



STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

VICTORIA L. ADAMS
Administration & Grant
Coordinator

BRIAN V. MULA
Marketing Specialist

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

COUNSEL

ANTHONY G. HALLAK, Esq.
Felt Evans, LLP

MINUTES

December 22, 2020

Herkimer County Industrial Development Agency Annual Board of Directors Meeting

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 was held Tuesday, December 22, 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 8:00 AM.

The following members were present in person: Vincent (Jim) Bono, Cory Albrecht, David Chlus, John Scarano

The following members were present via phone: Ann Gaworecki. **Quorum Present.**

Members Absent: Catherine (Cate) Ricci, Michael Werenczak

Staff Present: John Piseck, Stacey Holleran, Victoria Adams, Brian Mula

Also Present via Call-In: Anthony Hallak, Ray Donley, Greg Malta, Pete Campione, Bill Weakley, John Stephens, Jim Wallace, Bob Hollum, Mark Gaworecki, Assemblyman Robert Smullen, William McDonald

Mission Statement: Mr. Piseck read the Agency's Mission Statement

Senator James Seward: Mr. Piseck thanked the Senator for his assistance over the years, not only to the Agency, but the County and entire Mohawk Valley region as well.

Minutes: The minutes of the November 24, 2020 regular meeting were offered for review. **David Chlus moved, seconded by John Scarano to approve presented minutes. Motion carried with 5 Ayes and 0 Nays.**

Financial Reports: The following financial reports were offered for review and approval: 2020 November Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status.

420 E. German Street, Box 1 Suite 101A, Herkimer, NY 13350 315-866-3000

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

Mr. Piseck stated that any outstanding loans are being paid accordingly. Mr. Chlus inquired about an increase to the payroll line item, and his concerns were clarified by the Office Manager. Mr. Piseck spoke about the 2021 budget. He noted the Agency's appreciation for the county's support, and stated that any misunderstandings have been cleared up. **Cory Albrecht moved, seconded by John Scarano, to approve all financial reports as presented. Motion carried with 5 Ayes and 0 Nays.**

Annual Election of Officers, Committees:

Cory Albrecht moved, seconded by Ann Gaworecki to retain the following officers and committees for 2021:

- Vincent J. Bono as Chairman
- David Chlus at Vice-Chairman
- John Scarano as Secretary
- Mike Werenczak as Treasurer
- Stacey Holleran as Assistant Secretary/Treasurer
- Revolving Loan Fund Committee – Gaworecki, Chlus, Scarano
- Audit and Governance Committee – Board as a whole
- Finance Committee – Board as a whole
- Marketing Committee – Chlus, Scarano

There were no other nominations. Motion carried with 5 Ayes and 0 Nays.

Mr. Piseck stated that the marketing committee for the Agency could consist of not only IDA board members, but Herkimer County Legislators or other active members of the community as well.

IDA Digital Accomplishments: Board members were provided with an overview of the digital accomplishments of the Agency in 2020. He mentioned a few, such as drone footage and virtual meeting platforms.

Website Development: The Agency staff has interviewed three website developers for the development of a new site for the Agency. Staff recommends moving forward with the proposal presented by Matt Brockett of Brockett Creative Group, Inc. He has created sites for the Herkimer County Chamber of Commerce among others. **David Chlus moved, seconded by Cory Albrecht to approve the Agency to approve the development of a new website for the Agency at a cost not to exceed \$7,000, contingent upon the Executive Directors' forwarding of the entire plan to board members prior to commitment. Motion carried with 5 Ayes and 0 Nays.**

Fixed Asset Policy: As the Agency moves forward with a new auditing firm, recommendations were made to enact policies and procedures that may not have been in place prior to. These recommendations make the Agency more compliant. Board members were provided a draft fixed asset policy for their review prior to the meeting. The purpose of the policy is to establish guidelines for management to follow in recording the purchase price of assets on the Agency's records as to whether they are to be capitalized or expensed. **John Scarano moved, seconded by Ann Gaworecki, to adopt the Asset Policy as presented. Motion carried with 5 Ayes and 0 Nays.**

Federal Uniform Grant Guidance: Board members were provided a draft uniform grant guidance policy for their review prior to the meeting. The purpose of the policy is to establish guidance for management and staff to follow in the administration of federally funded projects. Because of the feedthrough of federal funds through subrecipient agreements in excess of \$750,000, the Agency is required to establish guidance on the administration of the funds; whereas in years prior, the Agency did not receive funds above the threshold. The policy will apply to CDBG and other grants administered by the Agency. After some discussion regarding strict terms such as *should* or *shall*, **John Scarano moved, seconded by Cory Albrecht, to approve the Federal Uniform Grand Guidance Policy, as presented. Motion carried with 5 Ayes and 0 Nays.**

ABO Reporting on Policies: Board members are required to review and re-adopt current policies on an annual basis. Mr. Piseck suggested the policies be divided up between board members for their review opposed to expecting each board member to thoroughly review upwards of 15 policies.

