



MINUTES

April 28, 2020

STAFF

JOHN J. PISECK, JR.  
Executive Director  
STACEY J. HOLLERAN  
Office Manager  
VICTORIA L. ADAMS  
Administrative Assistant

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Herkimer County Industrial Development Agency Board Meeting along with Audit, and Finance Committees was held Tuesday, April 28, 2020 at 8:00 AM electronically via conference call instead of a public meeting open for the public to attend in person. Members of the public were invited to listen to the meeting by calling (605) 313-6315 and entering access code 827250.

BOARD OF DIRECTORS

VINCENT J. BONO  
Chairman  
DAVID M. CHLUS  
Vice Chairman  
JOHN SCARANO  
Secretary  
MICHAEL WERENCZAK  
Treasurer  
CORY ALBRECHT  
Director  
CATHERINE RICCI  
Director  
ANN GAWORECKI  
Director

After the Pledge of Allegiance, Chairman Vincent (Jim) Bono called the meeting to order at 8:01 AM.

**The following members answered the roll call:** Vincent (Jim) Bono, Cory Albrecht, David Chlus, John Scarano, and Catherine (Cate) Ricci. Quorum present.

**Members Absent:** Michael Werenczak, Ann Gaworecki

**Staff Present:** John Piseck, Stacey Holleran, Victoria Adams

**Also Present:** James Wallace, Anthony Hallak

**Minutes:** The minutes of the March 31, 2020 regular meeting were offered for review. **Cate Ricci moved, seconded by Cory Albrecht to approve presented minutes. Motion carried unanimously.**

**Financial Reports:** The following financial reports were offered for review and approval: 2020 March Operating Report, Operating Account, Account Balances, RLF/Lease Balance with payment status. Mr. Piseck stated that all loans are up to date. The Agency is receiving timely payments from businesses that have not requested moratorium agreements. At this time, due to COVID-19, the Agency has approved moratorium agreements for Olivia's Happy Tails, Bartlett Excavating, and Crazy Otto's Empire Diner. All accrued interest will be rolled over into their respective principal balance. **John Scarano moved, seconded by Cate Ricci, to approve all financial reports as presented. Motion carried unanimously.**

**Audited Financial Statements 2019:** Board members were provided a draft of the 2019 Audited Financial Statements prior to the meeting for their review and approval via email. Upon draft approval via email, the Final Audited Financial Statements for FY 2019 along with updated pages 10-12 of Annual PARIS Report were provided to board members for their review. **Cory Albrecht moved, seconded by John Scarano, to approve the Final Audited Statements along with pages 10-12 of the Annual PARIS Report for the FY 2019. Motion carried unanimously.**

*Agency Auditing Firm Contract:* The contract with Agency's current auditor has come to fruition. The Agency is preparing a Request for Proposal for a new three-year contract to perform accounting functions for years ending 2020, 2021 and 2022. Mr. Piseck stated that the Agency has been compiling names of firms in our area and will be reaching out to the New York State Economic Development Council for any recommendations. Also included in the RFP will be auditing services for the soon-to-be formed Herkimer County Capital Resource Corporation.

**RLF 2-2-2 Loan/Grant Application – Heelpath Brewing Co.:** Heelpath Brewing Co. submitted an application for a loan/grant through the Agency's 2-2-2 program. The project is for the purchase of brewing equipment. Mr. Piseck stated that the owner may hold off on closing until COVID-19 restrictions allow him to become fully operational again. **David Chlus moved, seconded by John Scarano to approve a loan in the amount of \$2,000, a grant in the amount of \$2,000, with proof of owner injection of \$2,000. The funds will come from the Seward account. The loan terms will be 2% for 24 months. Motion carried unanimously.**

