



## MINUTES

September 27, 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

ERIN E. SPINA  
Marketing & Communications  
Specialist

#### BOARD OF DIRECTORS

VINCENT J. BONO  
Chairman

CORY ALBRECHT  
Vice Chairman

JOHN SCARANO  
Secretary

MICHAEL WERENCZAK  
Treasurer

ANN GAWORECKI  
Director

TIM DAY  
Director

ALANA BASLOE  
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, September 27, 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](http://www.zoom.com) or by dialing (929) 205-6099 and entering meeting ID: 886 8128 8098 and passcode: 402411. 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, Vice-Chairman Cory Albrecht called the meeting to order at 8:00 AM.

**The following members were present in person and answered the roll call:** Cory Albrecht, Michael Werenczak, John Scarano, Tim Day, Alana Basloe. **Quorum Present**

**Members Absent:** Ann Gaworecki, Vincent (Jim) Bono

**Staff Present:** John Piseck, Stacey Holleran, Victoria Adams, Erin Spina

**Also Present in Person:** Herkimer County Legislators: John Stephens, Robert Schrader, Pete Manno; Anthony Hallak.

**Also Present Virtually:** James Wallace; Assemblyman Robert Smullen; Herkimer County Legislators: Bob Holum, Bill Weakley; Vincent (Jim) Bono; Travis Phillips

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

**Minutes:** The minutes of the August 30, 2022 regular meeting were offered for review. **Tim Day moved, seconded by Michael Werenczak, to approve the minutes as presented. The motion carried with 5 ayes and 0 nays.**

**Financial Reports:** The following financial reports were offered for review and approval: August 2022 Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status, SBP Mortgage, and PILOT report. Mr. Piseck stated that all outstanding loans are being paid accordingly; the Agency is in good financial position and doing well with the budget. **Tim Day moved, seconded by Alana Basloe to approve all financial reports as presented. The motion carried with 5 ayes and 0 nays.**



**Small Business Loan/Grant Funds:**

**CDBG CARES Update:** Victoria Adams provided an update on the status of the Herkimer County CARES grant. She stated that the County has received the official release of funds letter for the project and is able to solicit and accept applications. As applications are processed, Agency staff may request a special meeting be held to keep the program moving ahead at an efficient pace.

**Seward 2/2/2 Update:** Victoria Adams provided an update on the small business Seward Revolving Loan Fund. She stated that all loans are being paid accordingly; however, the balance in the account is not sufficient in supporting any applications at this time.

**Marketing Update:** Erin Spina presented a slideshow to the board which included the CARES grant press release and flyer she created, photos of Mr. Piseck showing the Duofold site to potential developers, website changes, QR codes, and social media outreach.

**Schuyler Business Park:**

**Entryway Sign:** Agency staff has had discussions with firms capable of constructing a tenant sign for the entryway to Schuyler Business Park. An image was shown of what the sign would look like; however, no firm price quote has been received. Board members were also shown a map of the approximate location of the sign.

**Solar Project:** The Agency has received calls from a company interested in constructing solar panels at the rear of the Schuyler Business Park, on approximately 30 acres that are not developable. **Michael Werenczak moved, seconded by John Scarano to authorize the Agency to further discuss the matter with Agency counsel. The Motion carried with members voting as follows: Resolution: 092722-01**

Vincent Jim Bono	VOTING	ABSENT
Cory Albrecht	VOTING	YES
Tim Day	VOTING	YES
John Scarano	VOTING	YES
Michael Werenczak	VOTING	YES
Ann Gaworecki	VOTING	ABSENT
Alana Basloe	VOTING	YES

**Manheim Business Park:**

**Emrich Land Surveying:** A topographic survey and mark out of utility locations is needed at Manheim Business Park to move ahead with water and sewer infrastructure. **Tim Day moved, seconded by John Scarano to authorize Emrich Land Surveying to complete a topographic survey and mark out the location of utilities at Manheim Business Park at a cost not to exceed \$8,807. The motion carried with 5 ayes and 0 naves. Resolution: 092722-02**

**Project East - Purchase Agreement:** The Agency received a purchase offer for 26 acres of land in Manheim Business Park. Further discussion regarding negotiations was deferred to Executive Session. **Michael Werenczak moved, seconded by Tim Day to authorize the sale of 26 acres of land in Manheim Business Park. The motion carried with members voting as follows: Resolution: 092722-03**

Vincent Jim Bono	VOTING	ABSENT
Cory Albrecht	VOTING	YES
Tim Day	VOTING	YES
John Scarano	VOTING	YES
Michael Werenczak	VOTING	YES
Ann Gaworecki	VOTING	ABSENT
Alana Basloe	VOTING	YES

**Review of Solar Photovoltaic (UTEP) Policy:** The proposed policy was presented to board members at the prior meeting; affected taxing jurisdictions were notified of the amended policy and were provided the opportunity to provide input. The input received was considered and/or responded to; therefore, the policy will take affect immediately.

