

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
October 15, 2019
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, October 15, 2019 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Don Rutherford, J. Paul Morgan, Kent Burto, Robert Cantwell III.

Excused: Michelle Capone, Mark Bellinger, Francis Murray

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC)

- I. Call to Order:** The meeting was called to order at 8:35 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by K. Burto to accept the minutes from the September 30, 2019 meeting. R. Cantwell III noted that he should be referenced as Robert Cantwell III and not JR. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for September 2019. B. Soluri noted the current month had an operating profit of \$5,877.67 with depreciation totaling 12,801.56 for the month of September. He noted that the Professional Consultants expense included \$5,100 paid to Bowers and Company for the FYE 6-30-19 Audit along with \$900 for design work relating to a potential Pick and Go expansion project. B. Soluri stated that he has spoken with Sage Customer Service regarding the negative values that appear on the receivable statements. The Sage representative has giving instructions on how to remove those negative values. B. Soluri noted that he had also spoken with Liz Bush of Bowers and Company regarding the instructions that the Sage Representative had giving him. Liz Bush advised Mr. Soluri to try their method with the .01 credit that is under the SOLURI account to see if it works. B. Soluri stated he would try what has been recommended and report back at the next meeting. D. Rutherford noted that the financial position of the agency remains positive. On a motion by K. Burto and second by R. Cantwell III, the financial statement for September 2019 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented correspondence from Empire State Development where it states they have received the Corrected Grant Disbursement Agreement with the new employee numbers. B. Soluri noted that in the last conversation he had with the ESD Project Manager it was suggested that the disbursement could be within the next 60-90 days.
- V. Committee Reports**
 - i. B. Soluri stated that Sprinkler System 622 has become a reoccurring issue. He noted that this system is located in the back of Building A and was allowing water to migrate around the flapper that separates the air and water. B. Soluri stated this would allow

water to fill in the system without actually tripping the alarm as there was no flow. B. Soluri noted that ABJ Fire Protection would be performing the quarterly inspections at which time he will have them open the valve and see what is causing the system to fill with water.

- ii. B. Soluri stated that Pick and Go had inquired about expanding their current space to accommodate the ability to park larger vehicles in their leased area. He noted this project would require the installation of much larger doors, modifications to the existing storm drain system, reconstructing the attached awning's, as well as relocation of existing electrical services. He stated the Architects estimate as prepared by Aubertine and Currier was \$166,000, this was too large of a project for Pick and Go to go forward with at this time. B. Soluri noted that Pick and Go would like to look at the cost to expand the common area door next to their leased space as an alternative to the full project. B. Soluri stated he would have Aubertine and Currier provide an estimate to expand the door to determine if the potential cost of the project is acceptable to the tenant before having the project designed and sent out to bid.
- iii. B. Soluri noted that he is having Aubertine and Currier send out a Request for Proposal (RFP) for repointing bricks from the front corner of Building A to the far side of Building B. He noted the RFP was for a two-year period with work starting in the spring/summer continuing until the funds the WIC had budgeted for the current year were spent. B. Soluri stated that the RFP's would be available for review at the next meeting.

VI. Unfinished Business:

- i. K. Caughlin noted that Accadia had sent an e-mail to Mr. Soluri with copies of checks made out to the WIC for what is owed in past due rents. K. Caughlin stated that he contacted Accadia and Pine Camp and advised them that they needed to bring their account current. D. Rutherford stated that if payment is not made by Friday that he advises Keith to initiate a lawsuit against them. K. Caughlin stated he informed Pine Camp that the WIC would not be willing to allow an early lease termination until their account is paid in full. K. Caughlin noted that he informed Pine Camp that the interior fence was a fixture and couldn't be sold at auction. He stated that Pine Camp said the fence was always meant to be temporary and that WIC staff knew that. K. Caughlin stated it wasn't worth arguing or stopping the auction for as a result the fence was sold at auction, and to a company that has interest in leasing space at the WIC.

B. Soluri noted that the company that purchased the fence along with other items is interested in leasing a portion of the warehouse space that Pine Camp occupied. He stated that Certapro Painters asked if the WIC was interested in owning the fence, and if so would they be willing to discount the lease cost for 12 months. B. Soluri noted initially he felt it was a good opportunity but after further consideration it is not needed. R. Cantwell II stated it would be best to lease the space to the prospect at the normal rates, and if they don't want to then give them two weeks to remove the fence. K. Burto stated the WIC needs the cash, not the asset. B. Soluri stated he will contact the prospect and let them know the WIC is not interested in the fence and if they wish to lease the space it is at the normal rates. Keith Caughlin was advised to go forward with a lawsuit against Accadia if the checks they stated to have mailed have not been received and or

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have cleared by Friday and against Pine Camp Contracting if payment in full has not been made after receipt of their auction proceeds.

VII. New Business: None

VIII. Adjournment: On a motion by K. Burto and second by R. Cantwell III. the meeting was adjourned at 9:05 AM.

The next regular meeting is scheduled for Tuesday, November 19, 2019.