



March 25, 2022

STAFF

JOHN J. PISECK, JR.  
Executive Director

STACEY J. HOLLERAN  
Office Manager

VICTORIA L. ADAMS  
Administration & Grant  
Coordinator

BOARD OF DIRECTORS

VINCENT J. BONO  
Chairman

DAVID M. CHLUS  
Vice Chairman

JOHN SCARANO  
Secretary

MICHAEL WERENCZAK  
Treasurer

CORY ALBRECHT  
Director

CATHERINE RICCI  
Director

ANN GAWORECKI  
Director

COUNSEL

ANTHONY G. HALLAK, Esq.  
Felt Evans, LLP

TO: Vincent J. Bono, David Chlus, Cory Albrecht, Catherine Ricci, John Scarano  
Michael Werenczak, Ann Gaworecki

**RE: Board of Directors' Regular Meeting**

The Herkimer County Industrial Development Agency will hold its **regular meeting** of the Board of Directors along with the **Audit, Governance, and Finance Committees** on **Tuesday, March 29, 2022 at 8:00 AM.** The meeting will be held electronically via Zoom conference as well as a public meeting open for the public to attend in person.

Members of the public may join the board meeting virtually by going to [www.Zoom.com](http://www.Zoom.com) or by dialing (929) 205-6099 and entering meeting ID: 871 9851 9778 and passcode: 568651

Members of the public may join the meeting in person in the Herkimer County Chamber of Commerce conference room at 420 E. German Street, Herkimer, NY 13350

Attached is the agenda. Please call or email [vadams@herkimercountyida.org](mailto:vadams@herkimercountyida.org) if your availability has changed.

copy by email:

NYS Senator Peter Oberacker  
NYS Senator James N. Tedisco  
NYS Assemblyman Robert Smullen  
NYS Assemblyman Brian Miller  
NYS Assemblywoman Marianne Buttenschon  
Samantha Madison, NYS Governor's Office  
Michael Reese, ESDC Regional Director  
Dr. Cathleen McColgin, President Herkimer College  
Shari Hunt, Secretary to the President Herkimer College  
John J. Piseck, Jr., HCIDA  
Anthony Hallak, IDA Attorney  
James Wallace, County Administrator  
Kurt Ackerman, Chairman, Planning & Development Committee  
Brittney Viscomi, Clerk of the Legislature  
Jennifer Williams, Deputy Clerk of the Legislature  
William McDonald, Associate Dean, Herkimer College  
Daniel Sargent, Assistant to the President, Herkimer College  
Stephen R. Smith, Mohawk Valley Economic Development District, Inc.

US Senator Charles Schumer  
US Senator Kirsten Gillibrand  
US Congresswoman Claudia Tenney  
US Congresswoman Elise Stefanik  
Patrick Russell, Herkimer County Legislator  
Joseph Scott, Hodgson Russ LLP

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

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**Herkimer County Industrial Development Agency  
Board of Directors' Regular Meeting  
Tuesday, March 29, 2022 @ 8:00 AM  
AGENDA**

Join by going to [www.zoom.com](http://www.zoom.com) or by dialing (929) 205-6099  
then entering meeting ID: 871 9851 9778 and passcode: 568651

**Audit/Governance/Finance Meeting**

- |  |   |
|--|---|
| 1. Call to order – Pledge of Allegiance  | Chairman Bono   |
| 2. Roll Call   | Holleran  |
| 3. 2021 Audited Financial Statements (attached)<br>Bowers & Company<br>Board of Directors  | Liz Bush – Presentation/Discussion<br>Bono/Piseck – Discussion/Action |
| 4. Mission Statement   | Piseck  |
| 5. Minutes (P.1-5) <ul style="list-style-type: none"><li>• February 17, 2022 Board Meeting</li></ul>   | Bono/Piseck – Discussion/Action                                       |
| 6. February Financial Reports (P.6-13) <ul style="list-style-type: none"><li>• Financial Report, Balance Sheet, Check Register<br/>RLF Status, SBP Mortgage, PILOT</li></ul>             | Bono/Piseck – Discussion/Action                                       |
| 7. PARIS Report due to Authorities Budget Office (Exhibit A) <ul style="list-style-type: none"><li>• Annual Report, Annual Certified Audit,<br/>Procurement, Investment Report</li></ul> | Bono/Piseck – Discussion/Action                                       |
| 8. NYS Comptroller Audit   | Bono/Piseck – Discussion  |
| 9. Small Business Seward 2/2/2 Update  | Adams – Discussion  |
| 10. Revamp Fitness – Title IX Loan (P.14-19)   | Bono/Piseck – Discussion/Action                                       |
| 11. Marketing Update (handout)   | Palmiotto – Discussion  |
| 12. Project Orange Crush – Purchase & Sale Agreement   | Bono/Piseck – Discussion/Action                                       |
| 13. Schuyler Warehouse Development – Extension (P.20)  | Bono/Action – Discussion/Action                                       |

