

**Watertown Industrial Center Local Development Corporation  
Board of Directors Meeting  
August 24, 2021  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, August 24, 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, Don Rutherford, Robert Cantwell III

**Absent:** Mark Bellinger, Paul Warneck

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin (Schwerzmann & Wise PC), Brian Kruger (Aubertine & Currier)

- I. Call to Order:** The meeting was called to order at 8:32 AM.
- II. Meeting Minutes:** Motion by K. Burto and second by P. Morgan to accept the minutes from the June 29, 2021 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for June 2021. B. Soluri noted an adjusted operating profit of \$6,561.99 in June. B. Soluri noted that under maintenance \$6095 was for ABJ for flushing the two sprinkler systems that failed inspection. He also noted that under building repairs, \$1700 was for replacing the Building C deck, and under equipment and tools, \$1960 was to rent two scissor lifts for the sprinkler flushing. He noted that fiscal year ending 2021 was a good year operationally. Under accounts receivable he noted that Pick N Go is current on its payments for the wall and door damage. R. Cantwell III asked how often we rent the scissor lifts. B. Soluri said we rent them when we need to complete higher jobs; however, we just got our own scissor lift back from Seaway Rental. This piece of equipment had repairs of about \$800. On a motion by R. Cantwell III and second by P. Morgan, the financial statements for June 2021 were accepted. All in favor; motion carried.

B. Soluri presented financials for July 2021. B. Soluri noted an adjusted operating deficit of \$6,589.99 in July. B. Soluri noted that depreciation has not been adjusted yet for the new year. The PILOT was paid in July. Under maintenance, approximately \$1200 was for the 20” circuits installed by NYTRIC in the Jain Irrigation space. Under building repairs, approximately \$3172 was to replace the JCLDC condensing unit. Under equipment and tools, generators were leased during the heavy rain event and we paid for the repairs to the scissor lift. B. Soluri noted that Brookfield Energy and Erie Blvd. are current. He noted that it is a typical start to the new fiscal year. On a motion by P. Morgan and second by D. Rutherford, the financial statements for July 2021 were accepted. All in favor; motion carried.

**IV. Correspondence:**

- i. None

**V. Committee Reports**

- i. B. Soluri provided a verbal leases/prospects report. NYTRIC and Brookfield signed new 10-year leases.
- ii. B. Soluri provided a verbal facilities report. Maintenance projects reported under the financial report. Nothing new to report.

**VI. Unfinished Business:**

- i. None

**VII. New Business:**

- i. B. Soluri presented the estimate for the storm drain improvement project at the ServPro and Common Entry areas along Building A. The project will replace trench drains; add roof gutters, downspouts, catch basin connection, and bollards. The project will not stop water infiltration but will mitigate the water infiltration and will clean up these areas. B. Soluri does not recommend the televising of the lines at this time due to the high pricing. D. Rutherford asked if the water backs up in other places at the facility. B. Soluri noted yes that the Common Area between Buildings A & B have a major issue. The issues relate to grading. The best fix is to grade and blacktop away from the buildings. This is an expensive fix. K. Burto asked if a holding tank has been considered for water overflow. B. Kruger thought that there is too much water for an overflow tank. M. Capone asked if a capital plan has been developed. B. Soluri noted that the capital budget outlines all capital projects and that infrastructure and paving are the highest priorities. B. Soluri stated that he would recommend Continental Construction to complete the proposed project, excluding Alternative #3, at a price of about \$49,747. K. Caughlin asked if the improvements would be compatible with grading/paving if this is considered. The short answer was maybe. It depends on the grade when they reach these spots, however you can put risers under the trench drain if necessary. R. Cantwell III said that he would reach out to J. Lawrence with Jefferson County to see if the County could provide any materials or labor to assist with a grading/paving project. The board agreed that we would like to explore this option with the County, however if this falls through then we would proceed with the proposed project as presented by B. Soluri. The bids are good for 30 days. On a motion by M. Capone and second by P. Morgan, the board agreed to accept the low bid by Continental Construction for the ServPro Entrance Drainage project as presented excluding alternative #3, contingent upon B. Soluri meeting with J. Lawrence and R. Cantwell III to discuss options that might be available with the County to assist with a grading/paving project at the site. All in favor; motion carried.

- VIII. Adjournment:** On a motion by R. Cantwell III and second by K. Burto the meeting was adjourned at 9:18 AM.

The next regular meeting is scheduled for Tuesday, September 28, 2021.