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JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

VICTORIA L. ADAMS
Administrative Assistant

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MINUTES

January 28, 2020

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, Vice Chairman, David Chlus called the meeting to order at 8:01 AM.

The following members answered the roll call: David Chlus, Ann Gaworecki, Cory Albrecht, Catherine (Cate Ricci), Michael Werenczak, John Scarano. Quorum Present

Members Absent: Vincent (Jim) Bono

Staff Present: John Piseck, Stacey Holleran, Victoria Adams

Also Present: John Stephens, Bob Hollum, Peter Manno, Bill Maxim, Bill Weakley, Mark Gaworecki and Anthony Hallak

Minutes: The minutes of the December 31, 2019 regular meeting were offered for review. Mr. Piseck noted a change in loan committee members. Mr. Bono was removed, to be replaced by Mrs. Gaworecki. **Ann Gaworecki moved, seconded by John Scarano to approve presented minutes. Motion carried unanimously.**

Financial Reports: The following financial reports were offered for review and approval: 2019 December Operating Report, Operating Account, Account Balances, RLF/Lease Balance with payment status. Mr. Piseck noted a large expense for employee benefits in December, and explained it was a year-end pension payment. Mr. Piseck stated that all loans are up to date. **Cory Albrecht moved, seconded by Michael Werenczak, to approve all financial reports as presented. Motion carried unanimously.**

Herkimer County Yearly Appropriation Agreement: An appropriation agreement is used to draw down funds from the county for Agency operation. In the past, the agreement has been signed by IDA Chairman, Jim Bono; however, being that Mr. Bono has recently been appointed as chairman of the legislature, it was recommended by the county attorney that Mr. Bono not sign as a representative of the county and the Agency. It was recommended that Mr. Piseck sign on behalf of the Agency. **John Scarano moved, seconded by Cate Ricci, to approve Mr. Piseck to be a signer on the appropriation agreement moving forward. Motion carried unanimously.**

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

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

CDBG Microenterprise Subrecipient Agreement with Herkimer County: Herkimer County has been awarded a CDBG Microenterprise Grant. The Agency will manage the grant as a subrecipient, and has begun to prepare a press release and marketing materials. **Ann Gaworecki moved, seconded by John Scarano, to approve the Agency to enter into a subrecipient agreement with the county for the administration of the CDBG Microenterprise Grant. Motion carried unanimously.**

Schuyler Business Park Expansion GHD Proposal: GHD Consulting Services, Inc. has provided engineering services for the Schuyler Business Park in the past. GHD Consulting Services provided the Agency with a proposal to prepare the necessary documents for the State Historic Preservation Office (SHPO) to perform their first stage of review, as well as a preliminary geotechnical evaluation of the site by contracting with a subconsultant to perform the drilling work for up to six soil borings. Mr. Piseck stated that he may be able to find funds to complete the SHPO review elsewhere and proposed the Agency only move forward with the geotechnical evaluation through GHD Consulting Services. **Michael Werenczak moved, seconded by Cate Ricci, to approve the Agency to enter into an agreement with GHD Consulting Services, Inc. to complete a geotechnical evaluation on the Schuyler Business Park expansion parcel. Motion carried unanimously.**

Valley Signs Proposal: The Agency recently had a meeting with Valley Signs on several new signs for the Agency. Valley Signs is currently working on a proposal for a new sign at the Schuyler Business Park entrance, a large sign in the park to be viewed by passersby on the thruway, and new signs for the IDA office, including one inside the building and one outside the building. Mr. Piseck stated that the proposal was not completed before the meeting, and the item will be tabled for now.

DEC Consent Order Resolution for Duofold Site: The Agency received an Order of Consent from the NYS Department of Environmental Conservation in reference to the Duofold Site. Mr. Hallak has been working closely with the DEC and the Village of Ilion to come to a consensus on who will be responsible for contaminants on and off site. The order states that neither the Agency nor the Village will be responsible for any contaminants found outside the perimeters of the site. Mr. Piseck stated that the DEC has been very helpful and wants to see projects of this nature succeed. Mr. Piseck is requesting the authorization to be able to sign the order on behalf of the Agency. **Cory Albrecht moved, seconded by Ann Gaworecki, to authorize Mr. Piseck to sign the DEC Consent Order for the Duofold property. Motion carried unanimously.**

HRP Proposal for Structural Evaluation of Duofold Site: The Agency received a proposal from HRP Associates, Inc. to complete a limited structural evaluation of the main building of the Duofold site. The structural analysis will consist of a general visual assessment. The proposal states that the work will be completed for a lump sum of \$2,200. **Michael Werenczak moved, seconded by Cate Ricci, to approve the Agency to accept the structural evaluation proposal from HRP Associates Inc. Motion carried unanimously.**

PILOT Deviation for Duofold Site: Mr. Piseck has recently had meetings with local municipalities requesting approval to offer any potential developer a PILOT agreement that would alleviate property taxes for a period of 10 years. Central Valley School District, The Village of Ilion, and Herkimer County have all approved the deviation. Mr. Piseck stated that the Agency will hold a public hearing at the time of developer interest.

