

**Watertown Industrial Center Local Development Corporation
Personnel Committee Meeting
April 28, 2025
Minutes**

The Watertown Industrial Center Local Development Corporation Personnel Committee held a meeting on April 28, 2025, at the Watertown Center for Business and Industry, located at 800 Starbuck Ave. Watertown, NY, Building A Conference Room.

Present: Michelle Capone, Robert Cantwell III.

Excused: Don Rutherford

Staff: Billy Soluri

Others Present:

I. Call to Order: The meeting was called to order at 9:06 AM.

II. New Business: B. Soluri presented employee job descriptions, staff evaluation reports as well as the summary of staff bonuses. B. Soluri noted the WIC Facilities Technician G. Santamarina understands the demands of the facility and continues to perform well in high stress situations. B. Soluri stated Geno continues to be understanding and flexible when it comes to his works hours and has done a good job monitoring the ongoing projects at the WIC. M. Capone asked if there is a lot of overtime. B. Soluri noted overtime has been non existing based on how he handles the schedule. B. Soluri stated Geno continues to be a much-needed asset to the WIC. M. Capone asked why the rating under the Carpentry portion of the evaluation was 3. B. Soluri stated that Geno has only participated in a few projects that involved carpentry so he doesn't have enough projects completed to move the rating up or down yet and that is why the rating remains at 3.

B. Soluri noted the current budget included up to \$4,000 for bonus consideration and he included a 3% merit increase for G. Santamarina in the operating budget being discussed at the next board meeting. B. Soluri stated in the new budget he had lowered the bonus consideration amount to \$2,500 because of the back of A being unleased. B. Soluri recommended a \$1,300 bonus for Geno, which represents a \$300 increase from last year. B. Soluri noted this past winter was a very trying time for staff with many 4:30 a.m. days to come in and open the facility. M. Capone asked what staff must do on those 4:30 a.m. days. B. Soluri stated he and Geno take care of all the sidewalks, entry way doors, overhead doors, etc. B. Soluri noted this includes shoveling, snow blowing, salting, operating the bobcat, etc.

M. Capone asked what he had put into the new budget for himself. B. Soluri stated that he did not include a merit increase for himself and he would be willing to discuss receiving one once the back of A has been leased. M. Capone and R. Cantwell III both agreed that a merit increase was deserved.

R. Cantwell III stated he would like to bump up Geno more than the 3%, and was leaning towards the 8% increase, or he would also be ok with a set amount rather than a percent increase. M. Capone asked if the WIC would be able to support a 8% increase for both staff members. B. Soluri stated he did not feel comfortable with that kind of increase

with the back of the building vacant. R. Cantwell III suggested a \$3,000 merit increase for Geno. M. Capone agreed with the \$3,000 merit increase for Geno. M. Capone and R. Cantwell III supported staff's recommendation that Geno receive a \$1,300 one-time bonus.

M. Capone stated that she recommends B. Soluri receive a 3% raise and a \$2,700 one-time bonus. R. Cantwell III stated he supports the recommendation of the 3% merit increase and a one-time bonus of \$2,700.

B. Soluri stated he would update the proposed operating budget to reflect the recommendations made by the committee to be presented at the upcoming board meeting.

III. Adjournment: the meeting was adjourned at 9:35 AM.