



## MINUTES

August 25, 2020

### STAFF

JOHN J. PISECK, JR.  
Executive Director

STACEY J. HOLLERAN  
Office Manager

VICTORIA L. ADAMS  
Administrative Assistant

### BOARD OF DIRECTORS

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Director

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 meeting of the Board of Directors along with the Finance Committee was held Tuesday, August 25, 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.

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

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

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

**Also Present:** Brian Mula, Kurt Ackerman

**Present via Call-In:** Anthony Hallak, Bob Hollum, Mark Gaworecki, John Stephens, Raymond Donley, Bill Weakley, Senator James Seward, Assemblywoman Marianne Buttenschon, Assemblyman Brian Miller, Bernard Peplinski.

**Minutes:** The minutes of the July 30, 2020 regular meeting were offered for review. **Cate Ricci moved, seconded by Ann Gaworecki to approve presented minutes. Motion carried with 7 Ayes and 0 Nays.**

**Financial Reports:** The following financial reports were offered for review and approval: 2020 July Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status. Mr. Piseck stated that any outstanding loans are being paid accordingly and the Agency expects additional funding through project fees in the near future. **Cate Ricci moved, seconded by Cory Albrecht, to approve all financial reports as presented. Motion carried with 7 Ayes and 0 Nays.**

### Duofold:

**3D Scanning and Existing Conditions Drawings:** The Agency received a proposal from Delta Engineers, Architects, & Land Surveyors to provide professional 3D Scanning and Architectural Services for the Duofold site. Mr. Piseck explained the benefit of the scanning, and went on to explain how funds will be returned to the Agency for the cost of the scanning. The funds may be recouped by the Agency either

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through a grant partnership with Mohawk Valley EDGE, or by way of a potential developer. **David Chlus moved, seconded by Michael Werenczak, to approve the Agency's acceptance of the proposal received from Delta Engineers, Architects, & Land Surveyors for professional 3D Scanning and Architectural Services for the Duofold site. The cost is not to exceed \$18,500. Motion carried with 7 Ayes and 0 Nays.**

**Duofold – SWOT Analysis:** The Agency has created SWOT analyses for multiple ongoing projects. Mr. Piseck explained the importance of such a document when marketing to potential developers. He welcomed any feedback on the analysis. He also informed board members that the site has been approved to proceed into the Commercial Rehab Tax Credit Program, which will provide tax credits to potential developers.

**Project Bug – Application for Financial Assistance:** Mr. Piseck has had several quality conversations with the business owner regarding a potential project; however, a formal purchase offer has not yet been received. Mr. Piseck stated a special meeting may be in order if the project moves forward in the next week or two, and he will keep board members abreast of any developments.

**Manheim Business Park:** Mr. Piseck expressed his concerns with the progress of the water and sewer district formation in the Town of Manheim, as it specifically relates to the Manheim Business Park. The project is far behind schedule due to the lack of diligence and communication on the part of the Town of Manheim attorney. After much discussion, it was decided that the Agency's attorney would provide a letter to the Town of Manheim and their attorney outlining the Agency's expectations moving forward. The Agency will give additional time to the Town of Manheim attorney in hopes of the project still being viable. Mr. Piseck does not believe it is acceptable for the Agency to continue to invest time and money into the project without a firm commitment from the town and their counsel.

**Schuyler Business Park:**

**Roadway:** Mr. Piseck has a meeting scheduled with Delta Engineers tomorrow to discuss the beginning processes for the new roadway at Schuyler Business Park.

**Restrictive Covenants:** Board members were provided draft restrictive covenants for their review and feedback weeks prior to the meeting. Any feedback was addressed prior to the meeting. The county will be informed that a member of their Planning and Development Committee shall be appointed to sit on the board of review, which will review applications from anyone wishing to develop in the park. Applications will provide site details, as well as engineering and architectural aspects of their proposed development. **Ann Gaworecki moved, seconded by John Scarano, to adopt the restrictive covenants for the Schuyler Business Park. Motion carried with 7 Ayes and 0 Nays.**

**SWOT Analysis:** A SWOT analysis was created for the Schuyler Business Park. Mr. Piseck welcomed any feedback on the analysis. He noted that the Agency has been mailing marketing packets on the park to site selectors and potential developers.

**Extension of Internship:** Due to the college internship program beginning later than usual, and the intern's semester being solely virtual, the Agency would like to extend the internship through the fall. The payroll will still be processed through the county; however, it will be the Agency's responsibility to reimburse full pay plus benefits for hours worked beyond the 200 allowed through the College Corp

program. **John Scarano moved, seconded by Cory Albrecht, to extend the internship up to 220 additional hours through the fall. Motion carried with 7 Ayes and 0 Nays.**

**H.M. Quackenbush:**

***Maintenance:*** Annual clean-up efforts are needed at the H.M. Quackenbush site. **John Scarano moved seconded by Cory Albrecht, to approve general maintenance efforts at the H.M. Quackenbush Site. Motion carried with 7 Ayes and 0 Nays.**

***SWOT Analysis:*** As with other projects, a SWOT analysis has been created for the Quackenbush site as well. This type of document could be used in conjunction with other marketing efforts to foster development at the site.

