

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
February 25, 2025
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, February 25, 2025, in the Building A board room, 800 Starbuck Avenue, Watertown, NY 13601.

Present: Michelle Capone, J. Paul Morgan, Robert Cantwell III, Mark Bellinger, Kylee McGrath

Unable to attend: Don Rutherford, John Condino, Kent Burto

Staff: Billy Soluri

Others Present: Kathryn Harrienger, Esq, Megan Kendall, Esq.

- I. Call to Order:** The meeting was called to order at 8:35 AM.
- II. Meeting Minutes:** The minutes of the November 26, 2024, board meeting were presented. On a motion by P. Morgan and second by R. Cantwell III, the minutes from the November 26, 2024, meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financial reports for November and December of 2024, as well as January 2025. B. Soluri noted that in the month of November revenue was \$45,899 with an operating expense of \$65,910. B. Soluri noted that expenses for the month of November included \$1,500.00 for the purchase of two pallets of ice melt, as well as \$800.00 for the quarterly sprinkler inspection performed by ABJ Fire Protection. B. Soluri noted the largest expense for the month was in the amount of \$16,590 for school taxes – PILOT payment. B. Soluri stated the operating loss for the month on the unrestricted report was \$11,293. B. Soluri noted that the Work in Process line item is \$186,607 which represents expenses relating to the Infrastructure Project and the Brookfield Power Restroom Renovation Project. M. Capone asked if the WIC had considered investing some of their revenue. B. Soluri noted the WIC did discuss investing while the rates were higher. B. Soluri stated that the WIC does not have enough cash to make it beneficial for investing now. B. Soluri noted that Modern Moving has been following the terms of the repayment plan and they are on repayment plan number six of nine. R. Cantwell III noted it may be a good time to look at purchasing our own bobcat instead of renting one during the winter. R. Cantwell III stated the cost of purchasing one could be cheaper than renting. B. Soluri stated he would look at those costs as he prepares the budget. M. Capone stated that using cash to purchase assets that benefit the WIC would be a good use for those funds.

B. Soluri noted revenues for the month of December were \$205,688 but \$160,363 of that related to the Brookfield Power Renovation project. B. Soluri noted the tenant decided they were going to pay for the project directly instead of using funds from the LHI account. B. Soluri stated the tenant wanted to get these funds allocated before the end of their fiscal year and that is why he invoiced the tenant the \$160,363 in the month of December. B. Soluri noted that prior to invoicing the tenant he had spoken with Liz Bush of Bowers and Company to be sure he was inputting the invoice into the WIC's financial system properly. B. Soluri stated Liz had him do a straight invoice and during the next

audit they will take care of the capital investment portion of the financials. R. Cantwell III asked if the WIC was managing that project. B. Soluri stated the project is running through the WIC and Aubertine and Currier is the project manager. B. Soluri stated Brookfield Power staff have been involved with this project every step of the way from design to approving of the bid submitted by Continental Construction relating to this project. B. Soluri noted Continental Construction was the contractor of record during Phase 1 and 2 of the Window replacement projects and they installed the siding and windows during the Bldg. A roof replacement project. B. Soluri stated the project is scheduled to begin in March but that could be delayed depending on the results of the Asbestos Survey the City of Watertown has requested prior to issuing a permit.

B. Soluri noted that by backing out the \$160,363 revenues for the month were 45,324 and expenses of \$58,745 for a loss of \$13,420, however depreciation for the month is \$13,380.00. B. Soluri noted the unrestricted report shows revenues of \$40,663, an expense of \$45,365 for a loss on the month of \$4,702.00. B. Soluri noted there were three pay periods during the month as well as a payment in the amount of \$3,700 made to SWBG for lawncare services during the 2024 mowing season. M. Capone asked where the \$160,363 went on the balance sheet as the cash account did not increase. B. Soluri stated it is reported under accounts receivable which shows a receivable on the balance sheet of \$161,304. M. Capone noted that Digi Collect had prepaid their rent. B. Soluri stated the tenant had paid for an additional six months. M. Capone asked what they have onsite. B. Soluri noted they have miscellaneous items on part of the exterior pad as well as a mailbox for their satellite space.

At this point in the meeting Megan Kendall, Esq. had to leave due to a scheduled court appearance – M. Capone had each board member and staff introduce themselves before Ms. Kendall left.

B. Soluri presented the financials for the month of January 2025. B. Soluri noted revenues of \$45,334 operations of \$54,603 for a loss on the month of \$9,269, but B. Soluri noted depreciation of \$13,380. B. Soluri noted on the unrestricted report revenues were \$40,672, expenses of \$41,223 for a loss of \$550 in the month. B. Soluri noted that utility costs relating to electric and natural gas were \$13,061 for this period as winter is setting in and these costs are starting to increase.

