



MINUTES

November 26, 2019

STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

VICTORIA L. ADAMS
Administrative Assistant

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Director

Herkimer County Industrial Development Agency 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 8:00 AM.

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

Members Absent: David Chlus, John Scarano

Staff Present: John Piseck, Stacey Holleran, Victoria Adams

Also Present: Anthony Hallak, Bernard Peplinski, Bill McDonald, Marie Smithgall, Peter Manno

Minutes: The minutes of the October 31, 2019 regular meeting were offered for review. **Cory Albrecht moved, seconded by Cate Ricci to approve presented minutes. Motion carried unanimously.**

Financial Reports: The following financial reports were offered for review and approval: 2019 October Operating Report, Operating Account, Account Balances, RLF/Lease Balance with payment status. Mr. Piseck stated that all loans are up to date. He noted that an end of year pension payment of around \$20,000 and \$90,000 for the purchase of land will come off the bottom line of the operating funds balance. Mr. Piseck also mentioned the need to revise the Agency budget for 2020 due to a \$100,000 cut that will need to be addressed at the next meeting, once the decision to reduce the budget has been finalized by the Herkimer County Legislature. **Cory Albrecht moved, seconded by Cate Ricci, to approve all financial reports as presented. Motion carried unanimously.**

Finance Committee: Being a committee of the whole, Chairman Bono opened the committee meeting at 8:07 AM. The finance committee was provided with the proposed Demand Note and Mortgage for review and discussion. Mr. Hallak reviewed the transaction and advised the closing is scheduled for January 2, 2020 for the purchase of 191.71 acres ± acres of land adjacent to the Schuyler Business Park.

Cate Ricci moved, seconded by Ann Gaworecki, to recommend approval by the full board to move forward with the mortgage. 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."

Cory Albrecht moved, seconded by Cate Ricci to adjourn the finance committee meeting and continue with the regular meeting at 8:13 AM. Motion carried unanimously.

Schuyler Business Park: Mr. Piseck recently had a meeting with Herkimer County regarding the details of the proposed demand note and mortgage for the Schuyler Business Park Expansion. The Agency promises to pay back the loan from Herkimer County in the amount of \$850,000 for the land purchase on or before January 2, 2030. The property cost has been broken down into a per acre pay-back price of \$4,500 per acre. Mr. Piseck stated that the Agency has already made a down payment of \$10,000 for the land purchase. Also, the Agency will be able to draw down \$120,000 from an awarded CFA after closing, which will immediately decrease the amount owed to the county. Mr. Hallak stated that he did not see any potential issues in the Demand Note or Mortgage documents.

Cate Ricci moved, seconded by Ann Gaworecki, to authorize the Chairman to execute the proposed Demand Note and Mortgage between Herkimer County Industrial Development Agency and the County of Herkimer for the purchase of (191.71 acres ±) in the Town of Schuyler. Motion carried unanimously.

A statement was provided to the Agency for a title insurance policy required for this purchase. **Ann Gaworecki moved, seconded by Cate Ricci, to approve a payment in the amount of \$4,265 to Mohawk Title Agency, Inc. for title insurance on this transaction. Motion carried unanimously.**

Solar Project Inquiry: Mr. Bono stated that he had been approached by a company interested in purchasing land from the Agency for a solar project at Schuyler Business Park. The company is looking for around 8 to 10 acres. He inquired if any board members had any objections. Being no objections, Mr. Piseck will suggest the company put together a concept or proposal to present to the Agency, possibly at the next board meeting.

Joint RLF Grant Application with MV EDGE: The Agency will be participating in a joint revolving loan fund grant application with Mohawk Valley EDGE. Mohawk Valley EDGE will be the lead Agency, in partnership with the IDA, with engineering consulting from HRP Associates. Mr. Piseck stated that the application is almost complete and will need to be submitted by December 3, 2019. The recipient of the grant must use 50% or more of the awarded funds for the clean-up of eligible brownfield sites. Mr. Piseck stated that this opportunity would be good for the Agency because a grant has already been awarded by the EPA for the clean-up of brownfield sites, and they would tie in nicely together. **Cate Ricci moved, seconded by Ann Gaworecki to approve the Agency to apply for a joint RLF grant with Mohawk Valley EDGE. Motion carried unanimously.**

ABO Training Required: The ABO requires board members to participate in state approved training regarding their legal, fiduciary, financial, and ethical responsibilities as board members of an authority within one year of appointment to the board, and every three years thereafter. New member Ann Gaworecki will need to participate prior to her one-year appointment date. Cate Ricci, Michael Werenczak, and John Scarano are due for their three-year refresher.