**Northern Border Regional Commission Grant:** The Agency has been awarded a \$1,000,000 grant through the Northern Border Regional Commission's 2020 State Economic & Infrastructure Development (SEID) grant program. This project will facilitate construction and implementation of the Eastern Mohawk Valley Regional Water Transmission Main, which will service more than 22,000 residents across several communities within Herkimer County. **John Scarano moved, seconded by Ann Gaworecki to approve the acceptance of the Northern Boarder Regional Commission Grant. Motion carried with 7 Ayes and 0 Nays.**

**Project Updates/Other Business:**

***Anti-Sexual Harassment Training:*** Mr. Piseck reminded board members of the annual anti-sexual harassment training that is scheduled to take place at the September 29 board meeting.

***Microenterprise Grant:*** A handout was provided to board members outlining the grant drawdowns to date. Mr. Piseck noted that it was originally thought that the Agency was to input \$20,000 in equity into the project, only to discover that the Agency can draw down administration and delivery fees for activities associated with the grant.

***Old Forge/Town of Webb Former Highway Garage:*** The Agency has made a formal request to the Environmental Protection Agency to transfer \$16,000 in grant funds from "hazardous substances" to "petroleum" in support of a proposed Environmental Site Assessment to evaluate the sites' potential to be developed into affordable housing. The Agency is awaiting further instruction from the EPA.

***Charlestown Mall:*** Mr. Piseck has had ongoing conversations with a developer interested in removing the structure. He has been working with the Oneida-Herkimer Solid Waste Authority to negotiate tipping fees for not only this project, but many other brownfield sites located throughout Herkimer and Oneida Counties.

***Project List:*** The Agency keeps an ongoing list of current projects. Mr. Piseck spoke of a few of the projects and asked that any board member that would like more information on any of the listings to let him know, and he would go into further detail.

Mr. Piseck opened the telephone line for comments from the Senator and Assembly Members attending the meeting:

*Senator Seward:* Senator Jim Seward stated that he enjoys hearing the positive ongoing activities within the county, and he is proud to be a part of the team. He asked that the Agency keep in touch, and he looks forward to working with the county in the future.

*Assemblywoman Marianne Buttenschon:* Assemblywoman Buttenschon thanked the Agency for providing great leadership to the county. She asked that everyone stay safe and healthy, and not to hesitate to reach out to her office anytime.

*Assemblyman Brian Miller:* Assemblyman Miller stated that he is proud of the good things the Agency is doing. He requested the Agency reach out to him, should anything be needed.

**Executive Session:** Cate Ricci moved, seconded by Cory Albrecht to enter into executive session to discuss developments of a potential project, current litigation, and matters of personnel. Motion carried with 7 Ayes and 0 Nays. All board members, John Piseck, Stacey Holleran, and Victoria Adams were invited to stay.

After discussion of a potential project, and current litigation, Stacey Holleran and Victoria Adams were excused.

After discussion of personnel matters, Stacey Holleran and Victoria Adams were invited to return at 10:15 AM.

David Chlus moved, seconded by Cate Ricci to end executive session at 10:25 AM. Motion carried with 7 Ayes and 0 Nays.

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**Budget:** A preliminary budget was provided to board members prior to the meeting. David Chlus moved, seconded by Ann Gaworecki to approve the budget with modifications to salary, payroll, and business park expense for the 2021 year. A copy of the revised budget is attached to minutes. Motion carried with 7 Ayes and 0 Nays.

**Frankfort 55 South Business Park Cul-de-sac:** Mr. Piseck has had discussions with the Town of Frankfort as to what they require to take ownership of the road. He continued by stating the transfer may be delayed until spring of 2021.

Being no other business, Cate Ricci moved, seconded by Cory Albrecht to adjourn at 9:32 AM. Motion carried with 7 Ayes and 0 Nays.

Respectfully Submitted,



Victoria Adams  
Administrative Assistant

<b>Herkimer County IDA 2021</b>	<b>2021</b>
<i>Approved by Board 8/25/2020</i>	Proposed Budget
<b>Revenue</b>	
Herkimer County-Operating Funds	165,000.00
Herkimer Co - Empire Zone Funds	35,000.00
Anticipated IDA Project/Annual Admin/App Fees	255,000.00
Misc & Bank Interest	250.00
Loan Interest	100.00
RLF Admin Fees	200.00
Anticipated Grant Fees Earned	52,000.00
Re-allocation SC/GOSC Fund for Manheim	
Lease Income - Shell Bldg. <i>March last pymt</i>	43,312.00
<b>Total Revenue</b>	<b>550,862.00</b>
<b>Operating Expense</b>	
Salary/Wages	193,440.00
Payroll Expenses	88,960.00
Health Insurance Retirees	44,000.00
Rent/Build-out	17,700.00
Professional Fees (Audit/Legal)	30,000.00
Dues & Subscriptions	6,800.00
Insurance	6,000.00
Marketing/Advertising	27,000.00
Travel/Conferences/Training	20,000.00
Office Expense	4,600.00
Telecommunications/Computer	18,000.00
Miscellaneous	6,150.00
<b>Other Expense</b>	
Property taxes/maintenance	10,700.00
Site Improvements-BP Expense	77,512.00
<b>Total Expense</b>	<b>550,862.00</b>
<b>Net Income (Loss)</b>	-