

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
November 24, 2009
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, November 24, 2009 in the board room of the Watertown Center for Business and Industry, 800 Starbuck Avenue, Watertown, New York.

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

Others Present: Billy Soluri, Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Tom Plastino of CITEC, and Nancy Madsen of the Watertown Daily Times

Excused: John Doldo Jr.

Absent: None

I. Call to Order: Mr. Rutherford called the meeting to order at 10:02 a.m.

II. Pledge of Allegiance

III. Minutes: The minutes of the meeting held September 15, 2009 were presented for approval. A motion was made by Mr. Jordan to approve the minutes as presented, seconded by Mr. Alexander. All in favor. Carried.

IV. Treasurer's Report: Mr. Eaton reviewed the financial statements for the periods ending September 30, 2009 and October 31, 2009. A motion was made by Mr. Darling to approve the financial statements as presented, seconded by Mr. Fulkerson. All in favor. Carried.

V. Correspondence: None

VI. Committee Reports:

Facility Update – Mr. Soluri updated the board on the following:

- ABJ performed the quarterly inspection; no issues found.
- Fire inspection was completed – two minor issues: 1) tenant's propane tanks to be stored outside, and 2) exit door was blocked.
- The elevator is operational.
- Installed plastic flap door upstairs in Bldg. A.
- Tenant in Bldg. C ran forklift into a wall – to be corrected, no structure damage.
- Bldg. D Siding detached from structure – secured temporarily, but will be repaired.
- Bricks will be dry locked and painted.

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Leases/Prospects – Mr. Soluri indicated that there is currently 155 jobs at the facility. A new tenant, Escovee, will have a six-month lease beginning 12/1/09 and Update Construction will take over the old Shred Con space beginning 12/15/09. There is one Prospect remaining for Building C. Mr. Soluri indicated that he removed SMG and E-Pets from the prospect list because SMG have worked out an agreement with their parent company and E-Pets is unsure of when they will locate to the area.

VII. Unfinished Business:

Brookfield Power Floor Repair – Mr. Soluri indicated that the board approved the request in December 2008; however, due to the timing of the environmental investigation it was put on hold at the advice of our attorney until the investigation is complete. A motion was made by Mr. Darling to reaffirm the original motion to approve Capital Construction's bid in the amount of \$2,354.38 to repair the floor, seconded by Ms. Fitzpatrick. All in favor. Carried.

Consideration of Service Agreement with JCIDA for fiscal year 2009-2010 – The board reviewed the service agreement. A motion was made by Mr. Jordan to approve the agreement, seconded by Mr. Fulkerson. All in favor, except for Mr. Rutherford who abstained from voting due to his organization considering the same agreement with the JCIDA. Carried.

VIII. New Business:

KBST Flooring – Mr. Soluri indicated that he is pursuing other options with this tenant and will bring a recommendation back to the board at the December meeting.

Development Authority Request – A letter from Jim Wright requested that the board consider appointing Kevin Jordan as the board member representing DANC. A motion was made by Mr. Darling to appoint Kevin Jordan, seconded by Ms. Fitzpatrick. All in favor. Carried.

Pine Camp Rent Deferment Request – Mr. Soluri's memo indicated that Bob Patchen has requested that his November and December rent payment be deferred until January 2010 when he is due to receive his contract payments from Fort Drum Mountain Community Homes. A motion was made by Mr. Darling to approve the request contingent upon Mr. Patchen signing a deferment agreement that will be created by our attorney, and to extend the option period of his lease, seconded by Ms. Fitzpatrick. All in favor. Carried.

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Awning Replacement Request – Mr. Soluri's memo indicated that the second story awning on building A is in need of repair. Northern Awning and Sign Company have installed and replaced the awnings at the facility. He has recommended approval of their quote of \$3,171 to replace the awning. A motion was made by Ms. Fitzpatrick, seconded by Mr. Darling. All in favor. Carried.

Junction Wall Support Request – Mr. Soluri's memo indicated that Junction Boyz have requested that the concrete wall that separates his main space from a cold storage area be knocked down to allow his audio installation department to be relocated to this newly accessible location. Mr. Soluri recommended approval to spend up to \$750 to purchase the 3 16"x20' LVL beams, 15 Simpson Hangers and the box of 10d Nails. A motion was made by Mr. Jordan, seconded by Mr. Morgan. All in favor, except for Mr. Darling who abstained from voting because Mr. Sampson is a client of his. Carried.

Consideration of 2 year Snow Removal Contract – Mr. Soluri's memo outlines the request for proposals sent out November 16 to several contractors. The lowest bid was SWBG at \$12,000 per year. Mr. Soluri recommended that the board accept the lowest bid and indicated that SWBG is willing to extend the contract amount for an additional five years. A motion was made by Mr. Darling to accept SWBG's bid of \$12,000 per year for seven years, seconded by Mr. Fulkerson. All in favor. Carried.

Strategic Analysis Final Report – Mr. Plastino briefly reviewed the final report. He believes that we can pay costs and increase rates to stay competitive. He estimated that all four roofs will cost \$2.3 million. He said that if the building A roof is not fixed, he see two options - demolish the whole facility which would leave no cash or demolish Bldg. A and limp along with Buildings B, C, and D. He suggested three things: 1) raise rents over time, 2) market aggressively (mainly to Fort Drum related businesses), and 3) look for money such as federal and state grants and regional opportunities.

An ad hoc funding committee was established. The members include Kevin Jordan, Billy Soluri, Don Rutherford, Don Alexander, David Zembiec, Carolyn Fitzpatrick, and Tom Plastino. Mr. Jordan indicated that he would schedule the first meeting in the near future.

The next meeting is scheduled for Tuesday, December 15, 2009 at 8:30 a.m.

- IX. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Fulkerson, seconded by Mr. Jordan. All in favor. The meeting adjourned at 11:40 a.m.