**RLF 2-2-2 Loan/Grant Application – Elite Fitness:** Elite Fitness submitted an application for a loan/grant through the Agency's 2-2-2 program. The company is moving from their current location on Main Street, Herkimer to a building on Marginal Road, Herkimer; formerly known as the Silverado Inn. The property and parking lot are to be converted into a full-service gym, and outside recreation area, among other improvements. **Cate Ricci moved, seconded by John Scarano to approve a loan in the amount of \$2,000, a grant in the amount of \$2,000, with proof of owner injection of \$2,000. The funds will come from the Seward Account. The loan terms will be 2% for 24 months. Motion carried unanimously.**

*Procedure for loan/grant documentation upon RLF approval:* Mr. Piseck discussed the current procedure when sending loan/grant documentation to the full board upon RLF Committee approval. In an effort to increase confidentiality, it was suggested that going forward financial statements not be forwarded to the full board, only to the RLF Committee for initial approval.

**Financial Disclosure Packets:** Mr. Piseck stated that financial disclosure packets are due to the county next week. Anyone that has not received them from our office, please advise how they would like to receive their packet.

**Manheim Business Park:** In March Mr. Piseck received board approval by email to proceed with Donato Real Estate Appraisal & Consulting to conduct a real estate appraisal on the Manheim Business Park parcel. A formal vote is being requested at this time. **John Scarano moved, seconded by Cate Ricci, to approve an appraisal completed by Donato Real Estate Appraisal at a cost of \$1,500 on the Manheim Business Park parcel. Motion carried unanimously.**

*Cell Tower:* Mr. Piseck mentioned the opportunity for a cell tower for the parcel. He did not want to discuss on the line, but would include board members via email.

*Trees on Property:* Mr. Piseck stated that someone wanted to remove trees that had been previously cut down from the property. He continued by saying that he did not want to let anyone on the property without proper insurance. Upon some discussion, it was concluded that anyone on the property to remove trees will be required to produce sufficient insurance documentation.

**Project Updates/Other Business:**

*BOA Grant:* Paperwork for the Village of Dolgeville BOA Grant has been submitted. A timeline should be received by May 28<sup>th</sup>. The Agency will then be able to move forward with the clean-up of Downtown Dolgeville.

*Herkimer County CDBG Microenterprise:* The Agency has received the go-ahead from New York State Homes and Community Renewal to begin incurring costs for the grant.

*COVID-19:* Mr. Piseck is planning a zoom meeting for the near future to discuss economic development during the COVID-19 pandemic, and how we will move forward after.

*Schuyler Business Park Mailer:* The Agency is currently preparing a packet to mail out to board members and the County Legislature containing marketing materials showcasing the Schuyler Business Park property. They are on schedule to be mailed out around the end of the week.

*US EPA Brownfield Grant:* Quarterly report to be submitted by the end of the month. Once 70% of the funds have been used, the Agency can then pursue an additional brownfield grant.

*Duofold:* Mr. Piseck discussed the sign he had constructed pro-bono for the Duofold building. He also discussed the potential for 3D scanning and existing conditions drawings to be completed to document the existing conditions of the property.

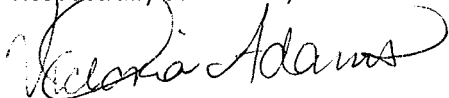
*Website:* Mr. Piseck discussed the need for the Agency to update its website. Mr. Piseck is requesting approval to move forward with a new website. He also said the CRC would be included in the pricing. **David Chlus moved, seconded by Cory Albrecht, to approve the Agency to purchase a new website at a cost not to exceed \$4,000. Motion carried unanimously.**

*Mohawk Valley Water Transmission Main:* Mr. Piseck stated that the project is moving forward. The Agency will be applying for the Norther Borders grant to assist with the project.

*PIVOT Energy:* Mr. Piseck stated that the Agency has received an application for a new solar project (Newport Community Solar, LLC) in the Town of Fairfield. The application has been forwarded to agency counsel for review.

**Being no other business, John Scarano moved, seconded by Cate Ricci to adjourn at 8:49 AM. Motion carried unanimously.**

Respectfully Submitted,



Victoria Adams  
Administrative Assistant