerns raised subsequent to the committee meeting regarding the proposed lease structure and the calculation of the base rent. All in favor; motion carried. K. Burto asked to abstain from negotiations since he is on the JCLDC Facilities Committee. D. Rutherford, B. Soluri and N. Darling would meet with the JCLDC to discuss options. A special meeting may be held to vote on a revised proposal.

- iii. On a motion by K. Burto and second by M. Capone, the board entered into Executive Session to discuss personnel issues.
- iv. On a motion by M. Bellinger and second by M. Capone the board came out of Executive Session.
- v. On a motion by K. Burto and second by N. Darling, the board agreed to a market rate and merit adjustment to employee salaries as outlined by the memo titled, "WIC Salary and Benefits dated 11/18/2013," to be effective with the first full pay period of January 2014. All in favor; motion carried.

VIII. Adjournment: On a motion by Mr. Burto and second by Mr. Darling the meeting was adjourned at 9:54 AM.

The next regular meeting will be Tuesday, January 21, 2013 at 8:30 AM in the Watertown Local Development Corporation board room, Buck Building, Watertown, New York.