



# HERKIMER COUNTY

## Industrial Development Agency

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### STAFF

JOHN J. PISECK, JR.  
Executive Director

STACEY J. HOLLERAN  
Office Manager

### BOARD OF DIRECTORS

VINCENT J. BONO  
Chairman

DAVID M. CHLUS  
Vice Chairman

JOHN SCARANO  
Secretary

MICHAEL WERENCZAK  
Treasurer

VACANT  
Director

DANIEL B. REARDON  
Director

CATHERINE RICCI  
Director

## MINUTES

March 8, 2018

**Herkimer County Industrial Development Agency Board of Directors Annual Meeting at the Herkimer County Chamber of Commerce Conference Room, 420 E. German Street, Herkimer, 4:00 PM.**

**Members Present:** Vincent (Jim) Bono, David Chlus, Daniel Reardon, Catherine (Cate) Ricci, John Scarano, Michael Werenczak

### **Members Absent:**

**Also Present:** Anthony Hallak, Kurt Ackerman Bernard Peplinski, John Piseck, and Stacey Holleran

After the Pledge of Allegiance, Chairman Jim Bono called the meeting to order at 4:00 PM.

**Minutes:** The minutes of the regular board meeting of January 30, 2018 were offered for review. Cate Ricci moved, seconded by Michael Werenczak, to approve minutes as presented. Motion carried.

**Financial Reports:** John Piseck reported that Gehring Tricot has paid their loan in full and expects Acorn Products to pay their loan off early. John is working on the lease and noise issue at the office. The following financial reports were offered for review and approval: January Operating Account, Account Balances, PILOT and RLF Status. John Scarano moved, seconded by Cate Ricci, to approve all financial reports as presented. Motion carried.

**Executive Director:**— A motion was offered by Cate Ricci, seconded by John Scarano, to ratify the appointment of Mr. John J. Piseck, Jr. as the new Executive Director of the HCIDA. He started work on February 19, 2018. Motion carried. John will make a press release.

**Corporate Banking Resolution:** New signature cards and banking resolutions will need to be prepared to remove prior and authorize new Executive Director to sign checks on behalf of the HCIDA. All checks require two signatures. The following are authorized to sign: Executive Director, Office Manager, Chairman, Vice Chairman, Treasurer and Secretary. Michael Werenczak moved, seconded by Cate Ricci to proceed with preparing new banking resolutions and signature cards for all accounts at M&T Bank and Adirondack Bank. Motion carried.

**JBF Stainless, LLC** – The Agency has not received a final purchase offer or amended application due to the restructuring of the project.

“This institution is an equal opportunity provider, employer and lender.”

**HM Quackenbush Property** – John reported he is working with insurance company on obtaining a better rate for just liability coverage at the property. After consulting with legal counsel, it has also been decided not to construct a fence around the property. It was noted that there are posted signs on the property.

**Authority Budget Office (ABO)** – There are still two board members that need to take the board member training webinar making the Agency noncompliant. One member reported he is scheduled to take the webinar next week. Staff will provide information on the next session.

John Piseck reported that the annual audit has begun. Mr. John Howard along with a colleague of Barone, Howard and Company was in the office today for an onsite review. The audit is required as a part of the PARIS report due March 31, 2018.

Mr. Hallak is working on updating the current procurement policy in order to be in compliance with recent directive issued by ABO.

All reports/policies listed on Attachment A were provided to the board for review prior to this meeting. Discussion followed. **Dan Reardon moved, seconded by Michael Werenczak to approve all reports/policies as presented to be submitted to the Authorities Budget Office as part of the annual report. Motion carried.** The balance of the report will be presented to the board at the March 27, 2018 meeting.

**Other Projects** - John Piseck reported on the following:

- Will be attending meeting in Watertown regarding forming Agribusiness Development Agency.
- Will be attending meeting in Cobleskill regarding agribusiness grants.
- Tractor Supply contacted the local union to provide names of contractors to include in bid request for a substation. No one from NYS replied with a bid.
- The purchase of Thew Associates property in Frankfort 5S North Business Park should now move forward.
- A request for \$750,000 CDBG for Tractor Supply has been sent to the County.
- Searching for funding sources.
- Tractor Supply needs more power. They are also replacing signs at the entrance of the Park. They will cover the cost.
- John will reach out to ECOsponsible regarding recent article in the Times Telegram

John explained the need to upgrade contact management in the office. Outlook is not working sufficiently for the needs of the Agency. The databases are not currently linked and there is a need to be brought up to speed in order to communicate efficiently. John explained he has experience with a software product called GoldMine. A quotation was received for the purchase of software, a server, and the installation by local provider. This product is only available directly from the company. A motion was made by Cate Ricci, seconded by David Chlus, to purchase the GoldMine software, server and installation for \$6,200.00. Motion carried.

Hon. Kurt Ackerman, Chairman of the Ways and Means Committee of the Herkimer County Legislature was introduced to the board.

If anyone knows of anyone interested in serving on the Agency's board of directors, please contact the office.

**Executive Session** - Cate Ricci moved, seconded by David Chlus, to enter into executive session to discuss litigation at 4:50 PM. All board members, Anthony Hallak, Bernie Peplinski, John Piseck and Stacey Holleran were invited to stay.

Cate Ricci moved, seconded by John Scarano to end executive session at 5:28 PM.

Discussion continued regarding contacting downtown Utica businesses that may be displaced by the hospital.

DEC has indicated that the previous Union Fork & Hoe property in the Village of Frankfort can move forward for commercial/industrial development.

A motion to adjourn was made by Dan Reardon, second by Michael Werenczak. The meeting adjourned at 5:35 PM.

Respectfully submitted,



Stacey J. Holleran  
Office Manager

ATTACHMENT A

PARIS REPORT – FOR REVIEW AND APPROVAL 3/8/2017

- i) Investment Report
  - (a) Annual Investment Report 2017
  - (b) Deposit and Investment Guidelines-reviewed and approved
  - ~~(c) Auditor's Management Letter~~
  
- ii) Procurement Report
  - (a) Procurement Policy – approved Dec 2015
  - ~~(b) Procurement Transactions-PAR~~
  
- iii) Annual Report
  - (a) Governance Information-(Authority-Related)
    - 1. Operations & Accomplishments 2017
    - 2. Assessment of Internal Controls
    - 3. Organization Chart
    - 4. Mission Statement
    - 5. Mission Statement and Performance Measurement Report 2017
  - (b) Governance Information-(Board-Related)
    - 1. Review all items listed in PARIS Report:
      - a. Board Members/Staff
      - b. By-laws
      - c. Code of Ethics
      - d. Compensation, Reimbursement & Attendance & Conditional & Additional Compensation Policy
      - e. Whistleblower Policy
      - f. Defense & Indemnification Policy
      - g. Extension of Credit to Board Members
      - h. Uniform Tax Exempt Policy
    - ~~2. Performance Evaluation of Board completed & reviewed~~
  - (c) Board of Directors Listing (as of 12/31/2017)
  - (d) Staff listing
  - (e) Benefit Information
  - ~~(f) Summary of Financial Information~~
  - ~~(g) Current Debt – Schedule of Debt (Bonds)~~
  - ~~(h) Real Property Acquisition/Disposal List~~
  - (i) Personal Property 2017 – none
  - (j) Real Property Report 2017 - none
  - (k) Disposition of Property Policy
  - ~~(l) IDA Projects (\_\_\_ total)~~
  
- iv) Certified Financial Audit
  - ~~(a) Audit Report~~
  - ~~(b) Management Letter~~
  - ~~(c) Internal Controls~~