



HERKIMER COUNTY

Industrial Development Agency

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MINUTES

August 28, 2018

STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

Herkimer County Industrial Development Agency Board of Directors Meeting at the Herkimer County Chamber of Commerce Conference Room, 420 E. German Street, Herkimer, 8:00 AM.

BOARD OF DIRECTORS

VINCENT J. BONO
Chairman

DAVID M. CHLUS
Vice Chairman

JOHN SCARANO
Secretary

MICHAEL WERENCZAK
Treasurer

CORY ALBRECHT
Director

DANIEL B. REARDON
Director

CATHERINE RICCI
Director

After the Pledge of Allegiance, Chairman Jim Bono called the meeting to order at 8:00 AM.

The following members answered the roll call: Vincent (Jim) Bono, Cory Albrecht, David Chlus, Daniel Reardon, and John Scarano. Quorum present. Michael Werenczak arrived 8:03 AM.

Members Absent: Catherine (Cate) Ricci

Also Present: Bernard Peplinski; James Wallace; Peter F. Manno; Greg Malta, Sr.; Ray Johnson; Fred Shaw; John Piseck; and Stacey Holleran

Minutes: The minutes of the regular board meeting of July 31, 2018 were offered for review. **John Scarano moved, seconded by David Chlus, to approve minutes as presented.** Motion carried.

Financial Reports: The following financial reports were offered for review and approval: July Operating Account, Account Balances, PILOT and RLF Status. **John Scarano moved, seconded by Cory Albrecht, to approve all financial reports as presented.** Motion carried.

Executive Director Report – Mr. Piseck provided a written update on all activities. Mr. Piseck added the following comments: Tractor Supply Company will be paying for the additional \$1 million for electrical upgrade, the water tower is complete at the F5SSBP, and no additional land is required according to National Grid. JBS Dirt has agreed to repair Country Mile where it has settled. Mr. Piseck continued saying that the recent wetland study is completed for the Schuyler Business Park. After further review by the trucking company that was considering purchasing land there, they feel the property will not meet their needs. The Town of Schuyler has agreed to hold the conservation easement and will monitor the wetlands going forward, saving approximately \$50,000. The Manheim Business Park is going strong. Once the preliminary engineering report and geo study are complete, John will start looking for grants for more infrastructure development.

During a discussion on the availability of workers, it was pointed out that there are 1,300 16-24 year-olds in the county that need jobs.

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

Mr. Piseck has been in contact with Nick Laino regarding the future need for busing to/from Frankfort 5S South Business Park.

Mr. Piseck reported that the exterior of the HMQ property has been cleaned up and the NYS DOH has visited. Also met with the new mayor of Herkimer and Assemblyman Butler regarding the lawsuit. John has been trying to find a firm to remove combustibles from the inside of the building.

A CFA was submitted for a microenterprise grant and it was learned after submittal that there is new regulation which requires a quorum of the legislature be present at a public hearing. A public hearing had been held; however, a quorum was not present.

EPA grant is moving forward and staff has been preparing RFP to send out once official word is received.

Agricultural Development Council – John reported that the second round of meetings held on August 8th was well attended. Three groups have been formed.

Finance Committee (Committee of the Whole):

Chairman Bono called the Committee meeting to order at 8:27 AM. A preliminary 2019 budget was provided for review prior to the meeting. **After discussion on the budget, a motion was made by David Chlus, seconded by Mike Werenczak to approve the budget contingent on the outcome of further discussion regarding salaries for current staff and the result of discussion for a new position. Motion passed with 5 ayes and one nay (Reardon).**

John Scarano moved, seconded by Mike Werenczak to adjourn the Finance Committee meeting at 8:55 AM. Motion carried.

Regular Meeting continued: **A motion was made by Mike Werenczak, seconded by Cory Albrecht to approve the budget contingent on the outcome of further discussion regarding salaries for current staff and the result of discussion for a new position. Motion passed with 5 ayes and one nay (Reardon).**

Governance Committee (Committee of the Whole):

Chairman Bono called the Governance Committee to order at 8:57 AM.

All directors were requested to review all current policies prior to the meeting. Mr. Piseck reported that the Agency's counsel is continuing to update the current Purchasing Policy. A copy of the Code of Ethics was provided for review. There was request for the executive director to review the Local Access Policy and bring forth suggested changes to the next meeting for discussion. No other policies revisions were suggested.

Mike Werenczak moved, seconded by Dan Reardon to adjourn the Governance Committee meeting at 8:59 AM. Motion carried.

