



MINUTES

September 25, 2018

STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

AMANDA WELLINGTON
Administrative Assistant

Herkimer County Industrial Development Agency Board of Directors Meeting at the Herkimer County Chamber of Commerce Conference Room, 420 E. German Street, Herkimer, 8:00 AM.

After the Pledge of Allegiance, Chairman Jim Bono called the meeting to order at 8:00 AM.

BOARD OF DIRECTORS

VINCENT J. BONO
Chairman

DAVID M. CHLUS
Vice Chairman

JOHN SCARANO
Secretary

MICHAEL WERENCZAK
Treasurer

CORY ALBRECHT
Director

DANIEL B. REARDON
Director

CATHERINE RICCI
Director

The following members answered the roll call: Vincent (Jim) Bono, Cory Albrecht, David Chlus, Daniel Reardon, Catherine (Cate) Ricci, and Michael Werenczak. Quorum present.

Members Absent: John Scarano

Also Present: James Wallace Peter Manno, Robert Hollum, Jon Putnam, Steve Smith, John Piseck, and Stacey Holleran

Minutes: The minutes of the regular board meeting of August 28, 2018 and special meeting of September 20, 2018 were offered for review. **Cate Ricci moved, seconded by David Chlus, to approve minutes as presented.** Motion carried.

Financial Reports: The following financial reports were offered for review and approval: August Operating Account, Account Balances and RLF Status. **Cory Albrecht moved, seconded by Cate Ricci, to approve all financial reports as presented.** Motion carried.

Executive Director Piseck explained that any CDBG Program Income that has not been committed and approved by the Office of Community Renewal (OCR) by March 31, 2019 must be returned to the OCR by April 30, 2019. There is currently one loan with a current balance of \$22,565 from this fund which is scheduled to be paid off November 2024. These monthly payments will have to be returned to OCR until the end of the term. These funds will no longer be available. John will discuss options with the borrower.

David Chlus moved, seconded by Dan Reardon to allocate any CDBG Program Income received from loan payments to development of Manheim Business Park. Motion carried

Manheim Business Park

Mr. Jon Putnam of GHD Consulting Services, Inc. was present to give an update. Jon will be meeting with the Executive Director to review the Preliminary Engineering Report in detail.

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

There is capacity through the village system for water and waste water. The CFA submitted is considered a priority project.

Mike Werenczak moved, seconded by Cory Albrecht, to accept the Preliminary Engineering Report. Motion carried.

Mr. Putnam reported that test pits and soil drilling are completed for the Preliminary Geotechnical Evaluation. They are compiling the data and test results will be provided soon. It was noted there is a lot of clay on top and some areas have ten feet of bedrock.

John Piseck spoke with a representative of Ridge Runner's snowmobile club regarding a culvert pipe on the property and informed him on the hazards on the property. Further discussions are expected to see if there is a route they could use.

John reported he requested bids for cutting the trees at the park which need to be cut between 11/1/2018 and 4/1/2019 due to DEC regulations. **Mike Werenczak moved, seconded by Cate Ricci to authorize up to \$14,250 to have trees cut at the Manheim Business Park. The CDBG funds allocated in May 2018 for development at Manheim Business Park will be used. Motion carried.**

A proposal was provided from GHD for Stage I Project Review required by NYS Division of Historic Preservation office. **After discussion Dan Reardon moved, seconded by Cory Albrecht, to accept GHD Proposal for Manheim Business Park dated 9/24/2018 at a cost not to exceed \$5,700.00 . The CDBG Funds allocated May 2018 for development at Manheim Business Park will be used. Motion carried.**

The Town will help with road and other developments.

Schuyler Business Park

A proposal was provided from GHD to perform soil percolation (perc) testing on privately owned lands adjacent to the business park which the agency is considering purchasing for future development. **David Chlus moved, seconded by Mike Werenczak to accept GHD Proposal dated 9/24/2018 for Soil Percolation Testing not to exceed \$15,600. Motion carried.**

Another proposal was provided from GHD for Stage I Project Review. This review is required by NYS Division of Historic Preservation office. After discussion it was the consensus to table this item at this time.

