



MINUTES

Industrial Development Agency

April 26, 2022

Herkimer County Industrial Development Agency Board of Directors Meeting

STAFF

JOHN J. PISECK, JR.
Chief Executive Officer

STACEY J. HOLLERAN
Chief Financial Officer

VICTORIA L. ADAMS
Administration & Grant
Coordinator

RYAN A. PALMIOTTO
Marketing & Communications
Specialist

BOARD OF DIRECTORS

VINCENT J. BONO
Chairman

JOHN SCARANO
Secretary

MICHAEL WERENCZAK
Treasurer

CORY ALBRECHT
Director

CATHERINE RICCI
Director

ANN GAWORECKI
Director

COUNSEL

ANTHONY G. HALLAK, Esq.
Felt Evans, LLP

The Herkimer County Industrial Development Agency held a regular meeting of the Board of Directors on Tuesday, April 26, 2022 at 8:00 AM. The meeting was held electronically via zoom conference as well as a public meeting open for the public to attend in person. Members of the public were invited to join the meeting virtually by going to www.zoom.com or by dialing (929) 205-6099 and entering meeting ID: 835 0409 4818 and passcode: 934913. Members of the public were invited to attend the meeting in person in the Herkimer County Chamber of Commerce conference room at 420 E. German Street, Herkimer, NY 13350.

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

The following members were present in person and answered the roll call: Vincent (Jim) Bono, Cory Albrecht, Michael Werenczak, John Scarano, Ann Gaworecki, and David Chlus. **Quorum Present**

Members Absent: Catherine (Cate) Ricci

Staff Present: John Piseck, Stacey Holleran, Ryan Palmiotto

Also Present in Person: Herkimer County Legislator, Peter Manno; Bill Maxim

Also Present Virtually: Herkimer County Legislators: Bob Hollum, Bill Weakly; James Wallace; Terrance Gilbert on behalf of Assemblywoman Marianne Buttenschon; Senator Peter Oberacker; Susan Jaquish on behalf of Assemblyman Brian Miller

Mission Statement: Mr. Piseck read the Agency's Mission Statement

Minutes: The minutes of the March 29, 2022 regular meeting were offered for review. **Ann Gaworecki moved, seconded by Cory Albrecht, to approve the minutes as presented. Motion carried with 6 ayes and 0 nays.**

Minutes: The minutes of the April 6, 2022 special meeting were offered for review. **Ann Gaworecki moved, seconded by John Scarano, to approve the minutes as presented. Motion carried with 6 ayes and 0 nays.**

Financial Reports: The following financial reports were offered for review and approval: March 2022 Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status, and SBP Mortgage. Mr. Piseck stated that all outstanding loans are being paid accordingly and the Agency is in good financial position. **Michael Werenczak moved, seconded by David Chlus to approve all financial reports as presented. Motion carried with 6 ayes and 0 nays.**

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

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

Small Business Seward 2/2/2 Update:

Update: Mr. Piseck provided an update on the Small Business Seward 2/2/2 Revolving Loan/Grant fund. He stated that there is enough funding in the account to support an application and all payments are being made accordingly.

Nathan Seamon: The Agency received an application from Nathan Seamon, a hobby farmer, for the Small Business 2-2-2 loan/grant program. The project includes the purchase of a used hay rake. The RLF loan committee has recommended approval by the full board. **Cory Albrecht moved, seconded by Ann Gaworecki to approve a loan in the amount of \$2,000, a grant in the amount of \$2,000, along with proof of owner injection of at least \$2,000. The funds will come from the Seward account. The terms will be 2% for 24 months. The motion carried with 6 ayes and 0 nays. Resolution 042622-01**

Marketing Update – Ryan Palmiotto provided an update to board members on the Agency's social media platforms, including LinkedIn and Facebook. He provided a handout to the board of a comparing April-21 statistics to April-22. He stated that it was a slow month, but social media accounts are still performing well. Ryan provided a handout presenting SWOT analyses for three properties of interest to the board, and briefly discussed the highlights of the sites; two properties in Schuyler NY and the third in Frankfort NY. Moving forward, the IDA will create a podcast to increase media coverage for Herkimer County.

Town of Schuyler /Frankfort Properties– Phase 1 ESA: Mr. Piseck requested a proposal to pursue a Phase I ESA study on two properties located in Schuyler and nine parcels in the Town of Frankfort. Mr. Piseck suggested HRP Associates, Inc. perform the Phase I ESA, using drone footage to highlight the site. **Ann Gaworecki moved, seconded by Cory Albrecht to perform a Phase I ESA study on the Town of Schuyler and Town of Frankfort properties through HRP Associates, Inc. for a total of \$6,000. Motion carried with 6 ayes and 0 nays. Resolution: 042622-02**

Fuzehub Sponsorship: In June 2022, the IDA will participate in a Fuzehub Event at Herkimer College. Mr. Piseck stated the IDA will sponsor the event, and is seeking approval for \$1,000 to sponsor. **John Scarano moved, seconded by Michael Werenczak to approve the IDA sponsoring the upcoming Fuzehub event in June 2022 for \$1,000. Motion carried with 6 ayes and 0 nays. Resolution: 042622-03**

Delta Engineers – Promotional Marketing Materials: Mr. Piseck recently spoke to Delta Engineers regarding additional promotional marketing materials for presenting site renderings for the Schuyler Business Park. Delta presented the IDA with costs associated with the creation of these renderings at a flat rate of \$4,750, unless further work is required then rate is subject to change. **Ann Gaworecki moved, seconded by Mike Werenczak to accept the proposal presented by Delta Engineers to create additional promotional marketing materials up to \$4,750 for Schuyler Business Park Sites. Motion carried with 6 ayes and 0 nays. Resolution: 042622-04**

Open Meetings Law: The board was presented with updates to the NYS Open Meetings Law. Board members are required to attend in person, unless unable due to extraordinary circumstances. Board members that are attending the meeting virtually are not allowed to be counted as a vote.

