

## 2019 Authority Mission Statement and Performance Measurements

**Name of Public Authority:** Herkimer County Industrial Development Agency

**Public Authority's Mission Statement:**

The Herkimer County Industrial Development Agency delivers economic incentives to business and industry to diversify and strengthen Herkimer County's tax base and enhance community vitality by supporting job creation, business and industrial development, and community revitalization. We strive to develop the local economy in an organized, sustainable and environmentally beneficial manner.

**List of Performance Goals (in bold):**

- **Assist existing area industries and work to attract new industries to the county. Work to increase private investment, create new employment and retain existing employment.**

2019 Performances:

1. Approved Lease/Leaseback, PILOT Arrangements and/or sales and mortgage recording tax exemptions for (retained jobs, created jobs, investment):
  - Higby Gold, Inc. dba Adirondack Food and Fuel, Inc.
  - Mohawk Hospital Equipment, Inc.
  - Little Falls Solar I, LLC
  - Little Falls Solar, LLC
  - Old Forge Properties, Inc dba Enchanted Forest Water Safari
  - **Totals:** Retain jobs: 57, new jobs: 48, Investment: \$16,422,564
2. The Agency continues to administer a Small Business Revolving Loan/Grant fund. Two loans/grants were approved totaling \$4,000. Owner investment totaled \$45,050. Continue to service two other loans; one through the Small Cities RLF and the other through USDA Intermediary Relending Program.
3. \$1.197 million dollars in payments to area municipalities and school systems were administered in 2019 through Payment In Lieu of Taxes (PILOT's) by the Agency.
4. As subrecipient, continue to administer three Community Development Block Grants awarded to Herkimer County.

- **Market area assets and economic development resources to potential new businesses.**

2019 Performances:

1. HCIDA provided continued support in the development at the Frankfort 5S South Business Park. The park is now at capacity with the following occupants: Heidelberg Baking, Tractor Supply Company, JBF Stainless and Higby Gold, Inc. dba Adirondack Food and Fuel. In November drawdown of a \$562,500 DASNY grant was completed to assist with infrastructure. Drawdown of two other grants is still underway: \$125,000 for water tower and \$750,000 through the Village of Frankfort for power upgrades.

2. The Herkimer County IDA hosted a Site Selectors Guild in October 2019. The Site Selectors Guild is the only association of the world's foremost professional site selection consultants. Guild members provide location strategy to corporations across the globe and for every industry, sector, and function. Guild members were shown available properties throughout the county and provided feedback on how developers may view the sites.
3. The agency continues supporting marketing of available property at the Schuyler Business Park. Recently negotiated purchase of additional 188 acres adjacent to the current park. A \$120,000 CFA award was received to assist in the purchase of this land.
4. Actively working on Phase I and II studies for several brownfield properties in the county. These studies are being funded by a \$200,000 EPA grant received. The Executive Director was chosen to present his marketing presentation on a Brownfield site in Ilion, NY to the 2019 National Brownfield conference where he was award best presentation.
5. HCIDA continues to market and support the development of the Manheim Business Park. The agency has been instrumental in the development water/sewer districts with the town and village. The agency received a CFA award up to \$1.8 million to assist in the construction of a water tower. Studies underway include: Preliminary Engineering; Geotechnical Evaluation; SHPO Stage 1 Review; Map, Plan; Sewer Study.
6. Received approval of a New York State Municipal Restructuring Fund (MRF) application for the Eastern Mohawk Valley Regional Water Transmission Main project. The IDA is lead agency for this multi-municipality project totaling \$3.1 million.
7. Continue to develop a rapport with all local governments in the county educating them on the benefits of the IDA; the availability of sites/buildings for expansion; economic development grants for downtown revitalization and the Consolidated Funding Application. Attend monthly meetings routinely.
8. The following three business parks are now included in the Start-up New York initiative plan and new businesses could be eligible for Start-up New York benefits: Frankfort 5S South Business Park, Schuyler Business Park and Manheim.
9. Continue to comply with all financial and New York State requirements including annual independent audits and fulfilling New York State Authorities Budget Office requirements. Continue posting all required policies, documents and notifications, complete administrative, operational, and monitoring functions of the Agency.

Fulfill reporting requirements to the USDA, Department of HUD, Homes and Community Renewal and Empire State Development.

#### **Additional questions:**

1. **Have the board members acknowledged that they have read and understood the mission of the public authority?** YES

2. **Who has the power to appoint the management of the public authority?** The Herkimer County Legislature appoints the Board of Directors. The Board of Directors appoints the Executive Director. The Executive Director recommends staff positions, to assist with the operations of the public authority, to the Board of Directors for approval.
3. **If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?** The Herkimer County Industrial Development Agency follows its Equal Employment Opportunity Policy.
4. **Briefly describe the role of the Board and the role of management in the implementation of the mission.**
  1. Carry out and support the mission of the HCIDA;
  2. Understanding, reviewing and monitoring the implementation of fundamental financial and management controls and operational decision of the HCIDA;
  3. Establishing policies regarding the payment of salary, compensation and reimbursements to, and establishing rules for the time and attendance of, the Board of Directors and Employees of the HCIDA;
  4. Adopting a code of ethics applicable to the Board of Directors and Employees of the HCIDA;
  5. Establishing written policies and procedures on personnel including policies protecting employees from retaliation for disclosing information concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by an employee or board member of the HCIDA, investments, travel, the acquisition of real property and the disposition of real personal property and the procurement of goods and services; and
  6. Adopting a defense and indemnification policy and disclosing such plan to any and all prospective board members.

**Training:**

1. Board members must participate in state approved training regarding their legal, fiduciary, financial and ethical responsibilities as directors of the HCIDA within one year of appointment to the board and every three years thereafter in accordance with the Public Authority Law.
2. Board members must participate in continuing training as may be required to remain informed of best practices, and regulatory and statutory changes relating to effective oversight of management and financial activities of the Agency.

**Separation of Board and Management:** No board member can serve as the HCIDA's Executive Director, or hold any other equivalent position while also service as a board member and cannot hold such position in the HCIDA until a date set by the policy and procedures of the Agency.

Daily office operations, activities, financial oversight, supervision of the staff and other duties approved by the Board of Directors are the responsibility of the Executive Director.

- 1. Has the Board acknowledged that they have read and understood the responses to each of these questions? YES**

Approved and adopted March 31, 2020