

**Watertown Industrial Center Local Development Corporation
Board of Directors' Special Meeting
January 29, 2013
Minutes**

The Watertown Industrial Center Local Development Corporation held a special board meeting on Tuesday, January 29, 2013 in the Watertown Center for Business and Industry board room, 800 Starbuck Avenue, Watertown, New York.

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

Others Present: Billy Soluri, Lyle Eaton, Craig Fox (Watertown Daily Times), and Keith Caughlin, Esq.

- I. Call to Order:** The meeting was called to order at 10:15 a.m.
- II. Meeting Minutes:** None
- III. Correspondence:**

Since the WIC LDC's last board meeting on January 15, 2013, it was determined by the JCIDA that the JCIDA would not be able to enter into an Administrative Services Agreement with the WIC LDC to provide staffing and administrative services utilizing its staff. Mr. Rutherford noted that since the JCIDA cannot provide staffing for the facility, that the WIC LDC move forward with staffing the organization itself. On a motion by Mr. Darling and second by Ms. Fitzpatrick it was agreed that a committee be established to explore compensation benefits, staffing and functions for a stand-alone Watertown Industrial Center. All in favor; the motion carried. Mr. Darling, Mr. Morgan and Ms. Capone were appointed to the committee.

Mr. Eaton is in the process of transferring the financial statements back to the WIC LDC. It is his goal to get draft reports to the board, possibly before its next meeting. He will also provide the board with the FYE 2013 budget for discussion and planning purposes.

Mr. Rutherford read an email from the Authority's Budget Office (ABO) stating that the WIC LDC was not in compliance with reporting requirements. Mr. Rutherford read his response to the ABO as to why the WIC LDC was not compliant. The Board discussed options for hiring an individual to submit reports online to the ABO. It was agreed that only a few people know how to submit these reports, and given the ABO's letter that we reach out to those individuals for proposals including accounting firms. The Board expects to review proposals, if any, and discuss the issue at its next meeting.

- IV. Committee Reports:** None
- V. Unfinished Business:**

A motion was made by Mr. Darling and seconded by Mr. Burto to make an exception to the Open Meetings Law to discuss proposed litigation with Attorney Caughlin. All in favor; the motion carried.

There was a motion by Mr. Burto and second by Ms. Fitzpatrick to come out of Executive Session with no action having been taken. All in favor; motion carried.

VI. New Business: None

VII. Adjournment: With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Ms. Fitzpatrick. All in favor; the motion carried. The meeting adjourned at 11:49 a.m.

The next meeting will be Wednesday, February 6, 2013 at 10:30 AM in the Watertown Center for Business and Industry board room, 800 Starbuck Avenue, Watertown, New York.