Manheim Business Park – GHD Map, Plan, and Report Proposal: The Town of Manheim and the Village of Dolgeville have agreed to provide water and sewer to the Manheim Business Park. The Agency

received a proposal from GHD Consulting Services, Inc. to establish proposed easement and boundary lines of both water and sewer districts based on inclusion of properties located between Village boundary and the Manheim Business Park parcel. The cost of the proposal is \$7,500, but Mr. Piseck stated that there are grant funds to cover the cost. **John Scarano moved, seconded by Ann Gaworecki, to approve GHD Consulting Services, Inc. to establish easement and boundary lines of both water and sewer districts for the Manheim Business Park at a cost of \$7,500. Motion carried unanimously.**

North Country Ecological Services, Inc. Proposal: North County Ecological Services, Inc. has provided the Agency with a proposal to complete a wetlands study of the newly purchased parcel at Schuyler Business Park. They will map the property and work with the core of engineers to complete the study. **Michael Werenczak moved, seconded by Cate Ricci, to approve North Country Ecological Services, Inc. to complete a wetlands study at Schuyler Business Park, not to exceed \$4,500. Motion carried unanimously.**

Request to attend online course Certificate in Executive Leadership: Mr. Piseck requested the board to consider allowing him to attend an online course to earn a certificate in executive leadership. The course consists of 8 online courses totaling 48 hours and is offered through Cornell University. The cost of the program is \$4,900. Cory Albrecht stated that in his experience, the courses offered by Cornell are well worth the price and he thought it would be beneficial for Mr. Piseck to complete the course. **John Scarano moved, seconded by Cory Albrecht, to approve Mr. Piseck to enroll in the Executive Leadership online course, at a cost of \$4,900. Motion carried unanimously.**

Colleen Groom dba Olivia's Happy Tails – Loan/Grant Small Business 2-2-2 Application: The applicant brought in additional documentation requested for her loan/grant application late Monday afternoon. The RLF committee was provided with the documentation. Mr. Piseck asked if they had a chance to review the documents. All three committee members gave their verbal approval to proceed with the loan/grant. Mr. Piseck stated that the Agency would move forward contingent on the committee members replying to the email sent stating that they authorize the Agency to continue. **Ann Gaworecki moved, seconded by John Scarano, to approve a \$2,000 loan along with \$2,000 grant to Colleen Groom dba for Olivia's Happy Tails. The owner also needs to provide proof of \$2,000 owner injection. Motion carried unanimously.**

Project Updates/Other Business:

Frankfort 5S South Business Park: The pump station that was damaged in the flood on Halloween 2019 has been evaluated and is in need of some minor repairs. The pump should be back up and operational within a couple of weeks. The road is set to be turned over to the Town of Frankfort once repairs can be evaluated in spring.

Manheim Business Park: There are no updates on the park at this time.

MPO presentations - Railroad Spur and Cut-Ins: Mr. Piseck is set to present on a potential railroad spur in the County as well as cut-in access at a potential site the Agency may be interested in. The presentation will be Friday, January 31, at Union Station in Utica.

EPA Grant - \$5,950 admin fees: The Agency has drawn down all of the available administration fees in connection with the EPA Grant; however, employees will continue to track time spent on the grant for record keeping purposes.

Capital Resource Corporation: Mr. Piseck stated that some issues may arise with elected officials being eligible to sit on the board for a Capital Resource Corporation. He does not have any other updates at this time.

Eastern Mohawk Valley Water Transmission Line: Mr. Piseck stated that the Agency should receive a schedule for the Water Transmission Line within a few weeks.

Old Forge Properties, LLC: The Old Forge Properties project is set to close in February.

Review All Policies: Board members were provided with an updated Assessment of Internal Controls and the results of the Evaluation of Board Performance for review. All other current policies of the Agency are available on the agency's website and require board review. By the next meeting, the board's input on any proposed changes or updates to any current policy is required. This is a requirement of the Authorities Budget Office (ABO) annual report due by the end of March.

CDBG Microenterprise Grant: Herkimer County was awarded a CDBG Microenterprise Grant that is to be administered by the Agency. The Agency is working on a press release to notify the public of the grant. Each businesses owner that applies for funds will be required to complete a small business startup seminar offered by the Mohawk Valley Small Business Development Center. Grant amounts will range from 5,000 to 20,000 dollars.

Turbo Machined Products – 2006 & 2009 Expansion Projects: The 2006 and 2009 Expansion Projects for Turbo Machined Products have been completed and are in process of being transferred.

ABO Board Training Required: Board members Gaworecki, Ricci, and Werenczak have enrolled in an upcoming session of the required ABO training. Board member Scarano will need to enroll in an upcoming session, once available.

Bill Maxim: Bill Maxim stated that he appreciates the Agency and if there is anything he can do to help, he is available. He also stated that his "out of work" list has been depleted. He continued by saying there is a lot of work in the area and plenty of opportunities for individuals in building trades.

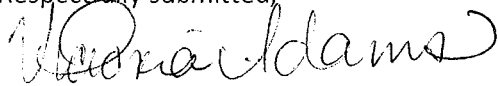
Executive Session: Ann Gaworecki moved, seconded by John Scarano to enter into executive session at 8:56 AM to discuss potential land acquisition. Motion carried unanimously. All board members, John Stephens, Bob Hollum, Peter Manno, Bill Weakley, Mark Gaworecki and Anthony Hallak were invited to stay.

Ann Gaworecki moved, seconded by John Scarano to end executive session at 9:17 AM. Motion carried unanimously.

Wetland Delineation: Mr. Piseck suggested a wetland delineation study be completed on a potential property purchase. Cate Ricci moved, seconded by Michael Werenczak, to approve to Agency to have a wetland delineation study completed. The cost for the delineation and legal services is not to exceed \$7,000. Motion carried unanimously.

Being no other business, Michael Werenczak moved, seconded by John Scarano, to adjourn at 9:19 AM. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Victoria Adams". The signature is written in a cursive style with a large, prominent initial "V".

Victoria Adams
Administrative Assistant