

**Watertown Industrial Center Local Development Corporation**  
**Board of Directors' Meeting**  
**April 22, 2014**  
**Minutes**

The Watertown Industrial Center Local Development Corporation held a board meeting on Tuesday, April 22, 2014 in the Watertown Industrial Center board room, Starbuck Avenue, Watertown, New York.

**Present:** Michelle Capone, Donald Rutherford, J. Paul Morgan, Kent Burto, Nic Darling

**Excused:** Carolyn Fitzpatrick

**Absent:** Mark Bellinger

**Staff:** Billy Soluri

**Others Present:** Craig Fox (Watertown Daily Times), Keith Caughlin, Esq. (Schwerzman & Wise, P.C.)

- I. Call to Order:** The meeting was called to order at 8:34 AM
- II. Meeting Minutes:** N. Darling noted that meeting minutes from March 25, 2014 should reflect that he was excused from the meeting. Motion by N. Darling and second by K. Burto to approve the meeting minutes from the March, 25, 2014 regular board meeting as amended. All in favor; motion carried. On a motion by N. Darling and second by K. Burto the meeting minutes of the Facilities Committee held on April 4, 2014 was accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for March 2014. He noted an operating profit of \$9,735.98 before depreciation. He noted that on the balance sheet for March he moved the furnace project and Building A handicap restroom projects from work-in-progress to capital assets. On a motion by K. Burto and second by N. Darling the financial statements for March 2014 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 March 2014. He is expecting the confirmatory indoor air report to be issued late April or early May.
  - ii. B. Soluri reported on the rate changes for employees' dental and vision plans. Both plans increased by approximately 10%. P. Morgan cautioned about increases of this nature, annually, that will begin to add up. B. Soluri noted that there were no changes in short term or long term disability plans, or to the life insurance premiums.
- V. Committee Reports**

- i. B. Soluri noted that staff was waiting for City Codes to inspect the ServPro work to date to continue to move forward. Staff is filling potholes and beginning yard work. Building B demolition is 95% completed. There are roof leaks in Building C on the outside portion of the building and not the center which was repaired. He proposes seal coating at some point for the outside portion of the roof for Building C and eventually Building D. AirSoft is starting renovations and hopes to be open by May 1. We are awaiting cost estimates from Converse Labs for their work.
- ii. B. Soluri noted that there are two new tenants.

## **VI. Unfinished Business:**

- i. Attorney Caughlin briefed the board on the status of the Junction Boyz collection. He sent the May invoice for the space to M&T Bank. He has not heard back from the bank. Attorney Caughlin also asked if the WIC was interested in purchasing the paint booth and lifts from M&T Bank which the board unanimously agreed that it did not want to purchase these items from the bank. He did note to the bank that we would be interested in collectively marketing the space for a new tenant. The tenant could then pay the bank directly for the use of the equipment. He is working to finalize the judgment on JB Inc.

Attorney Caughlin noted that he sent a letter to Don Canfield, Jefferson County Planning, regarding the WIC's use of the LHI fund. Mr. Canfield said that there might be a possibility that these funds can be used by the WIC for improvements to the facility. Attorney Caughlin was going to follow up with Mr. Canfield.

Attorney Caughlin is working with B. Soluri to finalize space clearing for Mike Lynch and the auction of the abandoned property.

## **VII. New Business:**

- i. B. Soluri presented the lease proposal for new tenant Tulmar Manufacturing. The lease calls for the company to pay \$3.15 in base rent per square foot for the first 3,500 square feet and \$2.00 in base rent per square foot for an additional 3,500 square feet plus additional rents. The base rents would increase to \$3.28 and \$3.00, respectively, in year two. On a motion by N. Darling and second by K. Burto the lease was accepted. M. Capone abstained. All in favor; motion carried.
- ii. B. Soluri presented a bid proposal by NYTRIC Electrical Contractors to move the WIC 100 amp service from the new JCLDC space to common space of the WIC. Mr. Soluri requests that this be a single source since they are completing other electrical work on site. N. Darling asked if there would be a load change in service. B. Soluri noted there would not. On a motion by M. Capone and second by K. Burto the board accepted the bid as single source. All in favor; motion carried.

- iii. B. Soluri presented a bid proposal by NYTRIC Electrical Contractors to move a shredder that belongs to Environmental Spill Products. The shredder needs to be moved from its current location where the new JCLDC space will be to ESP's new location. Mr. Soluri requests that this be a single source since NYTRIC Electrical Contractors are completing other electrical work on site. On a motion by K. Burto and second by N. Darling the board accepted the bid as single source. All in favor; motion carried.
  
- iv. D. Rutherford presented an amended version of resolution 122713-1 which would change the name of the lender and interest on a loan to be borrowed by the WIC LDC to fund the improvements to the JCLDC new office space. Mr. Rutherford was not sure if the lender would be the JCIDA or the Watertown Local Development Corporation. On a motion by M. Capone and second by P. Morgan, the amendment to resolution 122713-1 was tabled until such time that the lender was identified. All in favor; motion carried.

**VIII. Adjournment:** On a motion by N. Darling and second by K. Burto the meeting was adjourned at 9:19 AM.

The next regular meeting will be Tuesday, May 20, 2014 at 8:30 AM at the Watertown Industrial Center, 800 Starbuck Ave., Watertown, New York.