

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
March 26, 2024
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, March 26, 2024 in the board conference room, 800 Starbuck Avenue, Watertown, NY 13601.

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

Absent: Paul Warneck, Michelle Capone

Staff: Billy Soluri

Others Present: Keith Caughlin, Kylee McGrath

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** The minutes from the January 23, 2024, meeting were presented. On a motion by K Burto and second by M. Bellinger, the minutes from the January 23, 2024, meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented financials for January and February 2024. B. Soluri noted revenues for the month of January 2024 totaled \$47,442 an adjusted operating loss of \$14,936 for January. B. Soluri noted depreciation of \$13,795. B. Soluri noted that the maintenance expense for the month of January were elevated but not unusual. B. Soluri stated this was a result of making the first payment in the amount of \$6,850 for snow removal services. B. Soluri noted the LHI fund has a balance of \$191,000 and stated a good portion of this will be used by Brookfield Power assuming they move forward with their renovations to the restrooms.

B. Soluri noted that DocPPE and Modern Moving are both behind on their rent. B. Soluri noted DocPPE originally thought they would be able to pay their rent within 90 days, but after talking with the ownership they would need additional time to make the payments. B. Soluri stated DocPPE intends to bring the account current or at least make payments on the past due balance as they continue to set up their manufacturing lines. B. Soluri noted DocPPE plans to occupy the back half of the space by May of this year and then a year from now occupy the balance of the space. M. Bellinger stated he has spoken with the owners and he feels they are heading in the right direction and does not believe the WIC will have issues obtaining the past due rents. R. Cantwell III suggested we try to get them back into the 60 – 90 day past due window. B. Soluri stated that would be a good plan as the space has too much potential and the WIC should not have to keep chasing down rent payments on it. B. Soluri noted he had spoken with the ownership of Modern Moving. B. Soluri noted that Modern Moving had seen a large downturn in government contracts as well as an extended waiting period for receipt of payment from the government for services rendered. B. Soluri stated Modern Moving plans to pay a little extra every time they send in a rent payment to help reduce the past due balance. B. Soluri stated if Modern Moving does not provide a payment or a plan to repay by the end of the week then the WIC may need to seek a judgement and eviction to regain possession of the space.

B. Soluri noted revenues for the month of February 2024 were \$47,442 and a loss on the month of \$19,502. B. Soluri noted depreciation of \$13,795 as well as identified that the loss was a result of making the pilot payment of \$9,686, having three pay periods and replacing the door and frame in the back of building A, which totaled \$2,050. On a motion by K. Burto and second by M. Bellinger, the financials for January and February 2024 were accepted. All in favor; motion carried.

IV. Correspondence: None

V. Committee Reports

- i. B. Soluri provided a verbal facilities report. B. Soluri stated ABJ Fire Protection would begin replacing approximately 20 gauges on the sprinkler systems because of the age of the current gauges as well as replacing 5 sprinkler heads.
- ii. B. Soluri presented the Nominating Committee minutes for the meeting that was held on March 14, 2024.
- iii. B. Soluri presented the Personnel Committee minutes for the meeting that was held on March 14, 2024.
- iv. B. Soluri presented the Facility Committee minutes for the meeting that was held on March 14, 2024. Discussion occurred regarding the Solar project presentation. B. Soluri noted Convalt will be providing an updated cost benefit analysis as well as a project redesign to allow the solar arrays to be installed at the back of the facility as well as using the smaller auxiliary parking lot as a location to install their solar canopy.

VI. Unfinished Business:

- i. None

VII. New Business:

Board of Directors – Officer Change. After discussion it is recommended that Michelle Capone take over as President of the Board effective July 1, 2024. D. Rutherford would remain the WLDC representative until the end of October 2024, and Kylee McGrath will take over on November 1, 2024 as the WLDC representative. D. Rutherford stated he is willing to stay on the board as the City of Watertown representative as that seat is currently open. B. Soluri stated he would reach out to the city manager's office and discuss this with them. D. Rutherford suggested Kylee McGrath take over as Secretary. B. Soluri stated he would continue to do the meeting minutes once M. Capone took over as president.

Staff Merit and Bonus Consideration. D. Rutherford asked if the proposed budget included the recommendation of the Personnel Committee. B. Soluri stated the budget does include the proposed recommendation but the board would be reviewing the recommendation prior to the budget presentation so any changes would just have to be updated in the proposed budget. R. Cantwell III stated the committee reviewed staff evaluations. R. Cantwell II stated that evaluation done by staff for Geno was well

prepared and Geno could be a candidate to replace Billy if ever needed. D. Rutherford suggested Geno attend a couple of meetings to get an understanding of what is discussed and to start building a relationship with the board. D. Rutherford stated hopefully the need to replace Billy isn't anytime soon but the WIC needs to be prepared. B. Soluri stated he understands the need to plan for a successor and he has documented some of the procedures for various tasks. D. Rutherford stated the committee recommends Geno receive an 8% merit increase and a \$1,000 bonus. D. Rutherford stated the committee recommends Billy receive a 5% raise and a \$3,000 bonus. D. Rutherford noted the merit increases are for the next fiscal but the bonus would be paid during the current fiscal year. On a motion by M. Bellinger and second by K. Burto, the merit increase and bonuses for WIC staff were accepted as presented. All in favor; motion carried.

- viii.** WIC Operating Budget FYE: 6-30-2025. B. Soluri presented the Operating Budget for the year ending June 30, 2025. B. Soluri noted the increase in per square foot charges for each item. B. Soluri noted the budget assumes all expenses relating to the Brookfield Power project and the WIC Infrastructure project are paid for using the LHI Fund and ARPA Funds. The WIC has agreed to provide \$18,000 directly to the BFP project. B. Soluri stated the budget as presented estimates an operating profit of \$42,540 once you remove depreciation. B. Soluri noted the budget assumes a per square foot revenue of \$4.50 per square foot and an expense of \$4.16 so a positive difference of \$.31. B. Soluri provided the three-year capital plan but stated these projects are not guaranteed to happen this fiscal year. On a motion by R. Cantwell III and second by M. Bellinger, the FYE June 30, 2025 budget was accepted. All in favor; motion carried.

B. Adjournment: On a motion by K. Burto and second by M. Bellinger the meeting was adjourned at 9:24 AM.

The next regular meeting is scheduled for Tuesday, May 28, 2024.