

2020 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.**

2020 Performances:

1. Approved Lease/Leaseback, PILOT Arrangements and/or sales and mortgage recording tax exemptions for (retained jobs, created jobs, investment):
 - HPK IND INC./HPK INDUSTRIES.
 - 131 Riverside, LLC

Totals: Retain jobs: 26, create new jobs: 56, Investment: \$3,830,000.00

2. The Agency continues to administer a Small Business Revolving Loan/Grant fund.
3. \$1.285 million dollars in payments to area municipalities and school systems were administered in 2020 through Payment In Lieu of Taxes (PILOT's) by the Agency.
4. As subrecipient, the Agency has administered four CDBG grant awards.
5. The IDA is lead agency the Eastern Mohawk Valley Regional Water Transmission Main project, a multi-municipal project totaling \$3.1 million.
6. Through an EPA brownfield assessment grant, numerous sites have been identified and Phase I and Phase II assessments have been completed.
7. Infrastructure development is underway the newly purchased 188 acres at the current Schuyler Business Park.
8. Even with the challenges the COVID 19 pandemic, the HCIDA has persevered to continue to provide resources to meet our mission. We had to adapt to doing business in a digital manner. We purchased necessary equipment and software to be able to participate in digital meetings, webinars, etc. New legislation enacted also required the agency to begin live-streaming all board meetings. We have met all these challenges.

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

2020 Performances:

1. The agency has been actively marketing 188 acres adjacent to the current Schuyler Business Park. The agency is under contract with two different businesses for future development there. Continue to market this property through the agency's website and networking.
2. 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.
3. 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.

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 February 23, 2021