John reported that the proposal for professional environmental services by Terrestrial Environmental Specialists approved 6/26/28 was more extensive than originally proposed and there was an additional \$604.74 billed. **After discussion, David Chlus moved seconded by Mike Werenczak to approve the additional \$604.74 for a total of \$8,204.74. Motion carried.**

A discussion took place on how the agency can proceed to fund further development at the Schuyler Business Park. Mr. Piseck will put together information and develop a plan and work

with the County Administrator to consider a PILOT Incremental Financing Agreement with all taxing jurisdictions.

Mr. Piseck has learned that a survey is required for the conservation easement. **Dan Reardon moved, seconded by Cory Albrecht to proceed with a survey. Motion carried.**

ABO Budget and Financial Plan – As a requirement of the Authorities Budget Office (ABO), a proposed budget, which was provided to the board prior to the meeting for review, is required to be submitted by 10/31/2018. **Dan Reardon moved, seconded by David Chlus to approve submittal to ABO the proposed Budget and Financial Plan through 2022. Motion carried.**

Capital Resource Corporation (CRC) formation – On 5/29/2018 the board approved formation of a Capital Resource Corporation. The CRC would be available as a tool for the Agency in providing a means for the issuance of tax-exempt bonds to finance projects for not-for-profit corporations. Before bringing this to the County Legislature for action, more information was requested concerning whether the formation of a CRC will affect the pension benefits of the employees of the Agency. A memorandum from Hodgson Russ dated 9/19/18 was provided. Recommendations including how to make it clear that the employees are employees of the Agency, and any mention of the CRC is limited to its use as a tool to promote economic development activities in Herkimer County, should avoid any issue with pension.

Cate Ricci moved, seconded by Michael Werenczak, to pass the request to the County Legislature for consideration of formation of a Capital Resource Corporation. Motion carried.

Annual Audit – Mr. Piseck expressed concern that the current auditing firm has not changed lead auditor in the last five years. Mr. Piseck has received a quote from another auditing firm and suggested the board consider approving. After discussion, the decision was tabled in order to obtain more information. David Chlus provide more information.

Mrs. Holleran reported that approximately 65 resumes have been received for the Administrative Assistant position. Interviews are scheduled through next week.

Mr. Piseck reported the following:

- Field of Dreams was bought out by the bank.
- Herkimer County has the highest number ever of identified priority projects being considered through the CFA process for 2018. It was suggested that the Agency keep in touch with committee members.
- Higby Gold is expecting to close of the property purchase at the F5SSBP early October.
- John has been working on the CFA project for Turbo Machined Products for an equipment purchase and possible PILOT.
- Met with Claudia Tenney's staff to discuss grants for Village Ilion's water issue.
- Will be attending EDC Conference in October.
- Met with Senator Seward at Maple Crest Golf Course with new buyer and learned about improvements being considered.

- John has been invited to participate in a Site Seeker event sponsored by MV EDGE.
- Agricultural Council - Hosted Cheese Trail meeting, working on hemp meeting
- Submitted properties for Opportunity Zones through ESD
- Marc Molinaro, candidate for governor, will be in our area 10/2/2018
- Would like to get table top display to bring to events
- Looking into possible ads for meat processing magazines
- Considering meat processors trade show in New Orleans next July
- Tractor Supply Company is in process of training 240 recently hired employees
- Met with National Grid regarding gas needs at F5SSBP, Schuyler and Manheim
- Heidelberg is expanding their production of bread to 250,000 loaves a day
- Met with Oneida Indian Nation regarding Shumaker Mountain and buying local farmer's products
- Continue discussions with developer of Union Tool site

Executive Session – Cate Ricci moved, seconded by David Chlus, to enter into executive session at 9:14 AM to discuss litigation and possible land acquisition. Motion carried. All board members, Jim Wallace, John Piseck and Stacey Holleran, were invited to stay.

Michael Werenczak moved, seconded by Dan Reardon to end executive session at 9:32 AM.

A motion to adjourn was made and seconded. The meeting adjourned at 9:32 AM.

Respectfully submitted,



Stacey J. Holleran
Office Manager