

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
February 19, 2008
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, February 19, 2008 in the board room of the Jefferson County Job Development Corporation, 800 Starbuck Avenue, Watertown, New York.

Present: John Doldo Jr., Paul Morgan, Donald Rutherford, Carolyn Fitzpatrick, Robert Juravich

Others Present: Billy Soluri, Jim Fayle, Lyle Eaton, Peggy Sampson, Rachel Hanley of the Watertown Daily Times, and 7 News

Excused: William Fulkerson

Absent: Nickolas Darling

- I. **Call to Order:** Mr. Juravich called the meeting to order at 10:05 a.m.
- II. **Minutes:** The minutes of the meeting held January 15, 2008 were presented for approval. A motion was made by Mr. Juravich to approve the minutes as presented, seconded by Ms. Fitzpatrick. All in favor. Carried.
- III. **Treasurer's Report:** Mr. Eaton reviewed the financial statements for the period ending January 31, 2008. A motion was made by Mr. Juravich to approve the financial statements as presented, seconded by Mr. Morgan. All in favor. Carried.
- IV. **Correspondence:**

Air Test Update – Mr. Soluri indicated that Thomas Festa, DEC Project Manager, was unable to speak to the board this month due to the data not yet being validated. They are expecting that the final validated data will be submitted in late February or early March at which point they will attend a board meeting to discuss their findings.

Geoff Perry Letter – A letter directed to the Board of Directors was received on February 6, 2008 from Geoff Perry, owner of Cellutech, Inc. The letter talks about the lengthy trail and asks the board to Mr. Soluri indicated that the letter has been given to the attorneys. No action was required by the board.

V. **Committee Reports:**

Facility Update – Mr. Soluri spoke about the following:

- Sprinkler 622 (located in the former Henderson Manufacturing leased space) - the construction portion of the heat room has been completed. Wiring is expected to be completed;
- Sprinkler Systems – Mr. Soluri indicated that he is working with Fire Prevention to develop a loss of power procedure for the sprinkler systems. Mr. Juravich indicated that he will supply Mr. Soluri with a name of a company that he could possibly work with for this type of procedure;

**WICLDC
Board of Directors' Meeting Minutes
February 19, 2008
Page 2**

- Fire Drill – The Spring fire drill will occur on Friday, April 4, 2008. All horns and strobes will be inspected and verification with S.T.A.T. Communications to be sure they receive the proper notification from the alarm panel;
- Staff Training – Staff will be attending the annual Asbestos Refreshers course in Syracuse on Friday, March 14, 2008;
- Exterior Elevator Door – Due to heavy winds the door was damaged. Mr. Soluri indicated that the door was fixed this morning;
- Web Site – A tenant message board system has been created that is accessed through the web site. WIC has full control of the registration process; therefore, removing any spam messages from appearing on the boards.

Leases/Prospects – Mr. Soluri indicated that thus far he has been unable to reach J. Davis II Construction to discuss renewal of his lease. He has spoken with all other tenants whose leases are due to expire this year. Two existing tenants have accepted the terms of their option extending the lease an additional 12 months. There are currently six prospects that are looking at space.

VI. Unfinished Business:

VII. New Business:

Converse Laboratories Lease/HVAC Request – Mr. Converse asked that the board review his request. He proposed that the WICLDC pay for the HVAC repair and upgrade and a 5 year lease with 5 – 1 year options with the following lease pricing table for the 1st 3 years with no more than a 10% per year increase thereafter:

Base rate	\$2.66	\$ 820.16	(4.00 office area & \$2.00 balance)
Taxes	.32	98.67	
Maintenance	.93	286.75	
CIR	.30	<u>92.50</u>	
Total		\$1,298.08	per month

Mr. Soluri informed the board prior to their vote that by voting to approve the Converse Laboratories lease and HVAC request, they were authorizing the Site Manager to enter into a new lease agreement with Converse Laboratories and to enter into an agreement with the lowest bid for the HVAC project. Mr. Soluri stated that based on the bids received the HVAC project should be around \$20,000.

A motion was made by Ms. Fitzpatrick to approve the request contingent upon the number of days to renew the lease from 60 days to 6 months, seconded by Mr. Morgan. All in favor. Carried.

After the board approved the project Mr. Soluri stated prior to entering into an agreement with the HVAC contractor he would have the contractors check their bid for any price changes and that he would check with NYSEDA for possible funding opportunities for this project.

**WICLDC
Board of Directors' Meeting Minutes
February 19, 2008
Page 3**

A letter was received from Kenneth Blankenbush, Chairman of the Board for the County of Jefferson Board of Legislators reappointing Carolyn D. Fitzpatrick to serve on the WICLDC for the term of the current Board of Legislators.

The next WICLDC Board meeting will be April 15, 2008.

- VIII. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Juravich, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 10:50 a.m.