Resignation – David Chlus – Chairman Bono announced that David has decided to step down from the Board. A plaque was presented to David thanking him for his 10 years of service on the board along with serving on the RLF Committee and as Vice Chairman. David wished continued success to the IDA.

Vacancy of RLF Committee Member: Mr. Piseck stated that Board Member Cory Albrecht has expressed interest to fill the vacancy on the RLF Committee. Being no other interest expressed, **Ann Gaworecki moved, seconded by Michael Werenczak to appoint Cory Albrecht as a member of the RLF Committee. Motion carried with 6 ayes and 0 nays. Resolution: 042622-05**

Vacancy of Vice Chairman: Mr. Piseck stated that Board Member Cory Albrecht has expressed interest in taking on the role of Vice Chairman. **David Chlus moved, seconded by Michael Werenczak seconded to appoint Cory Albrecht as the Vice Chairman. Motion carried with 6 ayes and 0 nays. Resolution: 042622-06**

IDA Policies: Prior to the meeting board members were provided the updated following policies: BOD Duties & Responsibilities, Anti-Harassment Policy, Federal Grants Uniform Guidance Policy, Independence and Financial Disclosure, Market Rate Housing, Infectious Disease, FOIL, Fixed Asset Policy, Audit/Finance/Governance Charters, and Equal Employment. After discussion, **Ann Gaworecki moved, seconded by John Scarano to approve all policies as presented. Motion carried with 6 ayes and 0 nays. Resolution: 042622-07**

Solar Photovoltaic Policy: Prior to the meeting board members were provided the Solar Photovoltaic Policy. The policy's annual fee is increasing from \$750 to \$1,500. After discussion, **Cory Albrecht moved to approve the Solar Photovoltaic Policy as presented. The motion was seconded by Michael Werenczak with members voting via roll call as follows:**

Vincent Jim Bono	VOTING	Yes
David Chlus	VOTING	Yes
John Scarano	VOTING	Yes
Michael Werenczak	VOTING	Yes
Ann Gaworecki	VOTING	Yes
Catherine Ricci	VOTING	Absent
Cory Albrecht	VOTING	Yes

Resolution: 042622-08

Mr. Bono welcomed comments from elected officials and attending legislators.

Terrance Gilbert: Terrance expressed his excitement to attend the meeting on behalf of Assemblywoman Marianne Buttenschon. Stated that cold storage is an excellent idea and to reach out if the IDA needs anything.

Senator Oberacker: Stated to keep up the good work, reiterated the cold storage being a great idea. Senator reached out to Chair of Agriculture Committee and ranking member George Borello to aid in seeking additional funds for the county.

Legislators: Weakly; Hollum: stated keep up the good work

Herkimer County Administrator Jim Wallace: stated keep up the good work

Legislator Bono: Stated that himself, County Administrator Wallace, County Legislator Hollum, and Mr. Piseck recently spoke with Congresswoman Stefanik this past week. They discussed a number of topics such as child care, the Eastern Mohawk Valley Water Transmission Water Line, meat processing and infrastructure.

Project Updates/Other Business:

Food Processing Study: Mr. Piseck stated the food processing study should be completed shortly. The Agency will hold a community meeting at the college during the first week in June. Will reveal the results from the study when available. Will take the data found from the study and use it with for potential upcoming projects.

Mohawk Valley Brownfield Summit 4/12-4/13: Mr. Piseck stated that the Brownfield Developers Summit went extremely well. Were able to connect with developers as well as different businesses. Will hold summit yearly, with the next location being held at either Mohawk Valley Community College or Herkimer County Community College.

Eastern Mohawk Valley Water Transmission Line: WIIA awards were granted to local communities, which will aid in water transmission line.

Village of Dolgeville BOA: Mr. Piseck and Mr. Bono attended the Village of Dolgeville meeting last week. Mr. Piseck expressed his concern to the village board that that there was no village representation at first public participation BOA meeting in February. A BOA steering committee meeting is scheduled for May and John will report back on how that goes.

WIIA Awards: Mr. Piseck stated that the Village of Dolgeville received funding that will aid in the construction of a water tower to be built on the Manheim Business Park Property.

Michael Werenczak moved, seconded by John Scarano to enter into executive session at 8:54 AM to discuss property acquisition and developments of a potential project. Motion carried with 6 ayes and 0 nays. All board members; John Piseck, Stacey Holleran, and Ryan Palmiotto were invited to stay.

John Scarano moved, seconded by Ann Gaworecki to end executive session at 9:32 AM. Motion carried with 6 ayes and 0 nays.

Being no other business, John Scarano moved, seconded by Ann Gaworecki to adjourn at 9:32 AM. Motion carried with 6 ayes and 0 nays.

Respectfully Submitted,



Ryan Palmiotto,
Marketing & Communications Specialist