

# **Watertown Industrial Center Local Development Corporation**

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## **BOARD OF DIRECTORS' MEETING**

**Tuesday, April 17, 2012 - 8:30 a.m.**

### **AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. MINUTES: Regular Board Meeting held February 21, 2012 with resolution**
- IV. TREASURER'S REPORT: As of February 29, 2012 & March 31, 2012**
- V. CORRESPONDENCE**
  - a. SPX Monthly Update**
  - b. Environmental Spill Products Past Due Letter**
  - c. Perry Pecker Past Due Letter**
  - d. Schwerzmann & Wise, P.C. Opinion of Counsel Letter**
- VI. COMMITTEE REPORTS:**
  - a. Facility Update – Mr. Soluri (verbal)**
  - b. Leases/Prospects – Mr. Soluri**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
  - a. Joint Defense Letter from JCIDA**
  - b. Budget Proposal for FY 2012-2013**
- IX. ADJOURNMENT**

**Next meeting June 19, 2012 at 8:30 a.m.**

**Watertown Industrial Center Local Development Corporation  
Board of Directors' Meeting  
February 21, 2012  
Minutes**

The Watertown Industrial Center Local Development Corporation held its board meeting on Tuesday, February 21, 2012 in the board room of the WCBI, 800 Starbuck Avenue, Watertown, New York.

**Present:** Donald Rutherford, Carolyn Fitzpatrick, J. Paul Morgan, W. Edward Walldroff, Michelle Capone

**Others Present:** Billy Soluri, Lyle Eaton, David Zembiec, Peggy Sampson, and Craig Fox of the Watertown Daily Times

**Excused:** John Doldo, Jr., and Nickolas Darling

**Absent:** None

- I. Call to Order:** Mr. Rutherford called the meeting to order at 8:38 a.m.
- II. Pledge of Allegiance**
- III. Minutes:** The minutes of the meeting held October 18, 2011 and special meeting January 4, 2012 were presented for approval. A motion was made by Ms. Fitzpatrick to approve the minutes as presented, seconded by Mr. Walldroff. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Eaton reviewed the financial statements for the period ending September 30, 2011, October 31, 2011, November 30, 2011, December 31, 2011, and January 31, 2012. Mr. Eaton reviewed the Tenant Receivables. The Board advised Mr. Soluri to talk with Ed Sampson to let him know that the board is aware of the situation and that he needs to get back on the payment schedule by the end of February. A motion was made by Mr. Morgan to approve all of the financial statements as presented, seconded by Ms. Fitzpatrick. All in favor. Carried.
- V. Correspondence:**
  - a. SPX Monthly Update –** Mr. Soluri referenced the memo that was included in the packet. He said the design was approved last week by him and the attorneys. He also said that the company would mobilize to the site next week to start the mitigation process.
  - b. County of Jefferson Letter –** The letter from Carolyn notifying the Board that she will continue to be the Board of Legislatures representative on the WICLDC for the current term of the Board.

**WICLDC**  
**Directors' Meeting Minutes**  
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- c. Consideration of James Wright's designated board member** – A letter from Jim Wright appointing Michelle Capone as his designee to the WICLDC Board of Directors. After discussion, a motion was made by Ms. Fitzpatrick to appoint Michelle Capone as Jim Wright's designated board member for the WICLDC Board of Directors, seconded by Mr. Morgan. All in favor. Carried.
- d. Pine Camp Exit Letter** – Mr. Soluri indicated that Pine Camp vacated their space in Building C on February 1, 2012. He said that they have completed the necessary repairs as of February 10, 2012 and paid their past due rent. Therefore, he advised the accounting department to remove the late charges from their account and to consider them paid in full.
- e. Building C Proof of Loss** – Mr. Soluri indicated that the amount of the claim is \$83,513.99 and expects to receive it in a week or two.