Project Bug - Purchase Agreement: Mr. Piseck stated that this item is to be discussed during executive session.

Village of Frankfort Housing Study: GHD Consulting Services, Inc. will be completing a Phase I Environmental Site Assessment on approximately 6.6 acres in the Village of Frankfort for housing development.

Town of Webb Housing Study: Working with a consultant, the Agency has put together a survey to be distributed to employees within the Town of Webb to assist with completing a housing study in the Town of Webb. The Agency worked with HRP and EPA to swap funds from “hazardous substances” to “petroleum” in order to test the soil at the site.

Pitch Herkimer County: The Pitch Herkimer County Competition is moving along. Funds were received from M&T Bank to support the contest. The Agency is seeking judges and additional sponsorship. An official announcement is slated to occur in late January 2021.

Schuyler Business Park:

SHPO Phase 1B: Binghamton University completed the Phase IA cultural resource assessment at Schuyler Business Park. It was recommended by the university to conduct a Phase 1B archaeological survey on the property due to the “moderate” potential for encountering historic sites. Mr. Piseck had a conversation with SHPO on their concurrence with the university’s recommendation to conduct a Phase 1B study. The Executive Director will continue to update board members on the matter.

Access Road: The access road into the park is continuing to move forward. Follow the Agency on Facebook or LinkedIn to follow the progress.

New Signage at entrance: The new signage at the entrance way to Schuyler Business Park has been installed. Mr. Piseck encouraged board members to visit the site to see the new sign.

Emrich Land Surveying: It is necessary for Emrich Land Surveying to be able to re-mark the outline of the access road as progress continues. Mr. Piseck requested approval for funding to be able to continue to pay the company for continued services. **David Chlus moved, seconded by Cory Albrecht to approve**

the Agency continue to retain Emrich Land Surveying for professional services relating to the access road Schuyler Business Park, not to exceed \$15,000. Motion carried with 5 Ayes and 0 Nays.

SunEast Watkins Road and SunEast Hills: At the Agency's November 24, 2020 board of directors meeting, a resolution was passed to retract the original resolution dated February 20, 2020 approving the application for financial assistance. Upon subsequent conversations with agency counsel, the Agency is not able to retract the original resolution. **David Chlus moved, seconded by John Scarano to retract the retraction of the original resolution dated February 20, 2020 approving the application for financial assistance. Motion carried with 5 Ayes and 0 Nays.**

Project Updates/Other Business:

Felt Evans 2020 Best of the Best: Mr. Piseck congratulated Mr. Hallak on his award for the 2020 Best of the Best awards.

Broadband Study: Mr. Piseck is seeking funding to have a broadband study completed in Herkimer County.

Board Evaluation for 2020: A handout was provided to board members to confidentially submit their evaluation of the Agency's practices required as part of the yearly reporting to the Authorities Budget Office.

2020 Projects List: A list of projects for the year 2020 was given to attendees.

2021 Goals: Mr. Piseck would like to discuss in further detail not only the goals of the Agency and its staff, but the entire county as a whole. He invited board members & local government officials on the call to attend an upcoming zoom meeting to discuss goals for 2021.

Duofold: The Agency is seeking two grants for the development of the Duofold site. One is a Cleanup grant for \$500,000 through the Environmental Protection Agency, and the other is a NY Main Street grant for \$500,000 through New York State Homes and Community Renewal.

Assemblyman Robert Smullen: Chairman Bono invited Assemblyman Robert Smullen to speak. The Assemblyman spoke on the rollout of the federal package for Coronavirus relief. He also discussed agriculture in the county.

Executive Session: **David Chlus moved, seconded by John Scarano to enter into executive session 8:55 AM to discuss developments of a potential project. Motion carried with 5 Ayes and 0 Nays.** All board members, Anthony Hallak, John Piseck, Stacey Holleran, Victoria Adams, and Brian Mula were invited to stay.

David Chlus moved, seconded by Ann Gaworecki to end executive session at 9:50 AM. Motion carried with 5 Ayes and 0 Nays.

Chairman Bono left at 9:50 AM.

Project Bug - Purchase Agreement: John Scarano moved, seconded by Ann Gaworecki to approve the purchase agreement for Project Bug, contingent upon a final review of edits made by Agency counsel by the Chairman and Executive Director. Motion carried with 5 Ayes and 0 Nays.

Board members and staff wished a very happy birthday to board member John Scarano.

Being no other business, John Scarano moved, seconded by Cory Albrecht to adjourn at 10:00 AM. Motion carried with 5 Ayes and 0 Nays.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Victoria Adams". The signature is written in black ink and is positioned above the printed name and title.

Victoria Adams
Administration & Grant Coordinator