

**Watertown Industrial Center Local Development Corporation  
Board of Directors' Meeting  
August 30, 2011  
Minutes**

The Watertown Industrial Center Local Development Corporation held its board meeting on Tuesday, August 30, 2011 in the conference room of the JCJDC, 800 Starbuck Avenue, Watertown, New York.

**Present:** Donald Rutherford, Kevin Jordan, Carolyn Fitzpatrick, Nickolas Darling, William Fulkerson, Paul Morgan

**Others Present:** Billy Soluri, Donald Alexander, Lyle Eaton, David Zembiec, Joy Nuffer, Patrick Currier, of Aubertine & Currier

**Excused:** John Doldo, Jr.

**Absent:** None

- I. Call to Order:** Mr. Rutherford called the meeting to order at 8:32 a.m.
- II. Pledge of Allegiance**
- III. Minutes:** The minutes of the meeting held June 21, 2011 were presented for approval. A motion was made by Mr. Jordan to approve the minutes as presented, seconded by Mr. Darling. All in favor. Carried.
- IV. Treasurer's Report:** Mr. Eaton indicated that the June 30, 2011 financial statements were in the packets for review. Mr. Eaton reviewed the financial statements for the period ending June 30, 2011. A motion was made by Mr. Darling to approve the financial statements as presented, seconded by Mr. Jordan. All in favor. Carried.
- V. Correspondence:**
  - a. Tenant Appreciation Cookout:** Mr. Rutherford advised the Board of the upcoming Tenant Appreciation Cookout to be held on September 23, 2011 from 12:00-1:30 p.m.
  - b. JCIDA Letter:** Mr. Rutherford updated the Board on the letter to increase Billy Soluri's salary, retroactive to March 1, 2011, which would include the first of two cost of living incremental increases. The second adjustment would begin September 1, 2011. A motion was made by Mr. Darling to approve the increases as stated in the letter, seconded by Mr. Fulkerson. All in favor. Carried.

**VI. Committee Reports:**

- a. Facility Update:** Mr. Soluri updated the Board that the fire inspection was held on August 29, 2011 at the facility. The back of building B was declared to be an unsafe structure at this time. It was reported that it has rapidly deteriorated to this condition, and it may not even last through the winter. Recommendation is to demolish the condemned part of the building, having this done at the same time as the roof project to be discussed later in the meeting.
- b. Leases/Prospects:** Mr. Soluri distributed the report for the month of August. Mr. Soluri stated that he is working on a prospect for a lease, which would include some improvements for a space in building B. He also discussed Jain Irrigation's intentions which he is awaiting as he has given them some options. It was requested that Mr. Soluri email the information to the board members so they may see the options.

**VII. Unfinished Business:**

- a. SVI Proposed SSDS Locations:** Mr. Soluri updated the Board on the recommended Soil Vapor Intrusion (SVI) proposed Sub-Slab Depressurized Systems (SSDS) that are to be placed throughout the facility. Board was given an overview of where they would be placed, and there was some discussion.
- b. Building B Bid Results** – Patrick Currier from Aubertine & Currier presented the Board with the bid results. RSI Roofing was the low bidder coming in at \$324,450.00, with an additional \$39,000.00 to include a 30-year warranty. Recommendation has been made to include building ladders to be attached to the structure; the low bidder for the ladder portion of the project was PTL Contracting, at \$7,600.00. The metal enclosures for the new gables was bid successfully by RSI Roofing, coming in at \$4,475.00. Discussion centered around the needed demolition of the condemned section of building B, including liability issues if there was someone to be hurt. Discussion also turned to the financing factor. It was stated that there is a timeline issue involved with the Empire State Development grant that is allocated to the project. Concern was expressed for the possible depletion of the capital reserve fund. Mr. Eaton addressed some of these concerns and answered questions involving the financing of the project. Discussion went at that point, to whether the slab would be usable after the demolition, and it was stated that it would be available; Mr. Soluri mentioned that this type of expansion has been visited in the past and would be a beneficial way to grow the facility. After further discussion, a motion was made by Mr. Jordan to move ahead with the Building B roof project and to proceed with the demolition of the back of Building B, seconded by Mr. Morgan. More discussion occurred. All in favor. Carried.

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- c. Junction Boyz Inc.:** Mr. Soluri updated the Board that he has written a letter to Mr. Sampson at Junction Boyz, Inc. He is in contact with him and Mr. Sampson states he will be getting the information to Mr. Soluri that has been requested by the Board. Mr. Eaton stated that he is faithfully making the payments that were agreed upon.
- d. Hawkeye Decoys:** Mr. Soluri stated that he has turned over the collection process to Keith Coughlin as it is now necessary to personally serve the tenant with papers to legally make the process of removal possible. Discussion ensued regarding the process of possible eviction. Mr. Soluri will update the Board as needed.
- e. KBST Flooring:** Mr. Soluri stated that he will be going through the process to have the property of Mr. Pleasant removed or become the property of the WICLDC. He has been unable to contact the former tenant.

**VIII. New Business:**

- a. Consider Authority Performance Measurement Report FY 2010-2011:** Due to the reporting required by PAAA, it has become imperative to have a performance measurement report to submit. It was recommended to modify the list of performance goals to the following;
  - 1. Promote the industrial facility to local businesses to expand and enhance overall job creation and retention.
  - 2. Assist existing tenant businesses in expansion plans to increase employment levels.
  - 3. Develop and maintain a process for tenants to discuss their business needs, concerns or recommendations with the WICLDC.
  - 4. Review and improve operating practices and procedures which help maintain positive annual cash flow from facility operations.
  - 5. Maximize the use of the facility and surrounding property in order to a.) make available affordable industrial space to area businesses and b.) improve cash flow for future reinvestment in the facility.

A motion was made by Mr. Darling to approve the Authority Performance Measurement Report with the above changes, seconded by Mr. Morgan. All in favor. Carried.

- b. Consider Request for Exchange of Services with Black Horse Group (Bldg. C Floor Replacement Project):** Mr. Soluri stated that Black Horse Group was allowed to work on the replacement of Building C floor due to the damage by the roof leaking. It is staff's recommendation to authorize Black Horse Group to replace the remaining flooring with laminate floor in Building C, and that the cost of installation be credited to the base portion of the Black Horse Group as detailed in the information provided. A motion was made by Mr. Fulkerson to approve hiring Black Horse Group to install the flooring in building C and to credit the base rent as outlined in the paperwork provided, seconded by Mr. Darling. All in favor. Carried.
  - c. Consider All Star Contractor's Request:** All Star Contractor's has submitted a request for a refund of the lease, as they had prepaid for six months. The total amount they are requesting is \$1,925.00. Mr. Soluri stated that they had sustained damage in their tenant space to the drywall and other things needed to be addressed. A motion was made by Ms. Fitzpatrick to have Mr. Soluri give a breakdown of the damages sustained to the space and if there is a difference to refund that amount to All Star Contractor's, seconded by Mr. Jordan. 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 10:05 a.m.