

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
June 24, 2025
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, June 24, 2025, in the Building A board room, 800 Starbuck Avenue, Watertown, NY 13601.

Present: Michelle Capone, J. Paul Morgan, Robert Cantwell III, Kylee McGrath, Kent Burto, John Condino

Unable to attend: Don Rutherford, Mark Bellinger

Staff: Billy Soluri

Others Present: Kathryn Harrienger, Esq,

- I. Call to Order:** The meeting was called to order at 8:30 AM.
- II. Meeting Minutes:** The minutes of the April 29, 2025, board meeting were presented. On a motion by J. Condino and second by P. Morgan, the minutes from the April 29, 2025, meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financial reports for April and May of 2025. B. Soluri noted that in the month of April revenue was \$45,184 with an operating expense of \$50,304. B. Soluri noted that under the line item for taxes an expense of \$5,384 which represents the County tax payment due based on our PILOT agreement. B. Soluri also noted that under the line item for maintenance-grounds the second and final payment of \$6,850 was made to SWBG for snowplowing services during the 24/25 season. B. Soluri noted that under electricity and gas there are credits, those credits are a result of billing Modern Moving for their utility usage. B. Soluri noted depreciation for the month was \$13,380 showing a operating loss of \$5,120. B. Soluri stated that on the unrestricted report revenue was \$40,522, operations of \$36,924 showing a gain of \$3,597 for the month of April. B. Soluri noted that the Leasehold Improvement Fund decreased from the previous month due to a payment that was made to D.C. Builders for the infrastructure project. B. Soluri noted that once the final payment has been made on the infrastructure project, we would then set up the repayment schedule relating to use of the LHI account.

M. Capone asked if there was any update regarding the PILOT. B. Soluri stated he had spoken with Marshall Weir of JCIDA last week. B. Soluri noted that Mr. Weir stated he had spoken with their attorney and would have additional information for the WIC soon. B. Soluri stated that he recommends the WIC authorize their counsel Kathryn Harrienger to reach out directly to Justin Miller to see where we are in the process of renewing - extending the PILOT. J. Condino agreed that it would be a good next step and that he had a meeting with Mr. Weir and he would ask about the status of the PILOT as well. B. Soluri stated he would forward the PILOT documents to Ms. Harrienger, along with the request that she reach out to Justin Miller regarding the status of the PILOT.

B. Soluri presented the financial reports for May 2025. B. Soluri stated revenues for the month were \$41,681, with operations of \$50,238 showing a operating loss of \$8,556. B. Soluri stated that on the unrestricted report revenue was \$41,681, operations of \$36,858 showing a gain of \$4,823 for the month of May. B. Soluri noted that the balance in the Capital Reserve account decreased by \$103,000 this was because of a payment made to Continental Construction for the Brookfield Power Restroom Project. B. Soluri noted the LHI balance decreased \$68,000 this was because of a payment made to D.C. Builders for the Infrastructure project. B. Soluri stated work in process was now at \$457,557. M. Capone stated the balance sheet shows the ARPA Grant liability of \$265,252 and asked if we were going to be moving that out. B. Soluri stated that he had spoken with Liz Bush of Bowers and Company previously and it was determined it would be best to have the auditors make the necessary adjustments to the ARPA grant during the audit.

On a motion by P. Morgan and second by K. Burto, the financials for April, and May of 2025 were accepted. All in favor

B. Correspondence:

- a. B. Soluri noted that while making the packet he did not have anything to be included with the packet, but after the packet went out the company that does our snowplowing – salting services SWBG Wholesale, Mr. Neil Katzman sent over a proposal to lock in the current snowplowing rate of \$13,700 per season for a period of five additional years. B. Soluri stated SWBG has not raised their rates in many years and he feels this is an opportunity for the WIC to lock in the rate for an additional five years. B. Soluri noted this type of service is specialized and requires specific equipment and adequate staffing level. B. Soluri stated SWBG for nearly 20 years have proven they have the equipment, staff and ability to address our facility needs during the winter months, and more importantly during heavy storms. K. Harrienger noted that since the WIC has had a previous relationship with SWBG, the vendor understands the needs of the facility, there is a clear indication of the cost of these services, and since he has not raised his rates in some time it is unlikely anyone will be able to provide these services at a lower cost. R. Cantwell III stated this seems like a reasonable proposal and it helps that Mr. Katzman owns his equipment.