**VI. Committee Reports:**

- a. Facility Update:** Mr. Soluri indicated that he and staff are working on general clean up throughout the facility.
- b. Leases/Prospects:** Mr. Soluri reported that there were two e-mails over the weekend. One was looking for a space for a photography lab and the other for storage space.
- c. Nominating Committee:**
  - a. Nomination of Proposed Vice President** – The Nominating Committee selected Mr. Morgan to fill the seat left vacant by William Fulkerson. A motion was made by Ms. Fitzpatrick to nominate Mr. Morgan as Vice President for the remainder of the fiscal year, seconded by Mr. Walldroff. All in favor. Carried.
  - b. Proposed Committee Structure** – Mr. Rutherford reviewed the proposed committee structure. After a brief discussion, the board decided to remove the Funding Committee since the Roof Projects have been completed. A motion was made by Ms. Fitzpatrick to approve the committee structure as amended, seconded by Ms. Capone. All in favor. Carried.

**VII. Unfinished Business:**

- a. Hawkeye Decoys, Inc.** – Mr. Soluri indicated that he went through the whole legal process. On December 21, 2011, Hawkeye Decoys paid \$1,700 in cash to WICLDC to allow them access to regain their abandoned property. The money



was applied to their past due rent which left a past due balance of \$676.00. Staff recommended writing off the balance. A motion was made by Mr. Morgan to write off the past due balance of \$676.00 owed by Hawkeye Decoys, Inc., seconded by Mr. Walldroff. All in favor. Carried.

**VIII. New Business:**

- a. Consideration of Resolution for ESDC Grant for Roof Project** – Mr. Soluri indicated that the resolution ratifies all prior applications, project submissions, and incentive proposals. A motion was made by Ms. Fitzpatrick, seconded by Ms. Capone, the Board of Directors of the Watertown Industrial Center Local Development Corporation accept the Capital Grant Disbursement Agreement dated December 5, 2011 offered by the Empire State Development Corp. and authorizes and directs Billy Soluri to execute the Grant Disbursement Agreement and deliver it to the ESDC. All in favor. Carried.

**b. Request to Write Off: OMEGA QSE, Inc. & KBST Flooring –**

**OMEGA QSE** – Mr. Soluri indicated that OMEGA QSE owes rent from January-April 2011, but has fully vacated the property. Staff has made several attempts to contact them, but has been unsuccessful. Therefore, they recommend that the Board vote to write off the \$496. A motion was made by Ms. Fitzpatrick to write off \$496 owed by OMEGA QSE, seconded by Ms. Capone. All in favor. Carried.

**KBST Flooring** – Mr. Soluri indicated that KBST Flooring owes rent from June 2009-January 2010 totaling \$1,722.83. Staff recommended that the Board vote to write off up to \$1,722.83 and authorize Attorney Caughlin to start the eviction process if they fail to remove their items from the demised premises.

A motion was made by Mr. Walldroff to write off up to \$1,722.83 for KBST Flooring and to authorize Attorney Caughlin to begin the eviction process on KBST to regain their demised premises, seconded by Ms. Fitzpatrick. All in favor. Carried.

The next meeting is scheduled for Tuesday, April 17, 2012 at 8:30 a.m.

- IX. Adjournment:** With no further business before the Board, a motion was made to adjourn by Ms. Fitzpatrick, seconded by Mr. Walldroff. All in favor. The meeting adjourned at 9:17 a.m.

RESOLUTION

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Board of Directors Meeting: February 21, 2012

On the motion of Ms. Fitzpatrick, seconded by Ms. Capone, the Board of Directors of the Watertown Industrial Center Local Development Corporation accept the Capital Grant Disbursement Agreement dated December 5, 2011 offered by the Empire State Development Corp. and authorizes and directs Billy Soluri to execute the Grant Disbursement Agreement and deliver it to the ESDC.

As part of approving and accepting this \$250,000.00 grant to be used to upgrade our building and replace the roof on our existing 130,000 square-foot facility, the Board expressly ratifies and approves all prior applications, project submissions, and incentive proposals, which were made a part of these negotiations, including:

- The June 15, 2009 application;
- The February 17, 2010 Incentive Proposal accepted on behalf of the WICLDC by Billy Soluri, Site Manager and Donald C. Alexander, Assistant Secretary.

AYES:   5  

NAYES:   0  

ABSTAIN:   0