



MINUTES

October 31, 2019

Herkimer County Industrial Development Agency Board of Directors Regular Meeting held in the Herkimer County Chamber of Commerce conference room, 420 E. German Street, Herkimer, NY.

STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

VICTORIA L. ADAMS
Administrative Assistant

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Chairman

DAVID M. CHLUS
Vice Chairman

JOHN SCARANO
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MICHAEL WERENCZAK
Treasurer

CORY ALBRECHT
Director

CATHERINE RICCI
Director

ANN GAWORECKI
Director

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, John Scarano, Michael Werenczak, Catherine (Cate) Ricci. Quorum present.

Members Absent: David Chlus, Ann Gaworecki

Staff Present: John Piseck, Stacey Holleran, Victoria Adams

Also Present: Anthony Hallak, Bernard Peplinski, Bill McDonald, Bob Holum, Bill Maxim, Peter Campione, Kurt Ackerman

Minutes: The minutes of the September 24, 2019 regular meeting were offered for review. **John Scarano 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 September Operating Report, Operating Account, Account Balances, RLF/Lease Balance with payment status, and PILOT payments received to date. Mr. Piseck discussed a proposed budget cut to the Agency of \$100,000 by Herkimer County. The decision to cut the budget was voted and passed by the Herkimer County Ways and Means Committee, and will now be voted on by the entire legislature. Mr. Bono stated that if the Agency needs the money, the Agency has the full support of the county. Mr. Piseck is concerned with the perception of how a budget cut will look to others. Mr. Piseck asked for suggestions on where the Agency budget could be cut, and it was suggested that the marketing efforts be decreased to accommodate the change in budget. **Cory Albrecht moved, seconded by John Scarano, to approve all financial reports as presented. Motion carried unanimously.**

Anthony Hallak entered at 8:06 AM.

Manheim Business Park – Memorandum of Understanding (MOU): The draft MOU between the IDA and the Town of Manheim was presented to the board prior to the meeting. Mr. Hallak explained he incorporated some changes to the verbiage relating to the concern that the Town of Manheim hold sole approval. The changes made were to insulate against development challenges. **Cate Ricci moved, seconded by Michael Werenczak to approve the Memorandum of Understanding between the Herkimer County Industrial Development Agency and Town of Manheim. Motion carried unanimously.**

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

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Website Improvements: The Agency website is currently meeting the requirements of the ABO; however, some minor changes need to be made to the aesthetics of the site. The board was provided with an estimate from the Agency's website host, Quadsimia, to make minute changes to the site. Mr. Piseck also stated that major changes will need to be made should an LDC be formed and hosted alongside the Agency website. **Cory Albrecht moved, seconded by John Scarano to approve updates to the Agency website, not to exceed \$300.00. Motion carried unanimously.**

ABO Budget & Financial Plan through 2023: Board members were provided with the proposed ABO Budget & Financial plan through 2023 prior to the meeting. The ABO requires the plan to be submitted no later than October 31, 2019. **Michael Werenczak moved, seconded by John Scarano, to approve the ABO Budget & Financial Plan through 2023. Motion carried unanimously.**

Mohawk Valley EDGE dues: The IDA received an invoice for 2019 annual dues for Mohawk Valley EDGE. Mr. Piseck stated that the agency has a great working relationship with Mohawk Valley EDGE and he would like to see the relationship continue and grow. **Cory Albrecht moved, seconded by Cate Ricci to approve the Agency to pay 2019 annual dues of \$2,500.00 to Mohawk Valley EDGE. Motion carried unanimously.**

Herkimer County Capital Resource Corporation (CRC): Mr. Bono stated that the Herkimer County Legislature has had meetings regarding the request to form the Herkimer County Capital Resource Corporation, a not-for-profit local development corporation, for the county. He stated that the Legislature is on board to move forward and will be making a formal vote tomorrow (11/1/2019) during a special session. The board for the new corporation is set to consist of 4 members of the IDA board and 3 members of the Herkimer County Legislature.

Kurt Ackerman entered at 8:23 AM.

Schuyler Business Park:

CFA Award Fees: There is a fee payable to Empire State Development Corporation as a requirement of the CFA Grant to assist with land development in Schuyler. Disbursement of funds is set to occur after Empire State Development receives all required documentation including a 1% commitment fee (\$1,200), plus out-of-pocket expenses related to holding a public hearing (\$556.70), for a total of \$1,756.70. **Michael Werenczak moved, seconded by Cate Ricci to approve the Agency to authorize payment of \$1,756.70 to Empire State Development for required fees for grant disbursement. Motion carried unanimously.**

SHPO/Preliminary Geotech Evaluation Proposal: The Agency received a proposal from GHD Consulting Services, Inc. to prepare the necessary documents for the State Historic Preservation Office (SHPO) to perform their first stage of review in accordance with New York State Office of Parks, Recreation, and Historic Preservation (OPRHP), as well as a preliminary geotechnical evaluation for the expansion area of Schuyler Business Park. The purpose of the first stage of review is for the SHPO office to assess affected properties to determine whether or not the property is listed or eligible for listing in the New York State Register of Historical Places, and if a second stage of review is required. Mr. Piseck stated that the proposal was \$20,000 more than he anticipated, and he would like to explore other options; however, this process does need to occur in order to prepare the site for potential development.

Wetland Delineation Proposal: The Agency received a proposal from GHD Consulting Services, Inc. to perform a wetland delineation for the expansion area of Schuyler Business Park. The purpose of the wetland delineation is to perform on-site field reconnaissance to determine wetland area that currently exists in the expansion area of the business park. It is also necessary to help support the associated engineering, design, and permitting efforts required for future development on the expansion property. Mr. Piseck also believes the proposal to be higher than expected. More information will be offered at a later date.

