

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
January 20, 2015
Minutes**

The Watertown Industrial Center Local Development Corporation held a board meeting on Tuesday, January 20, 2015 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Don Rutherford, J. Paul Morgan, Carolyn Fitzpatrick, Mark Bellinger, Kent Burto, Nic Darling

Excused: Michelle Capone

Staff: Billy Soluri

Others Present: Keith Caughlin, Esq. (Schwerzmann & Wise, P.C.)

- I. Call to Order:** The meeting was called to order at 8:32 AM
- II. Meeting Minutes:** Motion by N. Darling and second by K. Burto to approve the meeting minutes from the December 16, 2014 regular board meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for December 2014. He noted an operating surplus of \$3,494.75 prior to depreciation. He noted that there was an extra pay period in December. P. Morgan asked about the bad debt expense and B. Soluri explained that was the Mike Lynch write-off. P. Morgan also asked about professional consultants and B. Soluri noted that this included \$3,950 to Bowers and Company for the audit and \$5,789 to Cota Flooring for the Converse project. B. Soluri noted under tenant receivables that K. Caughlin has begun the eviction process for Environmental Spill Products which is four months in arrears. He also noted that Sweet Occasions is three months in arrears and stated that they would come current by the end of January. B. Soluri noted on the projected cash flow statement that we received the cash from Watertown Air Soft's LHI loan. He noted that maintenance grounds increased due to plowing. On a motion by N. Darling and second by M. Bellinger the financial statements for December 2014 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented correspondence from the IRS. The IRS notified the WIC that it had not filed a Form 941 for the first quarter of 2013. B. Soluri responded that the WIC did not have employees during the first quarter of 2013. An inspector came to the WIC to discuss and B. Soluri showed him his reply to the IRS that the WIC didn't have employees until the second quarter of 2013. The WIC has properly filed all Forms 941 since then. The inspector was satisfied with the answer and stated he would close the file.

- ii. B. Soluri presented a letter from the Watertown Local Development Corporation agreeing to increase the original loan to the WIC in the amount of \$450,000 for the JCLDC build-out project by an additional \$32,791 which included the project change-order amounts.

V. Committee Reports

- i. B. Soluri reported that the Building D structural evaluation should be finished by the end of January. He noted that NYTRIC would like a right of first refusal for all additional space in Building C and the board agreed to grant this request to NYTRIC. B. Soluri also noted that NY Air Brake is occupying the former Junction Boyz space. Also, the Watertown Air Soft lease and rent was effective January 1, 2015.

VI. Unfinished Business:

- i. The PILOT committee meeting was rescheduled for Friday, February 6 at 8 AM in the WIC board room.

VII. New Business:

- i. B. Soluri presented two proposals for staff merit increases. One proposal was for both to receive a 1.5% increase while the other identified a 1.5% increase for Soluri and a 3% increase for Daymont. M. Capone stated that she thought that both persons deserved a 3% increase for their work in 2014. Board members agreed that staff did an excellent job in managing and maintaining the facility in 2014. They also noted that any future merit adjustments would be reviewed annually. On a motion by N. Darling and second by M. Bellinger the board agreed to a 3% salary increase for staff in 2015. All in favor; motion carried.
- ii. At the December 2, 2014 meeting, the WIC Board approved a \$29,644.77 increase to the loan from the WLDC for the Building B renovation. The amount has further increased to an approved total of \$32,791.19. The JCLDC has approved the revised lease amendment for this amount on the same terms and conditions as before. The loan from the WLDC and the Lease to the JCLDC should be amended to reflect the final amounts, and to direct counsel to prepare amended lease and to direct the Vice President to execute such documents. On a motion by K. Burto and second by C. Fitzpatrick, the board agrees to borrow an additional \$32,791 from the Watertown Local Development Corporation for the Building B renovation and directs counsel to modify the lease agreement with the Jefferson County Local Development Corporation authorizing the Vice President to execute all necessary documentation for the loan and the lease. All in favor; motion carried.

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The next regular meeting will be Tuesday, February 17, 2015 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.