

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
May 25, 2021
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, May 25, 2021 via Zoom and in-person in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

Present: Michelle Capone, J. Paul Morgan, Kent Burto, Mark Bellinger, Don Rutherford, Robert Cantwell III, Paul Warneck.

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC)

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** Motion by M. Bellinger and second by P. Morgan to accept the minutes from the April 27, 2021 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for April 2021. B. Soluri noted an adjusted operating profit of \$13,254.53 in April. DigiCollect is current and paid 6 months in advance on its lease. PickNGo is 1 month in arrears. B. Soluri noted in the maintenance report that the line for the common area was higher as we paid approximately \$3200 for the 5-year internal sprinkler inspection and quarterly inspection, which were held in the same month. On a motion by P. Morgan and second by R. Cantwell III the financial statements for April 2021 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. None
- V. Committee Reports**
 - i. B. Soluri provided a verbal leases/prospects report. Brookfield signed a new 10-year lease with the WIC retro to February 1, 2021. Modern Moving also signed a new 5-year lease that started May 1, 2021. Both are very good tenants.
 - ii. B. Soluri provided a verbal facilities report. He noted that there was damage to the roof deck in a part of Building C. The damage is similar to damage that has occurred in Building D whereby the rebar in the gypsum roof fails. When this happens, it collapses in on itself. The primary reason for this damage is likely internal leaks that started back when the NY Air Brake owned the building. The damage was contained to a storage area utilized by Black Horse Construction and no one was injured. The proposed repair is the same used to make similar repairs in Building D and approved by Aubertine & Currier. The tenant is currently removing their items from the space and P&M Construction will make the repairs. Once fixed, NYTRIC will occupy the space. B. Soluri feels that the cost for materials and labor should be around \$1500.

Staff will inspect the roof deck on the rest of Building C for any appearance of deterioration.

VI. Unfinished Business:

- i. None

VII. New Business:

- i. B. Soluri noted he will be scheduling an audit committee meeting and a personnel committee meeting in the coming month.

VIII. Adjournment: On a motion by M. Bellinger and second by P. Morgan the meeting was adjourned at 8:43 AM.

The next regular meeting is scheduled for Tuesday, June 22, 2021.