

**Watertown Industrial Center Local Development Corporation**  
**Board of Directors Meeting**  
**June 25, 2024**  
**Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, June 25, 2024 in the Building A board room, 800 Starbuck Avenue, Watertown, NY 13601.

**Present:** Don Rutherford, J. Paul Morgan, Michelle Capone, Robert Cantwell III, Kent Burto, Mark Bellinger, Paul Warneck

**Absent:**

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin, Kylee McGrath

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** The minutes from the May 28, 2024, meeting were presented. On a motion by P. Morgan and second by P. Warneck, the minutes from the May 28, 2024, meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for May 2024. B. Soluri noted revenues for the month of March 2024 totaled \$47,262 and adjusted operating profit of \$5,211 for the month of May. B. Soluri noted the unrestricted report which removes depreciation and loan revenue had a positive operating position of \$13,571 for the month. B. Soluri noted that all tenant loans from the leasehold improvement fund have been paid back in full. B. Soluri stated the WIC board approved Brookfield Power to utilize \$150,000 of the LHI fund to finance their restroom renovation project should the project move forward. M. Capone asked what the Accounts Receivable LHI assets was related to on the balance sheet. B. Soluri stated it is the account set up by the auditors relating to the loan for the JCLDC office renovation project. B. Soluri stated this loan is paid directly by the JCLDC to the WLDC. M. Capone asked when the ARPA grant money would be updated to reflect the expenditures. B. Soluri stated the Auditors will make any adjustments needed during the audit. B. Soluri stated the work in process account reflects much of the expenses related to design fees associated with the Brookfield Power renovation and WIC Infrastructure project plans.  
  
B. Soluri noted DocPPE is current on all rents and Modern Moving had sent a check for \$5,000, leaving them with a balance of \$15,500. B. Soluri stated he had sent Modern Moving a repayment plan along with a request for them to sign a confession of judgment as it relates to the past due rent. B. Soluri stated as of the time of this meeting he had not heard back from the tenant. B. Soluri stated Modern Moving has been sending in a little extra with every rent payment to pay down the past due balance. B. Soluri stated if Modern Moving doesn't agree to the repayment plan, then the WIC could move forward with legal action relating to the past due rent and to reclaim the space if needed

On a motion by M. Capone and second by K. Burto, the financials for May 2024 were accepted. All in favor; motion carried.

**IV. Correspondence:** None.

**V. Committee Reports**

- i. B. Soluri presented the bid results for both the Brookfield Power Restroom project and the WIC Infrastructure project. B. Soluri noted the projects were sent out together under the idea it would create more interest in the projects. B. Soluri stated he was surprised with the bid results as they were well above previous project estimates. B. Soluri stated this was the second time the BFP project was sent out to bid. B. Soluri noted the first time the project went out to bid they had three contractors show up, and only one contractor submitted a bid. B. Soluri stated the project was then scaled back and sent back out for the second time. B. Soluri stated the first time through the bid was just under \$200,000. B. Soluri noted the BFP project low bid this time around and for a scaled back project was \$175,000 which is well above the estimated cost for this project.

P. Morgan asked if Aubertine and Currier had supplied an estimate for this project. B. Soluri stated it is around 30 – 40 percent above the estimated cost. B. Soluri noted Aubertine and Currier were surprised as well with the bid results for both projects. B. Soluri stated he had met with staff from both BFP and Aubertine and Currier to discuss the results. BFP staff is concerned with spending that amount of money on restrooms. P. Warneck asked about the project size. B. Soluri stated the restrooms were not very big, based on square footage it would be a bit smaller than board room. R. Cantwell III asked if the contractors did a walkthrough prior to bidding. B. Soluri stated they held a pre-bid walkthrough for all interested parties as well as offering anyone the ability to schedule a separate time to look at the area if needed. R. Cantwell III asked if there was any excavating required. B. Soluri stated they would be excavating to expose and replace the existing interior pipes as well as running additional lines to the new sinks

BFP has requested the project be sent out for a third time later this fall with a project start time of spring 2025, they could also begin in winter of 2024 if needed. Aubertine and Currier believe this is the best approach and will likely have much more interest in the new project timeframe.

