



MINUTES

December 31, 2019

STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

VICTORIA L. ADAMS
Administrative Assistant

Herkimer County Industrial Development Agency Annual Board of Directors Meeting held at the Herkimer County Chamber of Commerce Conference Room, 420 E. German Street, Herkimer, NY.

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

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

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

Members Absent: Cory Albrecht

Staff Present: John Piseck, Stacey Holleran, Victoria Adams

Also Present: John Stephens, Bernard Peplinski, Assemblyman Brian Miller, Bob Hollum, Peter Manno, Bill Maxim, Deli Vargas, and Jim Wallace.

Minutes: The minutes of the November 26, 2019 regular meeting were offered for review. **Catherine (Cate) Ricci moved, seconded by Ann Gaworecki to approve presented minutes. Motion carried unanimously.**

Financial Reports: The following financial reports were offered for review and approval: 2019 November Operating Report, Operating Account, Account Balances, RLF/Lease Balance with payment status. Mr. Piseck stated that all loans are up to date. **David Chlus moved, seconded by Michael Werenczak, to approve all financial reports as presented. Motion carried unanimously.**

Revised 2020 Budget: The Agency's 2020 budget had previously been approved by the board; however, due to a budget cut of \$100,000 by Herkimer County, a revised budget for the 2020 year was presented. The Agency is currently showing a net loss of just over \$55,000. Mr. Piseck stated that the Agency should be able to recuperate some of the loss from new IDA projects and agency fees. **John Scarano moved, seconded by Michael Werenczak, to approve the attached revised 2020 budget. Motion carried unanimously.**

CNY Defense Alliance Sponsorship: The Central New York Defense Alliance is a collaborative force of New York businesses, academia, government agencies, and community leaders that work to strengthen and expand the region's high-tech ecosystem by supporting research, development and commercialization opportunities and partnerships with our region's federal assets. Mr. Piseck suggested the Agency participate in a sponsorship for the CNY Defense Alliance, which would help to diversify the county with cyber security. **David Chlus moved, seconded by Catherine (Cate) Ricci to approve the**

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

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

Agency to participate in the sponsorship of the CNY Defense Alliance, not to exceed \$200.00 Motion carried unanimously.

Schuyler Land Purchase:

Closing Costs: Mr. Piseck discussed the closing costs on the purchase of land at Drive-In Road adjacent to the Schuyler Business Park. The closing is set to take place on Thursday, January 2, 2020.

Emrich Land Surveying ALTA Survey: Emrich Land Surveying presented the Agency with a proposal to update the survey map they previously prepared for the Agency. The property survey will be in accordance with the NYS Education Department's requirement for Land Surveyor's and NYS Association of Professional Land Surveyors requirements. Mr. Piseck stated that the ALTA map will tie in with the wetland studies in progress on the site. He also stated that half of the cost will be covered by a grant through National Grid. **Catherine (Cate) Ricci moved, seconded by Ann Gaworecki, to approve the Agency to move forward with the proposal presented by Emrich Land Surveying to complete an ALTA survey at the land adjacent to Schuyler Business Park for a cost not to exceed \$4,000. Motion carried unanimously.**

What to name additional land adjacent to Schuyler Business Park: After a brief discussion, it was decided that the additional land purchased adjacent to Schuyler Business Park will be called Schuyler Business Park to reduce confusion and to remain consistent in marketing efforts.

Duofold Site-Landmark Consulting Proposal for National Registry Listing: The Agency received a proposal from Landmark Consulting Historic Preservation and Architectural Services to do property research to determine if the property is eligible to be listed on the National Register of Historic Preservation as well as complete a Commercial Rehabilitation Tax Credit Part I Application. Mr. Piseck stated that the Agency would recoup any cost for this service once the property is sold to a developer. Mr. Piseck stated that a positive relationship with the firm would be beneficial for other properties throughout the county. He continued by discussing a recent resolution between the Agency and Central Valley School District that will allow any prospective owner/developer to enter into a 10-year PILOT agreement which would allow any current land and improvements to remain free of school taxes throughout the duration of such PILOT. **John Scarano moved, seconded by Jim Bono, to allow the Executive Director to enter into an agreement with Landmark Consulting to determine Historic Preservation National Registry Eligibility on the Duofold site per December 11, 2019 proposal not to exceed \$10,000. Motion carried unanimously.**