IPAD: Mohawk Valley EDGE, in partnership with the Agency, is moving ahead with a National Grid Marketing & Site Development Program which includes the Schuyler Business Park. Schematic drawings of potential structures in various layouts have been created to convey opportunities to potential developers. This program will assist the agency in further assessing the needs of the business park.

SunEast Watkins Road Solar, LLC: An application for financial assistance, along with supporting financials, was received by the Agency from SunEast Watkins Road Solar, LLC. The application has been reviewed by Agency legal counsel and has been deemed a suitable project for the Agency. **Cate Ricci moved, seconded by Michael Werenczak to accept the application for financial assistance presented by SunEast Watkins Road Solar, LLC. Motion carried unanimously.**

SunEast Hills, LLC: An application for financial assistance, along with supporting financials, was received by the Agency from SunEast Hills, LLC. The application has been reviewed by Agency legal counsel and has been deemed a suitable project for the Agency. **Cory Albrecht moved, seconded by John Scarano, to accept the application for financial assistance presented by SunEast Hills, LLC. Motion carried unanimously.**

Municipal Restructuring Fund (MRF) – Eastern Mohawk Valley Water Transmission Main Project:

Small-scale implementation is set to begin on the Eastern Mohawk Valley Water Transmission Main Project. Barton & Loguidice will be the main contractor on this phase of the project, and work is set to begin prior to the change in weather. Barton & Loguidice is set to provide the Agency with a scope of work and exact cost of services. Mr. Piseck stated the quote should not exceed \$150,000, but he will provide an exact number to the board upon receipt. **Cate Ricci moved, seconded by Michael Werenczak, to approve Barton & Loguidice as the main contractor on the Eastern Mohawk Valley Water Transmission Main Project, with payments not to exceed \$150,000. Motion carried unanimously.**

Mr. Piseck also discussed the Agency's need to hire a part time civil engineer to assist with the engineering needs of the project. All funds for the services would be covered under funds received from the grant. **John Scarano moved, seconded by Cory Albrecht, to approve hiring a part time civil engineer to assist with the engineering needs of the project. Motion carried unanimously.**

Project Updates/Other Business:

Site Selectors Guild: Mr. Piseck, along with IDA Board Chairman Vincent (Jim) Bono, and Mohawk Valley Edge, were able to take three members of the Site Selectors Guild through the Mohawk Valley, including: Frankfort 5S South Business Park, Schuyler Business Park, and the Herkimer Diamond Mines. Mr. Piseck was given the opportunity to present on available properties in Herkimer County. After his presentation, all were invited to the Miners' Table Restaurant where members of the community were able to have conversations with the Site Selector members about opportunities in Herkimer County. The Site Selector members were also taken to MVCC, Saranac Brewery, and Aqua Vino Restaurant, on

subsequent days. The feedback received from the Site Selectors is invaluable. They explained that Herkimer and Oneida County are ahead of the curve compared to other parts of the country, and more marketing efforts need to take place for people to know more about the region.

Frankfort 5S South Business Park: ADK Food & Fuel is in the final stages of construction. The gas hookups have all been completed, and the company is set to open sometime in November. Mr. Piseck stated that this project does have a potential spin-off project that he will discuss in more detail at a later date. There are still issues with the run off at the cul-de-sac, however, all parties involved are working together to solve the issues.

Duofold: The Agency would like to apply for a Brownfield Revolving Loan Fund, with Mohawk Valley EDGE being the lead agency. Up to 75% of the fund may be granted out. The application must be submitted by December 10, 2019. **Cate Ricci moved, seconded by Michael Werenczak, to approve the Agency to partner with Mohawk Valley EDGE on an application for a Brownfield Revolving Loan Fund. Motion carried unanimously.**

Agency Accounting Firm Merge: The Agency's accounting firm, Barone, Howard & Co., CPAs, PC is in the process of merging with Dermody, Burke and Brown CPA's, LLC. Mr. Piseck stated that the Agency may look into changing firms, however another year remains on the contract.

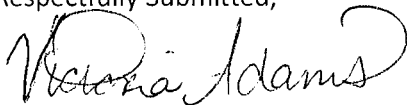
Next Meeting Dates: Mr. Piseck asked board members to mark their calendars for the next two board meetings. The next meetings will be held November 26th, and December 31st.

Bill McDonald Comments: Bill McDonald, Associate Dean of Academic Affairs at Herkimer College, stated that he was thankful for the invitation to attend the Site Selectors Guild. He is very happy with the partnership between the Agency and the College, and would like to see it continue to grow. He thought the Site Selectors Guild was a homerun, and offered to extend the College as a space the Agency could continue to use for meetings and events going forward.

Executive Session: Cate Ricci moved, seconded by Michael Werenczak to enter into executive session to discuss potential land acquisition, and current litigation with the Village of Herkimer. Motion carried unanimously. All board members, Bernard Peplinski, Bob Hollum, Kurt Ackerman, Peter Campione, Anthony Hallak, John Piseck, Stacey Holleran, and Victoria Adams were invited to stay. **John Scarano moved, seconded by Cory Albrecht, to end executive session at 9:25 AM. Motion carried unanimously.**

Being no other business, Michael Werenczak moved, seconded by Cate Ricci, to adjourn at 9:27 AM. Motion carried unanimously.

Respectfully Submitted,



Victoria Adams
Administrative Assistant