



## MINUTES

March 31, 2020

### STAFF

JOHN J. PISECK, JR.  
Executive Director

STACEY J. HOLLERAN  
Office Manager

VICTORIA L. ADAMS  
Administrative Assistant

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Director

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 Board Meeting along with Audit, Finance and Governance Committees was held Tuesday, March 31, 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 8:01 AM.

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

**Members Absent:** None                      **Staff Present:** John Piseck, Stacey Holleran, Victoria Adams

**Also Present:** Bernard Peplinski, Stephanie Sorrell-White, John Stephens

**Minutes:** The minutes of the February 20, 2020 regular meeting were offered for review. **John Scarano moved, seconded by Cate Ricci to approve presented minutes. Via a roll call vote, all members approved. Motion carried unanimously.**

**Financial Reports:** The following financial reports were offered for review and approval: 2020 February Operating Report, Operating Account, Account Balances, RLF/Lease Balance with payment status. Mr. Piseck stated that all loans are up to date. He continued by stating the Agency has received two draw-downs from the County. He stated the Agency is stable during these difficult times. **Cate Ricci moved, seconded by Cory Albrecht, to approve all financial reports as presented. Via a roll call vote, all members approved. Motion carried unanimously.**

**Cyber Security Policy:** In an effort to increase security, the Agency consulted with a member of Mr. Albrecht's team at Advanced Institute for Manufacturing (AIM) to conduct a review of the Agency's cyber security practices and develop a policy. Mr. Albrecht stated that the policy is fairly typical for small businesses and is satisfactory for the use of the Agency. He also recommends the cyber security webinar which was emailed to everyone regarding working from home, and encouraged members and staff to watch. **Michael Werenczak moved, seconded by John Scarano to approve adopting the Cyber Security Policy as written. Via a roll call vote, all members approved. 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."

**RLF 2-2-2 Loan/Grant Application - Crazy Otto's Empire Diner:** Crazy Otto's Empire Diner submitted an application for a loan/grant through the Agency's 2-2-2 program. The project is for the upgrade/replacement of kitchen equipment, including a range, griddle, and equipment stands. **David Chlus moved, seconded by Ann Gaworecki to approve a loan in the amount of \$2,000, a grant in the amount of \$2,000, with proof of owner injection of \$2,000. The funds will come from the Seward account. The loan terms will be 2% for 24 months. Via a roll call vote, all members approved. Motion carried unanimously.**

**RLF 2-2-2 Loan/Grant Application – Cuda Counseling, LCSW, PLLC:** Cuda Counseling, LCSW, PLLC submitted an application for a loan/grant through the Agency's 2-2-2 program. A building has been purchased on Prospect St., Herkimer, for the expansion of services. **Cate Ricci moved, seconded by Cory Albrecht to approve a loan in the amount of \$2,000, a grant in the amount of \$2,000, with proof of owner injection of \$2,000. The funds will come from the Seward Account. The loan terms will be 2% for 24 months. Via a roll call vote, all members approved. Motion carried unanimously.**

**2019 Audited Financial Statements:** The 2019 Audited Financial Statements have not yet been received from Dermody Burke & Brown. Mr. Piseck stated that he is very disappointed. He continued by stating that the Agency's contract is in the third and final year of a contract. In light of the current COVID-19 pandemic, the Authorities Budget Office will take into consideration the restrictions that are currently in place by Executive Order 202.11. The Authorities Budget Office (ABO) will disregard reporting deadlines and encourages all public authorities to make reasonable efforts to submit the required reports as timely as is practicable. Those authorities that make a late submission shall provide the reason(s) for the delay at the time the reports are submitted in PARIS. Once the statements are received, the Agency will hold another meeting for final review and approval. No action taken at this time.

**Authorities Budget Office:** Board members were asked to review and approve all documentation listed on Attachment A. These are all part of the PARIS report to be submitted to the Authorities Budget Office for the closeout of 2019. Mr. Piseck explained that some of the documentation lacked information required from the aforementioned audited financial statements, and the Agency will need to hold another meeting as soon as the documentation becomes available. **John Scarano moved, seconded by David Chlus to approve presented ABO documents, with the exception of the certified financial audit. Via roll call vote, all members approved. Motion carried unanimously.**

**Deferment of Bartlett Excavating Loan:** Mr. Piseck received an email from Bartlett Excavating inquiring if deferment assistance was available for their loan payments since they are not able to work due to COVID-19 Executive Order. After discussion it was decided that the Agency will defer payments for 90 days. **Ann Gaworecki moved, seconded by John Scarano to approve a 90-day moratorium on the loan payments. The interest accrued during this period will be added to the loan principal amount at the end of the moratorium period. If there is still a hardship after the 90 days, the deferment period may be re-evaluated at that time. Via roll call vote, all members approved. Motion carried unanimously.**

#### **Updates and Other Business:**

*Trainings:* All upcoming events and trainings have been cancelled or postponed.

*Manheim Business Park:* An appraisal has been completed for the Manheim Business Park parcel. Mr. Piseck will release further information upon consulting with Agency counsel regarding an inquiry for placing a cell tower on the property.

*COVID-19:* Mr. Piseck has been emailing updates and resources to board members and others due to the pandemic.

**Being no other business, Ann Gaworecki moved, seconded by John Scarano to adjourn at 8:42 AM.  
Motion carried unanimously.**

Respectfully Submitted,

*Victoria Adams*

Victoria Adams  
Administrative Assistant