B. Soluri stated the ARPA award of \$150,000 to be used by the WIC for the infrastructure project along the Side of Building A and the Courtyard was based on a project estimate of \$140,000, with \$100,000 for the side of A and another \$40,000 for the courtyard. The low bid for the Side of A was \$210,900 and the Courtyard came in at \$79,900. B. Soluri stated this is well above the ARPA award the WIC received to pay for this project. B. Soluri stated the side of A project covers the area of trench drains along the BFP overhead doors, Pick and Go overhead door and included removing this system from the combined system and connecting it directly into the storm sewer. B. Soluri stated many contractors are just busy and unable to bid on the project. B. Soluri stated they even reached out to the contractor that completed the Servpro infrastructure project and were informed they had projects lined up through

the next year. M. Capone asked if the WIC should consider going back out to bid with this project. B. Soluri noted the issue would relate to the ARPA funds and the need to be spent this year.

B. Soluri stated once the project numbers were received, he reached out to the County Administrator to see if the original award could be amended now that we had the actual bid numbers in or if the WIC would have to seek alternate funding. After talking about the status of the project with the County Administrator and Mr. Cantwell III I was informed the county had some ARPA funds available that could be used to cover the additional need based upon the bid results for the project. R. Cantwell III said he had discussed this with the County Administrator as well and is confident the difference between the original award and the bid results would be covered by increasing the ARPA award. B. Soluri will work with the county to amend the award.

In addition to bid result discussion the board discussed market conditions, contractors bid practices, various design firms' ability to estimate projects using a more realistic approach as this has been a common theme throughout the community regarding projects coming in much higher than anticipated.

P. Warneck asked if additional ARPA funds were not made available would we still need to move forward with both projects. B. Soluri stated he would recommend the side of A project still move forward even if it meant the WIC would have to seek additional funding such as a loan if needed.

On a motion by P. Warneck and second by K. Burto, staff was authorized to move forward with Alternate 2 Building A Drainage Improvements and Alternate 3 Building A-B Courtyard Drainage Improvements contingent upon additional ARPA funds being made available to complete the project. All in favor; motion carried.

- ii. Leases and Prospects: B. Soluri noted DocPPE and Modern Moving were discussed during the financial report.

**VI. Unfinished Business:** None

**VII. New Business:**

A. Board of Directors – Officer Change: B. Soluri distributed the new slate of officers for the WIC starting on July 1, 2024. B. Soluri stated M. Capone would be taking over as President, replacing D. Rutherford. R. Cantwell III stated he would take over as Secretary.

B. Soluri stated he had spoken with the City Managers office on two occasions in relation to D. Rutherford filling the open City of Watertown board of director's seat, he has not heard back. D. Rutherford said he will follow up with the city regarding this. B. Soluri stated K. McGrath will take over as the WLDC representative on November 1 or upon the City of Watertown making D. Rutherford their board appointee.

On a motion by P. Warneck and second by K. Burto, the slate of officers starting on July 1, 2024 were accepted. All in favor; motion carried.

B. Confidential Board Survey: B. Soluri presented the results of the Confidential Board Survey. B. Soluri noted the results were reviewed by the Governance Committee and the committee did not see anything of concern within the results.

C. Annual Policy and Procedures Review: B. Soluri stated the Governance Committee reviewed the policy and procedures. B. Soluri stated the only changes that are recommended to be made relate to using the accurate date(s) within the documents. B. Soluri stated the committee recommends approving the policy and procedures with B. Soluri correcting any dates that need be changed.

On a motion by M. Capone and second by R. Cantwell III, the board accepted the policies and procedures as presented. All in favor; motion carried.

B. **Adjournment:** On a motion by K. Burto and second by P. Warneck the meeting was adjourned at 9:10 AM.

The next regular meeting is scheduled for Tuesday, August 27, 2024.