

**Watertown Industrial Center Local Development Corporation  
Board of Directors' Special Meeting  
February 20, 2013  
Minutes**

The Watertown Industrial Center Local Development Corporation held a special board meeting on Wednesday, February 20, 2013 in the Watertown Local Development Corporation board room, Buck Building, Watertown, New York.

**Present:** Michelle Capone, Donald Rutherford, Carolyn Fitzpatrick

**Others Present:** Billy Soluri, Dave Zembiec, Don Alexander

**Absent:** Kent Burto, Nickolas Darling, J. Paul Morgan

- I. Call to Order:** The meeting was called to order at 8:45 a.m.
- II. Meeting Minutes:** None
- III. Correspondence:** There was no quorum present.
- IV. Committee Reports:** None
- V. Unfinished Business:**
  - i. Discussed future structure of the WIC LDC. Committee discussed proposals from vendors to move the WIC LDC forward as a stand-alone entity to hire employees. The Committee recommends the following to the board of directors for vote at its next board of directors meeting:
    - Hire Daymont, Lampman and Soluri as employees to the WIC LDC;
    - Entering into agreement with Benefit Services Group to provide health, dental, and vision insurance as proposed;
    - Engage Paychex to provide payroll services as proposed;
    - Purchase Peachtree accounting software;
    - Engage CREG Systems to install phone system as proposed;
    - Engage Harbridge Consulting Group to provide defined benefit pension plan actuarial and consulting services as proposed.

It was discussed that a proposal would be provided by Mr. Lyle Eaton to provide administrative services to the WIC LDC through 6/30/2013. As Mr. Eaton is an employee of the JCIDA, there was discussion that his work for the WIC would have to be done on his personal time and not during JCIDA hours.

Mr. Alexander was asked to provide a proposal to the WIC LDC to engage the services of the WIC staff to oversee its Stream facility.

**VI. New Business:** None

**VII. Adjournment:** None

The next regular meeting will be Tuesday, March 5, 2013 at 8:30 AM in the Watertown Local Development Corporation board room, Buck Building, Watertown, New York.

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