On a motion by P. Morgan and second by R. Cantwell III, the financials for November, December of 2024, and January of 2025 were accepted. All in favor

IV. Correspondence:

- A. B. Soluri presented the resolution received from the JCIDA regarding the appointment of John Condino to the WIC Board as a replacement to Paul Warneck. B. Soluri noted that the term for Mr. Warneck had expired and that Mr. Warneck felt it was time for another IDA representative to step in. B. Soluri asked the attorney if the WIC needed to take any action when they received appointment letters. K. Harrienger stated the appointment letter is automatic but it is good for the board to accept it so there is a record in the minutes.

On a motion by M. Bellinger and second by R. Cantwell III, the appointment of

John Condino to the WICLDC Board of Directors as the JCIDA representative was accepted. All in favor; motion carried.

- B. B. Soluri presented a notice of nonrenewal of the Workers Compensation Policy through Guard Insurance. B. Soluri stated he had spoken with Paychex regarding this matter and was advised that Guard Insurance was no longer going to carry insurance in NY state for the workers classification category of Property Management. B. Soluri stated he has spoken with Haylor, Freyer and Coon to see what options they have to replace the policy. B. Soluri stated he has forwarded the policy to Haylor, Freyer and Coon so they could provide the same coverage and benefits that were defined in the original policy. B. Soluri stated he would move forward with Haylor, Freyer and Coon once they confirm they have the ability to match our policy through a new carrier.
- C. B. Soluri presented the letter he sent to Mr. Dylan Soper, Jefferson County Deputy County Administrator regarding the ARPA Grant awarded to the WIC not including the engineering fees in the total award. B. Soluri stated that he had provided the engineering fees to the outgoing County Administrator so the county did have those numbers, but the award was only for the construction portion of the project. B. Soluri stated that he had spoken with Mr. Dylan Soper regarding the letter and Mr. Soper believes it was either just an oversight or it was the intent to only fund the construction portion of the project. B. Soluri noted Mr. Soper stated that all the ARPA funds have been allocated and there are no additional funds that would be available to cover the engineering fees, or any overages that may occur on the project.

B. Soluri stated the total ARPA award was \$290,000 and the WIC had expenses of \$216,333 paid or in the system to be paid, leaving a ARPA award balance of \$73,667. B. Soluri stated the cost to complete the project is approximately \$106,712. B. Soluri noted the WIC has the money to cover the project in its entirety, however it would have a large impact on the WIC's cash. B. Soluri noted an option to help with cash flow and to complete the improvement project would be for the WIC to utilize the Leasehold Improvement Fund. M. Capone asked what interest rate would be charged on the loan. B. Soluri stated that in the past we have offered 0% to 3% LHI loans. B. Soluri noted the WIC generally charges 0% interest on larger projects. M. Capone asked if these funds could only be used for capital improvements. B. Soluri stated the LHI fund is only for capital improvements relating to the property. M. Bellinger stated that using the LHI fund to pay for the remainder of the project would be the best option. B. Soluri said he would draft a repayment plan based on the monthly CIR revenue.

On a motion by P. Morgan and second by M. Bellinger, the WICLDC Board authorizes the expenditure of up to \$106,000 from the Leasehold Improvement Fund to cover expenses relating to the WIC Infrastructure Project. All in favor, motion carried.

V. Committee Reports

- A. B. Soluri provided a facility update in the board packet. B. Soluri gave an update as to the status of both the Infrastructure Project and Brookfield Power Restroom renovation. B. Soluri also provide details and pictures relating to a drainpipe leak in the kitchen area of Building C. B. Soluri noted that Central Insurance had conducted a loss control inspection on the facility and he was awaiting the final report relating to the inspection.

VI. Unfinished Business: None

VII. New Business:

- A. Lease Discussion relating to Habitat for Humanity and NYTRIC. On a motion by R. Cantwell III and second by M. Bellinger, the meeting was moved into an Executive Session at 9:08 a.m. to seek advice from legal counsel. All in favor, motion carried.

On a motion by M. Bellinger and second by P. Morgan, the meeting was moved out of Executive Session at 9:23 a.m All in favor, motion carried.

- B. On a motion by R. Cantwell III and second by P. Morgan, the WICLDC approves waving the remaining lease payments due to the WIC from T.I. Habitat for Humanity. All in favor, Motion carried.
- C. On a motion by M. Bellinger and second by R. Cantwell III, the WICLDC authorizes the Director of Site Facilities to negotiate with the advice of legal counsel to amend an existing lease agreement. All in favor, Motion carried.

Adjournment: On a motion by P. Morgan and seconded by R. Cantwell III, all in favor; the meeting was adjourned at 9:24 a.m.

The next regular meeting is scheduled for Tuesday, April 29, 2025, 8:30 a.m.