

**Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
December 23, 2025**

Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, December 23, 2025, in the board room of Building A, 800 Starbuck Avenue, Watertown, NY 13601.

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

Unable to attend: Kent Burto, Mark Bellinger

Staff: Billy Soluri

Others Present: Kathryn Harrienger, Esq

- I. Call to Order:** The meeting was called to order at 8:34 AM.
- II. Meeting Minutes:** The minutes from the October 28, 2025, board meeting were presented. On a motion by J. Condino and second by P. Morgan, the minutes of the October 28, 2025, meeting were accepted. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financial reports for the month of October 2025. B. Soluri noted that in the month of October revenue was \$46,889 with an operating expense of \$47,140. B. Soluri noted an operating loss on the month of \$251.00 with depreciation of \$14,611. B. Soluri noted that the expenses of \$3,709 under Building Repairs had to do with ABJ repairing a PIV Flange cap along the outside of the Bldg. C, DP Bartlett replacing 4 sections of leaking exhaust pipe, and PSG Plumbing and Heating evacuating and charging one of the mini split systems in Modern Moving, and replacement of the hot water heater in the JCLDC office. B. Soluri noted the \$1,679 expense under the Grounds line item had to do with ordering two pallets of ice melt. B. Soluri noted the expense of \$1,726 under the line-item Equipment/Tools had to do with the servicing of the snowblowers, scissor lift rental for exhaust pipe repair, and winter gear.

B. Soluri presented the unrestricted income report and noted revenues of \$46,889 and expenses of \$32,529 showing a gain of \$14,359 on the month. B. Soluri noted on the balance sheet that work in process increased by \$14,700 which related to the new dry valve replacement on sprinkler system #620, installation of a butterfly valve on the same system, and installation of two new dry actuators on systems #621 and #622 all work was performed by ABJ Fire Protection.

B. Soluri presented the financial reports for the month of November 2025. B. Soluri noted revenues of \$47,248 with an operating expense of \$54,022. B. Soluri noted an operating loss of \$6,774 and depreciation of \$14,611. B. Soluri noted that under the maintenance line items the major expense for the month was a \$3,700 payment made to SWBG for lawn care services for the 2025 year. B. Soluri noted he had ordered in additional ice melt, and other expenses related to several small projects. B. Soluri

presented the unrestricted income report and noted revenues of \$47,248 and expenses of \$39,411 showing a gain of \$7,836 for the month of November.

On a motion by P. Morgan and second by D. Rutherford, the financials for October 31, 2025 and November 30, 2025 were accepted. All in favor

IV. Correspondence: None

V. Committee Reports:

A. Facility Update: B. Soluri noted that within a week period there were two main waterline breaks that the City of Watertown had to repair. B. Soluri noted that these types of repairs require the city to turn off the water in certain areas so they can make the repair. B. Soluri stated that during the time the water was shut down two of the sprinkler systems lost their prime, which is required to prevent the system from allowing water to get into the riser. B. Soluri noted that during the first shutdown staff got lucky, the systems did not fully trip when the water was turned back on, and it was by chance that when checking on the status of the repair water was seen flowing from the drainpipe of two of the sprinkler systems. B. Soluri stated he called Geno in to assist with setting the prime lines and to help drain any water the systems may have taken on. Staff were able to regain the charge on the systems and prevent them from fully tripping. B. Soluri noted that during the second repair he remained on site so he could set the prime lines as soon as the city turned the water back on. B. Soluri noted the first repair took approximately 6 hours with the water turned back on around 8:00p.m. while the second repair took nearly 9 hours with water turned back on around 1:00a.m.

B. Soluri stated this winter has presented several roof and wall leaks that staff had not been aware of previously, and the main reason relates to the type of winter we have had to date that being snow, ice, heavy rain, then snow again. B. Soluri noted that in November staff sealed up two areas of exterior wall and had P&M Construction assist with installing a temporary French drain along a section of the wall we had sealed. B. Soluri noted these repairs have helped, but the interior side of the same walls need to be sealed as well.

B. Soluri stated that Building C is also experiencing roof and wall leaks. B. Soluri noted that the roof leaks are mainly a result of ice freezing up and creating a barrier along the edge of the roof. B. Soluri stated both the women's and men's restrooms had water damage to part of the wall, ceiling tiles, and ceiling lights. B. Soluri noted after staff had cleared the ice along the roof edge and removed the snow/slush from the roof the leaks stopped, and he had RSI Roofing take a look at the areas. B. Soluri stated P&M Construction will be making the repairs to the sheetrock while staff will replace the tiles, lights, and perform the painting once the wall repair has been completed. B. Soluri stated this spring he will look into roof options for the roof above the restrooms and kitchen area. B. Soluri noted that he would be bringing back both temporary summer workers over the holiday break to assist with the sealing of the walls, painting, and assist with winter-related events.