Audit Committee (Committee of the Whole):

Chairman Bono called the Audit Committee to order at 8:59 AM.

Mr. Piseck suggested that in the future a board member review any grant award received to monitor what the reporting requirements are and what has to be followed as part of the requirements.

David Chlus moved, seconded by Mike Werenczak to adjourn the Audit Committee meeting at 9:01 AM. Motion Carried.

Regular meeting continued:

F5SSBP – Cul de sac – Mr. Piseck explained that in order to be more cost effective, the county included the cul de sac on their request for bid for the Higby Road work that was needed for Tractor Supply Company. The cul de sac portion is now completed and payment is due to Hanson Aggregates NY LLC as part of the agreement with Tractor Supply Company. **John Scarano moved, seconded by David Chlus to authorize payment up to \$109,627.80 to Hanson Aggregates NY, LLC. Motion carried.**

Legal Fees HMQ – On 3/27/2018, the Agency approved entering into an Agreement with Hodgson Russ LLP. Billing has been received for legal services through 8/15/2018. **David Chlus moved, seconded by Dan Reardon, to approve payment of legal service up to \$36,073.72 to Hodgson Russ LLP. Motion carried.**

Consider Additional Staff – Further discussion regarding adding a new administrative assistant position as specified in description provided prior to the meeting took place. **David Chlus moved, seconded by Cory Albrecht to move ahead with search to fill the position as outlined in Administrative Assistant job description provided, with the additional requirement of being a Herkimer County resident. Also the candidate's salary will be commensurate with experience. Motion passed with 5 ayes and one nay (Reardon).**

Mr. Piseck will consult with the agency's counsel regarding the residency requirement.

Other: John Piseck reported that he has a conference call scheduled regarding the former Union Tool site. He is also working with a large housing developer regarding a prospective opportunity.

Executive Session – **Dan Reardon moved, seconded by John Scarano, to enter into executive session at 9:14 AM to discuss potential land acquisition. Motion carried.** All board members, Bernard Peplinski, Jim Wallace, John Piseck and Stacey Holleran, were invited to stay.

Mr. Piseck was excused 9:26

Ms. Holleran was excused 9:38 and Mr. Piseck resumed discussion with the board.

A motion was made and seconded to end executive session at 9:55 AM.

A motion was made by David Chlus, seconded by John Scarano to approve 2019 budget with the changes discussed. The 2019 Budget is attached to the official minutes. Motion passed with 5 ayes and one nay (Reardon).

A motion to adjourn was made and seconded. The meeting adjourned at 9:55 AM.

Respectfully submitted,

A handwritten signature in black ink, reading "Stacey J. Holleran". The signature is written in a cursive, flowing style.

Stacey J. Holleran
Office Manager

Herkimer County Industrial Development Agency
Approved 8/28/2018

	2019	2018
Income Section	Budgeted	Budgeted
Herkimer County Contributions (Operating)	165,000.00	165,000.00
Herkimer County Contributions (Empire Zone)	35,000.00	35,000.00
IDA Project Admin/Annual Admin/Application Fees	103,500.00	90,902.51
Lease Income - Shell Building - F5SNBP	150,600.00	73,250.00
RLF Fees (SC, IRP, GOSC)	4,200.00	8,400.00
Grant Admin Fees	2,000.00	
Re-allocation SC,GOSC Funds for Manheim	60,500.00	
Miscellaneous Income	250.00	1,000.00
Total Income	521,050.00	373,552.51

	Budgeted	Budgeted
Expense Section	Budgeted	Budgeted
Payroll Expenses	179,930.00	120,000.00
Employee Benefits (FICA, Medicare, Medical Ins, HRA, Pension)	102,168.00	87,760.96
Retiree Benefits (Health/Dental Ins.)	38,940.12	41,491.55
Business Parks Expense	45,000.00	7,500.00
Legal Fees	65,000.00	35,000.00
Lease of Office Space (HARC)	12,600.00	12,600.00
Build-out of Office Space (HARC)	5,100.00	5,100.00
Audit	11,000.00	10,000.00
Schuyler Business Park Wetlands (O'Brien & Gere)		5,000.00
Insurances	8,500.00	7,500.00
Office Expense	4,100.00	4,100.00
Telecommunications/Computer	5,500.00	7,000.00
Miscellaneous Expense	5,000.00	2,000.00
Travel/Conferences	9,000.00	9,000.00
Dues & Subscriptions	2,000.00	2,000.00
Marketing	4,000.00	17,500.00
Total Expense	497,838.12	373,552.51

NET PROFIT/(LOSS)	23,211.88	-
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