

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
November 15, 2016
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, November 15, 2016 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, J. Paul Morgan, Mark Bellinger, Carolyn Fitzpatrick, Francis Murray, Don Rutherford, Kent Burto

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC), Craig Fox (Watertown Daily Times)

- I. Call to Order:** The meeting was called to order at 8:34 AM.
- II. Meeting Minutes:** Motion by M. Bellinger and second by P. Morgan to accept the meeting minutes from the October 25, 2016 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for October 2016. B. Soluri noted an operating loss of \$234.87 prior to depreciation. He noted the maintenance expenses included \$11,224 for taxes and approximately \$2,400 to lease a scissor lift for painting the building exteriors. He noted that Watertown Airsoft, Brenon's Coin Machines and Sweet Occasions were past due. The board will discuss Watertown Airsoft in greater detail later in the meeting. The board also reviewed the 6-month cash flow projections and maintenance report. On a motion by K. Burto and second by M. Bellinger the financial statements for October 2016 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri presented the reports from PARIS showing that all information had been submitted into PARIS and certified by Don Rutherford.
- V. Committee Reports**
 - i. B. Soluri provided a facility update. He noted that the Building D façade project had been successfully completed. He noted that the Pick N Go project had been completed and that the tenant agreed to a 3 year lease with a 3 year leasehold improvement loan. B. Soluri noted that he is completing an inventory of the heating systems in all of the buildings with PSG Plumbing. He noted that the lights on Building C were being replaced. B. Soluri briefed the board on an issue with the meter box on Building A. National Grid determined that it would not replace the meter box on this building since there appeared to be issues with the wiring in this box. National Grid has recommended that in order to replace the meter, the WIC LDC either replace the box or repair it.

NYTRIC is looking at the box and will provide B. Soluri with a quote to either replace or repair it.

- ii. B. Soluri provided an update on leases and prospects. He noted that he presented the proposal for additional space to Jain Irrigation and is hoping to hear back from them later in the week or early next week. B. Soluri had one additional prospect for space in the facility.

VI. Unfinished Business:

- i. No unfinished business

VII. New Business:

- i. ServPro requested a full moratorium on lease payments for the months of November and December 2016 due to a decline in business. The board discussed the request and in general was concerned about allowing a complete moratorium on the lease payments. The board also felt that there was insufficient information provided by the tenant to make an informed decision. K. Caughlin advised the board to direct B. Soluri to request additional information from the tenant regarding its ability to make deferred lease payments. The board agreed with K. Caughlin's recommendation. No further action was taken by the board.
- ii. The board discussed a request made by Travis Corliss with Watertown Airsoft to be released from his lease effective December 1, 2016. F. Murray stated that he had visited Mr. Corliss and was concerned with his ability to manage the business. The WIC LDC has a confession of judgment that was executed by Mr. Corliss in February 2016 when the board approved a modification to the lease agreement allowing for repayment of deferred lease payments over time. Mr. Corliss is looking at space in downtown Watertown and he would voluntarily leave the WIC space. B. Soluri also noted that there are approximately 900 tires on the site having been deposited there by Mr. Corliss. Mr. Corliss has been directed to clean-up the site.

On a motion by C. Fitzpatrick and second by P. Morgan the board went into Executive Session at 9:05 AM to discuss potential litigation. All in favor; motion carried.

On a motion by K. Burto and second by C. Fitzpatrick the board came out of Executive Session at 9:11 AM having discussed potential litigation. All in favor; motion carried.

On a motion by C. Fitzpatrick and second by P. Morgan, the board directed K. Caughlin to sue for back rent and for the clean-up expenses to remove the tires on the site, and to file the confession of judgement previously executed by Mr. Corliss. All in favor; motion carried.

On a motion by C. Fitzpatrick and second by P. Morgan, the board agreed to terminate the lease with Mr. Corliss effective December 1, 2016 without penalty on future

payments; however it will continue to pursue past obligations. All in favor; motion carried.

VIII. Adjournment: On a motion by K. Burto and second by M. Bellinger the meeting was adjourned at 9:19 AM.

The next regular meeting will be Tuesday, December 20, 2016 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.