

Watertown Industrial Center Local Development Corporation

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BOARD OF DIRECTORS' MEETING

Tuesday, February 21, 2012 - 8:30 a.m.

AGENDA

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. MINUTES: Regular Board Meeting held October 18, 2011 and Special Board Meeting held January 4, 2012**
- IV. TREASURER'S REPORT: As of September 30, 2011, October 31, 2011, November 30, 2011, December 31, 2011 & January 31, 2012**
- V. CORRESPONDENCE**
 - a. SPX Monthly Update**
 - b. County of Jefferson letter**
 - c. Consideration of James Wright's designated board member**
 - d. Pine Camp Exit Letter**
 - e. Building C Proof of Loss**
- VI. COMMITTEE REPORTS:**
 - a. Facility Update – Mr. Soluri (verbal)**
 - b. Leases/Prospects – Mr. Soluri**
 - c. Nominating Committee – Mr. Rutherford**
 - i. Nomination of Proposed Vice President**
 - ii. Proposed Committee Structure**
- VII. UNFINISHED BUSINESS**
 - a. Hawkeye Decoys, Inc.**
- VIII. NEW BUSINESS**
 - a. Consideration of Resolution for ESDC Grant for Roof Project**
 - b. Request to Write Off: OMEGA QSE, Inc.**
KBST Flooring
- IX. ADJOURNMENT**

Next meeting April 17, 2012 at 8:30 a.m.

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
October 18, 2011
Minutes**

The Watertown Industrial Center Local Development Corporation held its board meeting on Tuesday, October 18, 2011 in the board room of the WCBI, 800 Starbuck Avenue, Watertown, New York.

Present: Donald Rutherford, James Wright, Carolyn Fitzpatrick, Nickolas Darling, J. Paul Morgan

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

Excused: John Doldo, Jr.

Absent: None

I. Call to Order: Mr. Rutherford called the meeting to order at 8:39 a.m.

II. Pledge of Allegiance

Ms. Fitzpatrick said that she spoke to Mr. Doldo's son recently and he told her that Mr. Doldo has been going to rehab and has been getting better every day and hopes to return to his daily routines in the near future.

Mr. Rutherford acknowledged Mr. Soluri for his efforts during the fire last week on the roof at the back of Building B where the demolition was occurring. Mr. Rutherford said that if it was not for Mr. Soluri's quick response and actions, then it could have been a different outcome and disaster for the facility.

III. Minutes: The minutes of the meeting held September 20, 2011 were presented for approval. A motion was made by Mr. Darling to approve the minutes as presented, seconded by Ms. Fitzpatrick. All in favor. Carried.

IV. Treasurer's Report: Mr. Eaton reviewed the financial statements for the period ending August 31, 2011. Mr. Eaton reviewed the Tenant Receivables. Mr. Soluri indicated that he will talk with Perry Pecker and let him know that there is interest in storage space and that he needs to bring his rent current or present a plan to bring his rent current. Mr. Soluri said that OMEGA will have a check in by the end of the month and that Attorney John Parmeter will start working on the eviction of KBST Flooring if needed. A motion was made by Mr. Morgan to approve the financial statements as presented, seconded by Mr. Darling. All in favor. Carried.

V. Correspondence:

- a.** Minor Fire Back of Building B – Demo Project – Mr. Soluri referenced the memo that was included in the packets explaining what happened on the evening of October 11, 2011. He said that he included within the memo for the cutting procedures that are to be followed at all times. He also said that there were several safety meetings held prior to the start of the demolition project. Mr. Rutherford asked if there were any out of pocket expenses as a result of the fire. Mr. Soluri indicated that there were not.
- b.** Hawkeye Decoys, Inc. – Notice to Pay Rent & Petition – Mr. Soluri indicated that the board previously authorized Phase I: Notice to Pay or Surrender Possession. He notified the board that he has now started Phase II: Notice to Pay Rent & Petition to Recover Possession of Real Property. Mr. Soluri indicated that he is working with Attorney John Parmeter.

Mr. Alexander indicated that Bart Bonner called him a couple of weeks ago requesting that he stop the legal proceedings because he has a lot of his own money invested in the equipment. Mr. Alexander told Mr. Bonner that it was out of his hands.