B. Soluri stated that Pat Fields of PSG Plumbing and Heating and WIC staff completed the work needed to reactivate the Building A boiler. B. Soluri noted the project consisted of replacement of four zone pumps, rebuilding the pipe stems for the zones, replaced the boiler water fill device, pressure release valves, gauges, and all mini pressure vents. B. Soluri noted the project cost approximately \$2,900 and the system is back online.

B. Soluri stated that Brookfield Power decided they wanted to have the design portion of the Office Remodel project sent out to bid as they were no longer in a rush to have the construction side of the project sent out to bid prior to year end. B. Soluri stated he had sent out a RFP for design, bid, and project management services. B. Soluri noted the RFP was distributed electronically as well as sent in the mail.

B. Soluri noted three proposals were received and that BFP had additional questions they wanted the firms to provide clarification on. Once the responses have been reviewed then BFP will decide which firm they would like the WIC to move forward with. B. Soluri stated he had invoiced BFP for \$150,000 so they could allocate the funds prior to the end of the year.

B. Soluri stated if this project moves into the construction phase, then the WIC would need to relocate a few tenants as trying to create a common hallway that would pass through BFP's leased area, is not feasible and would be expensive. B. Soluri stated he would recommend moving Upstate Construction to Bldg. C, similar size square footage, small kitchenette and access to common restrooms. B. Soluri stated he would move All Ski Lifts, which is mainly storage either further down on the second floor of Bldg. or to the middle of Bldg. A on the main floor. B. Soluri stated he is not sure we would be able to accommodate the Boy Scouts, who we have donated office space to for many years located between the two floors. B. Soluri stated he would talk with the scouts and let them know that if the project moves forward, we would not be able to allow them to use the space any longer. B. Soluri said he will put some thought into a way to accommodate them going forward but it may be time for the Scouts to find a new location. B. Soluri mentioned that the WIC would also have to find a new office area. B. Soluri stated this may be difficult but he plans on talking with Black Horse Group about downsizing their office space as they have talked about it in the past to allow the WIC to take over a portion of it. B. Soluri stated the WIC would have to ask JCIDA if they would be able to use their Board Room when holding meetings as the boardroom would also not be available any longer.

B. Lease/Prospects: None.

VI. Unfinished Business:

A. WIC PILOT: K. Harrienger presented the draft PILOT application and supplemental materials to the PILOT. K. Harrienger stated the PILOT application is more of a form application so to give the IDA a fair picture of the WIC it was

best to include supplemental documents to better answer those questions. K. Harrienger stated she would be ready to submit the application upon board approval. B. Soluri stated he has reviewed the application and supplemental material and feels it would be best to approve the application now and authorize Ms. Harrienger to submit the application to the IDA on WIC's behalf before year end.

Ms. Harrienger stated once approved and assuming there were no application issues she would work with the IDA's attorney to draft the appropriate resolutions for the taxing jurisdictions to move the approval process forward prior to the March 2026 deadline. M. Capone stated that going through the application and supplemental material she feels it is ready to be submitted.

On a motion by R. Cantwell III and seconded by J. Condino, the WIC authorized Ms. Harrienger of Kendall, Harrienger & Burrows to submit the PILOT Application, and supplemental material to the Jefferson County Industrial Development Agency.

- B. Criminal Trespass Case Update: K. Harrienger provided an update to the board regarding the trespass matter. K. Harrienger stated the case is still moving forward but at a much slower pace due to the amount of other unrelated charges against the individual. K. Harrienger stated the DA's office will be seeking the full amount of restitution but the odds of seeing any of that money is very unlikely, even with a judgement against him. R. Cantwell III asked what the final expense was in relationship to the cleanup and securing of the structure. B. Soluri noted expenses were just under \$4,000.00.

VII. New Business: None

- VIII. Adjournment:** On a motion by J. Condino and seconded by D. Rutherford, the meeting was adjourned at 9:10 a.m. All in favor.

The next regular meeting is scheduled for Tuesday, February 24, 2026, 8:30 a.m.