RLF 2-2-2 Application – Colleen Groom DBA Olivia’s Happy Tails: Mr. Piseck stated that all paperwork has not yet been received from the business owner.

Budget 2020: As previously stated, the Agency budget for the 2020 year will need to be reevaluated once Herkimer County has finalized its budget. This will be further discussed at the next board meeting.

Project Updates/Other Business:

Frankfort 5S South Business Park: Mr. Piseck stated that he recently spoke with Wayne Evans, the general manager of Tractor Supply Distribution Center. Mr. Evans informed Mr. Piseck that the company now has more than 600 employees, only 100 of them being seasonal. The turnover rate is less than 15%.

Adirondack Food & Fuel is facing setbacks due to gas line installation and transformer delivery. The company should be able to do a soft opening around the end of December.

Due to the flooding on Halloween, the pumping station that provided water to the park was damaged. Mr. Piseck is working with Town of Frankfort officials to get the issue resolved as quickly as possible.

Mr. Piseck has a meeting next week to discuss issues with the cul-de-sac water run-off. Mr. Bono explained that there is an issue with the address of Tractor Supply Distribution Center when truckers try to deliver to the address based on an internet search of the address. Trucks are being sent to a residential area with no turn around access. The trucks are causing damage to lawns, and signs, among other things. Mr. Bono filed a complaint with Google Maps to try to get the issue resolved. Mr. Piseck stated that Tractor Supply is trying to correct the issue as well. The Village of Frankfort is working with the state to install additional signage to better direct the truck traffic.

Manheim Business Park: Everything has been submitted for the formation of the water and sewer districts. The process was slowed due to the recent flooding.

Capital Resource Corporation: Mr. Piseck has made several attempts to reach out to Hodgson & Russ LLP, without success.

Eastern Mohawk Valley Water Transmission Line (MRF): Mr. Piseck has a meeting on November 27th with Herkimer County Planning & Development and Ways & Means to discuss the support from the county to assist with interim funding for the Eastern Mohawk Valley Water Transmission Line.

Kitchen Incubator: Mr. Piseck stated that he would like to start the process of seeing what needs to be done for a certified kitchen to be inside the Frankfort Marina. He believes there is a need for a certified kitchen for small businesses in our area. Mr. Piseck will write up a plan to present to the board.

Railroad Spur: Mr. Piseck would suggest the Agency move ahead with a study through the Metropolitan Planning Organization that would determine the location, need, and placement of a railroad spur. He stated there is grant money available to complete the study and he believes the area could greatly benefit from a railroad spur.

Brownfield Uniform Tax Exempt Policy (UTEP): Mr. Piseck stated that he thinks the Agency may have a need for a Uniform Tax Exempt Policy specifically for use with brownfields. He recently had a meeting with the superintendent of Ilion schools to suggest waiving school taxes to any potential developer of the Duofold site. Mr. Hallak stated that the Agency may be able to deviate from the current policy.

Historic Tax Credits Meeting: Mr. Piseck recently had a meeting with a consultant from a historic preservation and architectural design firm. He had the opportunity to show her many local buildings including: Duofold, H.M. Quackenbush, Bills School, and Masonic Temple.

Brownfield Conference – Rodeo Presentation: Mr. Piseck has been selected to present the Duofold site at the 2019 Brownfields Conference in Los Angeles, CA the second week of December. There are prizes available, including \$30,000 in pro bono technical assistance from panelists. Mr. Piseck reiterated that his attendance at this conference is at no cost to the Agency.

Live Streaming: The board meeting scheduled for December 31, 2019 will be live streamed, and all meetings going forward will be streamed as well.

Bill McDonald Comments: Bill McDonald, Associate Dean of Academic Affairs at Herkimer College, spoke on the regional response to CREE, Inc. He stated that the college will be evaluating what the growth will look like from a student standpoint. He is communicating with SUNY Poly and will continue to do so. He says the regions of Herkimer County and Oneida County will complement each other’s growth, not compete with it.

Executive Session: Cate Ricci moved, seconded by Ann Gaworecki to enter into executive session to discuss potential land acquisition, and current litigation with the Village of Herkimer. Motion carried unanimously. All board members, Peter Manno, Bernard Peplinski, Anthony Hallak, John Piseck, Stacey Holleran, and Victoria Adams were invited to stay.

Cate Ricci moved, seconded by Michael Werenczak, to end executive session at 9:00 AM. Motion carried unanimously.

As his two-year term as the Chairman of the County Legislature is coming to an end, Mr. Piseck thanked Mr. Peplinski for being an ally to the Agency, and for his dedicated service to the community.

Being no other business, Michael Werenczak moved, seconded by Cory Albrecht to adjourn at 9:10 AM. Motion carried unanimously.

Respectfully submitted,



Victoria Adams