- |   |                                 |
|---|---------------------------------|
| 14. Schuyler Business Park                                |                                 |
| • Cul-de-sac Roadway Land Conveyance                      | Bono/Piseck – Discussion/Action |
| • Additional Roads (B&C) (P. 21-25)                       | Bono/Piseck – Discussion/Action |
| 15. Eastern Mohawk Valley Water Transmission Line         | Bono/Piseck - Discussion        |
| • Barton & Loguidice – Amendment 2 (P.26-27)              | Bono/Piseck – Discussion/Action |
| 16. 2571 Higby Road                                       |                                 |
| • Topographic Survey (P.28)                               | Bono/Piseck – Discussion/Action |
| • Attorney Cost – Water/Sewer                             | Bono/Piseck – Discussion/Action |
| 17. Designation of Contracting Officer                    | Bono/Piseck – Discussion/Action |
| 18. Other IDA Policies                                    |                                 |
| • Fee Schedule (P.29)                                     | Bono/Piseck – Discussion/Action |
| • Statement of Intent Regarding Debt (new) (P.30)         | Bono/Piseck – Discussion/Action |
| • Project Monitoring and Enforcement (new) (P.31-38)      | Bono/Piseck – Discussion/Action |
| • Travel Policy (P.39)                                    | Bono/Piseck – Discussion/Action |
| • Conflict of Interest (P.40-41)                          | Bono/Piseck – Discussion/Action |
| • Uniform Criteria for Project Evaluation (new) (P.42-43) | Bono/Piseck – Discussion/Action |
| • Cyber Security Policy (P.44-48)                         | Bono/Piseck – Discussion/Action |
| 19. CNY Business Journal GEAR Awards (P.49)               | Bono/Piseck – Discussion/Action |

\*Comments Welcome from Elected Officials

Project Updates/Other Business:

- Schuyler Business Park – National Grid Grant (P.50-55)
- Ames True Temper
- Financial Disclosure Packets
- Anti-Harassment and ABO Training
- Food Processing Study
- Weston Foods
- Fuzehub Event
- Mohawk Valley Brownfield Summit 4/12-4/13

**Motion for Executive Session-** The general area or areas of the subject or subjects to be considered under Public Officers Law, Article 7, Open Meetings Law, Section 105 are:(d) discussions regarding proposed, pending, or current litigation; (f) the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; (h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;

**SPECIAL MEETING: Wednesday, April 6, 2022 @ 8:00 AM**

**Next Meeting: Tuesday, April 26, 2022 @ 8:00 AM**

EXHIBIT A

PARIS REPORT – FOR REVIEW AND APPROVAL

- i) Investment Report
  - (a) Annual Investment Report 2021 (attached)
  - (b) Deposit and Investment of Funds Policy (attached)
  - (c) Auditor’s Management Letter (in audit report)
  
- ii) Procurement Report
  - (a) Procurement Policy (approved 2/17/22)
  - (b) Procurement Transactions (PARIS report)
  
- iii) Annual Report
  - (a) Governance Information-(Authority-Related)
    - 1. Operations & Accomplishments 2021 (attached)
    - 2. Assessment of Internal Controls (attached)
    - 3. Organization Chart (attached)
    - 4. Mission Statement (approved 2/17/22)
    - 5. Performance Measurement Report 2021 (attached)
  - (b) Governance Information-(Board-Related)
    - 1. Review all items listed in PARIS Report:
      - a. HCIDA Board Members/Committees (web)
      - b. By-laws (approved 2/17/22)
      - c. Code of Ethics (no change-attached)
      - d. Compensation, Reimbursement & Conditional and Additional Compensation Policy (approved 2/17/22)
      - e. Whistleblower Policy (no change-attached)
      - f. Defense & Indemnification Policy (approved 2/17/22)
      - g. Extension of Credit to Board Members (no change-attached)
      - h. Uniform Tax Exempt Policy (attached)
      - i. Policy Respecting Recapture of Project Benefits (New - attached)
    - 2. Performance Evaluation of Board (2/17/22 reviewed)
  - (c) Board of Directors Listing (as of 12/31/2021) (PARIS)
  - (d) Staff listing (PARIS)
  - (e) Benefit Information (PARIS)
  - (f) Summary of Financial Information (PARIS)
  - (g) Current Debt – Schedule of Debt (PARIS)
  - (h) Report on Real Property Acquisition/Disposal List (PARIS)
  - (i) Real Property Acquisition Policy – (NEW –Rev 3/29/22)
  - (j) Personal Property Disposition 2021 – none
  - (k) Real Property Report 2021 (attached)
  - (l) Disposition of Property Policy (attached)
  - (m) IDA Projects (PARIS)
  
- iv) Certified Financial Audit
  - (a) Audit Report (attached)
  - (b) Management Letter (in audit)
  - (c) Internal Controls report by auditor (in audit)