Railroad Spur MPO Study: 2020-2024 HOCTS Going Places Plan: The Herkimer Oneida Counties Transportation Study (HOCTS), carries out federally mandated transportation planning processes in Herkimer and Oneida Counties. The planning effort is a comprehensive, continuous, and cooperative effort by local, state, and federal agencies for conducting transportation planning activities in the two counties. Mr. Piseck proposed a long-range transportation study to be conducted by the Metropolitan Planning Organization (MPO), which is funded through the government. The study should be no more than \$100,000 with a 10% contribution from the Agency. The first step in having a rail spur in the county would be to have the study completed to assess the viability of said spur. Mr. Piseck stated that he is set to present on the proposed spur in January. He also stated that a spur would be conducive for revenue and employment generation. **David Chlus moved, seconded by John Scarano, to authorize the Executive Director to move forward with a long-range transportation study at a cost not to exceed \$10,000.00. Motion carried unanimously.**

Attend Site Selectors International Event in NYC: Mr. Piseck was invited to attend the Site Selectors Guild International Forum, set to take place in New York City on February 18, 2020. Mr. Piseck extended the invitation to Mr. Bono, who will also attend the event. Attendees will have the opportunity to learn first-hand about multi-national issues, opportunities and site selection activities in the coming year from seven members of the Site Selectors Guild, Inc. Mohawk Valley EDGE will be in attendance as well. **Ann Gaworecki moved, seconded by John Scarano, to approve Mr. Piseck and Mr. Bono's attendance at the Site Selectors International Forum at a cost of \$650 per person plus travel and hotel accommodations. Motion carried unanimously.**

Annual Election of Officers, Committees:

Cate Ricci moved, seconded by Michael Werenczak to retain the following officers and committees for 2020:

- Vincent J. Bono as Chairman
- David Chlus as 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. The motion carried unanimously.

CDBG Microenterprise: The Agency has been awarded a Microenterprise Grant through a Consolidated Funding Application in the amount of \$200,000. The grant will be used to offer grants to small and start-up businesses to support continued development and revitalization of local downtown corridors. The Agency must contribute \$20,000 in matching funds, however \$11,000 will be returned in administration fees. **Michael Werenczak moved, seconded by John Scarano, for the Agency to match funds for the CDBG Microenterprise Grant, not to exceed \$20,000. Motion carried unanimously.**

Paychex: The Agency received a proposal for services from Paychex to process weekly payroll. The annual fee for the service is \$2,132. **Michael Werenczak moved, seconded by Ann Gaworecki, to approve the Agency to enter into an agreement with Paychex for payroll services. Motion carried unanimously.**

Wetland Studies: Mr. Piseck discussed the need for a wetland study to be completed on property the Agency is interested in developing. **John Scarano moved, seconded by David Chlus, to approve a wetland evaluation by North Country Ecological Services, Inc. on two parcels for a total not to exceed \$1,300.00. Motion carried unanimously.**

Property Updates:

Frankfort 5S South Business Park: H&M has completed repairs to the cul-de-sac. The Agency anticipates signing off on the road in spring when it is certain the repairs satisfied the run-off issues. Adirondack Food & Fuel is on track to have a soft opening in the near future.

Manheim Business Park: The Village of Dolgeville was not successful in its WIIA application. Mr. Piseck stated that the decision was made before the Halloween flooding, and he hopes to have better luck with next year's application.

Capital Resource Corporation: The Agency will hold off on a resolution to support the formation of a Capital Resource Corporation until the first meeting in 2020. If it were formed in 2019, annual reporting would be required.

Eastern MV Water Transmission Line: Mr. Piseck is looking into other sources of funding for the project. He has a meeting in January to discuss the project schedule.

Brownfield Conference – Rodeo Presentation: Mr. Piseck attended the 2019 Brownfield National Conference in Los Angeles, CA. He was awarded best presentation, winning a prize of pro bono services from the members of the panel.

Board Evaluation for 2019: 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.

Meeting Dates for 2020: The board members were given a handout listing the tentative board meeting dates for 2020.

Projects List: A list of all projects for the year 2019 was given to attendees

CFA Awards: A handout was given to attendees for all CFA awards in Herkimer County recently announced.


Bill Maxim – Bill Maxim stated that there is a lot of growth in the area, and there is a shortage of about 200 carpenters. He stated that there is a great opportunity for individuals interested in joining.

Executive Session: Jim Bono moved, seconded by Cate Ricci to enter into executive session at 9:04 to discuss potential land acquisition, and current litigation with the Village of Herkimer. Motion carried unanimously. All board members, John Stephens, Bernard Peplinski, Assemblyman Brian Miller, Peter Manno, Jim Wallace, Bob Hollum, John Piseck, Stacey Holleran, and Victoria Adams were invited to stay.

Michael Werenczak moved, seconded by David Chlus to end executive session at 9:23 AM. Motion carried unanimously.

Being no other business, Cate Ricci moved, seconded by Ann Gaworecki, to adjourn at 9:24 AM. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Victoria Adams". The signature is fluid and cursive, with the first name "Victoria" written in a larger, more prominent script than the last name "Adams".

Victoria Adams

Administrative Assistant