On a motion by R. Cantwell III and second by J. Condino, the proposal to extend the plowing/salting services provided by SWBG Wholesale for a period of 5 years, with year 1 starting the winter of 25/26, at a cost of \$13,700 per season was approved. All in favor

C. Committee Reports

- A. B. Soluri provided a facility update in the board packet. B. Soluri gave an update regarding both the Infrastructure Project and Brookfield Power Restroom renovations as detailed in the report. B. Soluri noted the infrastructure project and the Brookfield

Restroom Renovation project were just about complete with minor items left to finish both projects.

- B. B. Soluri stated he had spoken with Mr. James Lawrence of the County Highway Department regarding paving assistance with repairing a few areas in the parking lot and along the side of Building A. B. Soluri stated that Mr. Lawrence said these sections would not be a problem and he would look to add these repairs to the schedule, although it would be later in the paving season. B. Soluri stated he had spoken with Mr. Lawrence and asked that he provide an idea relating to cost to pave the side of Building A from the front corner to the telephone by the parking area for Servpro.

Mr. Soluri stated that Mr. Lawrence informed him they would be able to match what the contractor did as far as paving goes. B. Soluri stated during previous projects the WIC would pay for the material used. B. Soluri stated that Mr. Lawrence is retiring and we have done projects like this with him in the past and it would be nice to do one more before he retires.

- C. B. Soluri stated Fire Sprinkler System 620 continues to have issues with false activation, even after the air regulator, and compressor were replaced. B. Soluri stated this is due to a faulty dry accelerator valve. B. Soluri noted ABJ Fire Protection is attempting to locate this part, but he mentioned that they are no longer manufactured and finding one could be difficult. B. Soluri stated that until this part has been replaced this system will have a small air leak on the system which will cause the compressor to cycle more frequently.
- D. B. Soluri stated that a fire hydrant located near the back of Building A was struck by a Pick and Go Truck and broken from the stem. B. Soluri noted that because this hydrant had the breakaway connection it broke at that connection without damaging the underground pipe or stem. B. Soluri stated he called for assistance from the City of Watertown DPW. B. Soluri stated the DPW staff had the hydrant repaired within a couple of hours. B. Soluri stated the cost of this repair was \$445.00, and he has invoiced Pick and Go for the cost of this repair.
- E. B. Soluri discussed the status of the elevator located in Building A. This update is provided in the packet. B. Soluri noted the cost to replace the burned-out transformer is \$10,000, but there is no guarantee that it resolves the issue. B. Soluri stated that our elevator service provider did not recommend moving forward with replacement of the transformer because of the age of unit, which is over 100 years old. B. Soluri stated because of this he had contacted a few different vendors to obtain a cost to replace/modernize the unit. B. Soluri stated that each vendor recommended modernization. B. Soluri stated the cost to modernize is between \$100,000 and \$240,000. B. Soluri noted there are a few tenants impacted by this, but the tenant that is most impacted is the Model Railroad Club. B. Soluri stated that if we cannot come up with the funds necessary to modernize the elevator then we could look at relocating the Model Railroad Club to a different location. B. Soluri stated space is available in the middle of Building A that is of similar square footage that we could offer to relocate them to at our expense. K. Harrienger agreed that if we have space to relocate the tenant and the tenant is ok with moving then that would be the best option. B. Soluri stated he would talk with the tenant about the idea of relocating. B. Soluri stated he would contact

the various agencies to see if there were any state or federal grants available that would assist with the cost of modernizing the elevator.

B. Soluri recommends the facility committee meet to discuss this issue once he has more information to present.

F. Governance Committee meeting minutes from June 17, 2025 were presented.

D. Unfinished Business: None

E. New Business:

- a. B. Soluri stated the Governance Committee reviewed the policy and procedures. B. Soluri stated the only changes that are recommended to be made relate to the LHI policy. B. Soluri noted the first change relates to the interest rate language now stating Up to three percent or as determined by the Board of Directors. B. Soluri stated the second change relates to changing the language next to the section for Fees to just say None.

On a motion by K. Burto and second by J. Condino, the board accepted the policies and procedures as presented and with the changes recommended by the Governance Committee. All in favor; motion carried.

- b. B. Soluri presented the current WIC Committee structure review. J. Condino was added to both the PILOT and Facility committee. No other changes or additions were made.

Adjournment: On a motion by P. Morgan and seconded by R. Cantwell III, all in favor; the meeting was adjourned at 8:57 a.m.

The next regular meeting is scheduled for Tuesday, August 26, 2025, 8:30 a.m.