VI. Committee Reports:

- a. Facility Update:** Mr. Soluri indicated that he will have the City of Watertown Water Department repair PIV for System 621. They will try to repair it this week. Mr. Soluri also reported on Sprinkler System 624, which is located at the Back of Bldg. B. He said that staff decommissioned it, cut it down and capped it. They fully prepped the wall while NYTRIC moved the 3 Phase electrical service and installed the common panel.
- b. Leases/Prospects:** There were no new leases to report for the month of October. There is one prospect that is looking for a five-year lease; however, Mr. Soluri indicated that due to timing issues they might not be ready to move.

Mr. Soluri indicated that he would keep the board informed of the status of the tenants' leases that are due to expire this year. He reported that Jain Irrigation accepted the month-to-month lease for a 12-month period at their current lease rates.

VII. Unfinished Business: None.

VIII. New Business:

- a. Exterior Door Request** – The Exterior Man Door is flooding because it is lower than the roadway, which adjoins the NYAB property and gets the runoff from a quick thaw or rain storm. To prevent this from happening, Staff recommends the installation of two catch basins and a trench drain at the low points next to and in front of the exterior door and tie those into the existing storm sewer system located next to the tenant's overhead door. Mr. Soluri said the low bidder was Capital Construction for \$3,843. However, he recommends a \$500 buffer for any unforeseen work.

After discussion, all board members were in favor of authorizing Capital Construction for \$3,843 with a \$500 buffer for the Building A Site Drainage project. Carried.

- b. Raise Electric Meters Request** – Mr. Soluri indicated that currently the Building B common area and Converse Labs electrical services are below the roofline of the building. During the winter months, there is severe ice buildup and the weight of the ice on the electrical lines along with the way the staff has to remove the ice is extremely dangerous.

Mr. Alexander expressed his opinion of the safety concern for the staff when having to remove the ice buildup. Mr. Darling agreed.

The proposal is to raise the 200amp service entrance for Converse Labs and the 100amp common area service above the roofline. This would be coordinated with the tenants and National Grid. NYTRIC, who is the preferred electrical contractor, submitted a cost of \$3,890 to perform the work. Staff recommended the proposal to the board.

A motion was made by Mr. Darling to raise the meters and authorize staff to enter into a contract with NYTRIC in the amount of \$3,890, seconded by Ms. Fitzpatrick. All in favor. Carried.

- IX. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 9:09 a.m.

**Watertown Industrial Center Local Development Corporation
Board of Directors' Special Meeting
January 4, 2012
Minutes**

The Watertown Industrial Center Local Development Corporation held a special board meeting on Wednesday, January 4, 2012 in the conference room of the JCJDC, 800 Starbuck Avenue, Watertown, New York.

Present: Donald Rutherford, Carolyn Fitzpatrick, Nickolas Darling, J. Paul Morgan, W. Edward Walldroff

Others Present: Michelle Capone, Billy Soluri, Lyle Eaton, David Zembiec, Joy Nuffer, and Craig Fox of the Watertown Daily Times

Excused: John Doldo, Jr.

Absent: None

I. Call to Order: Mr. Rutherford called the meeting to order at 8:10 a.m.

II. Pledge of Allegiance

III. Special Business – Request a working capital loan from JCIDA and WLDC: Lyle Eaton discussed the need for a loan to cover the shortfall between our current payables and the available funds to cover these expenses. This shortfall is a direct correlation to the amount of time it takes to receive the \$90,000 from our Building C insurance claim and the \$250,000 grant from the Upstate Blue Print Fund through ESD. The insurance money is expected in the next month and the grant money should be received by May of 2012. It was originally recommended that WICLDC apply for a 0%, \$250,000 loan, amortized over 10 years and callable in 5 years through the JCIDA and the WLDC to be used for working capital. After discussion it was decided to request the loan with the 10 year amortization, 0% interest, due when the grant money is received. Any working capital issues that may occur in the near future will be discussed based on the need as it would arise. A motion was made by Mr. Walldroff to approve requesting the \$250,000 loan from JCIDA and WLDC, at 0% interest, to be paid when the grant money is received, seconded by Mr. Morgan. All in favor. Carried.

At this time, Mr. Rutherford stated that Ms. Capone was going to be Mr. Wright's permanent designee. He requested a formal letter from Mr. Wright stating that fact, so that the board could act on it at the next regular meeting. All welcomed her involvement.

IX. Adjournment: With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 8:30 a.m.

RESOLUTION

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Board of Directors Meeting: February 21, 2012

On the motion of _____, seconded by _____, 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 _____ 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: _____

NAYES: _____

ABSTAIN: _____