**IDA Academy, Utica NY, 11/10/22:** Agency staff will attend the 2022 Fall IDA Academy on Thursday, November 10, 2022 in Utica, NY. Stacey Holleran provided an overview of the academy. The Agency will also be a sponsor of the event, which includes five registrations. Mr. Piseck will sit on the "Site Development 101" panel. Board members were invited to join staff in attending the event. **Michael Werenczak moved, seconded by Tim Day to authorize the Agency to sponsor and attend the New York State Economic Development Council's 2022 Fall IDA Academy at a cost not to exceed \$1,000. Motion carried with 5 ayes and 0 naves. Resolution: 092722-04**

**Masonic Building, Herkimer:**

**Phase I Environmental Site Assessment:** The Agency received a proposal from HRP Associates to complete a Phase I Environmental Site Assessment on the Masonic Building in Herkimer. **Alana Basloe moved, seconded by John Scarano to authorize HRP Associates to conduct a Phase I Environmental Site Assessment on the Masonic Building in Herkimer at a cost of \$3,250, contingent upon the Agency receiving Temporary Incidents of Ownership documentation from Herkimer County. Motion carried with 5 ayes and 0 naves. Resolution: 092722-05**

**Herkimer 9 Previous Testing:** Mr. Piseck has corresponded via email with a consultant that completed due diligence reports for the Masonic Building for Herkimer 9. According to the consultant, invoices totaling upwards of \$30,000 were not paid for by the work performed. The correspondence was provided to board members for informational purposes.

**Project Energy – Purchase Agreement:** The Agency received a purchase offer for 59.6 acres of land at Schuyler Business Park. **Tim Day moved, seconded by Michael Werenczak to authorize the sale of 59.6 acres of land at Schuyler Business Park. The motion carried with members voting as follows: Resolution: 092722-06**

Vincent Jim Bono	VOTING	ABSENT
Cory Albrecht	VOTING	YES
Tim Day	VOTING	YES
John Scarano	VOTING	YES
Michael Werenczak	VOTING	YES
Ann Gaworecki	VOTING	ABSENT

**Alana Basloe                      VOTING                      YES**

**Schuyler Convenience, LLC – Intent to Purchase:** The Agency received an intent to purchase letter for 6.3 acres of land at Schuyler Business Park. **John Scarano moved, seconded by Michael Werenczak to authorize the Agency to enter into a contract for the sale of 6.3 acres upon terms that are agreeable to the Agency. The motion carried with members voting as follows:**

*Resolution: 092722-07*

<b>Vincent Jim Bono</b>	<b>VOTING</b>	<b>ABSENT</b>
<b>Cory Albrecht</b>	<b>VOTING</b>	<b>YES</b>
<b>Tim Day</b>	<b>VOTING</b>	<b>YES</b>
<b>John Scarano</b>	<b>VOTING</b>	<b>YES</b>
<b>Michael Werenczak</b>	<b>VOTING</b>	<b>YES</b>
<b>Ann Gaworecki</b>	<b>VOTING</b>	<b>ABSENT</b>
<b>Alana Basloe</b>	<b>VOTING</b>	<b>YES</b>

**Project Elmer – Intent to Purchase:** The Agency received an intent to purchase letter for 3.6 acres of land at Schuyler Business Park. **John Scarano moved, seconded by Alana Basloe to authorize the Agency to enter into a contract for the sale of 3.6 acres upon terms that are agreeable to the Agency. The motion carried with members voting as follows:** *Resolution: 092722-08*

<b>Vincent Jim Bono</b>	<b>VOTING</b>	<b>ABSENT</b>
<b>Cory Albrecht</b>	<b>VOTING</b>	<b>YES</b>
<b>Tim Day</b>	<b>VOTING</b>	<b>YES</b>
<b>John Scarano</b>	<b>VOTING</b>	<b>YES</b>
<b>Michael Werenczak</b>	<b>VOTING</b>	<b>YES</b>
<b>Ann Gaworecki</b>	<b>VOTING</b>	<b>ABSENT</b>
<b>Alana Basloe</b>	<b>VOTING</b>	<b>YES</b>

**EPA Brownfield Assessment Grant- Request for Proposals:** The Agency prepared a request for proposals for the EPA Brownfield Assessment Grant. **Michael Werenczak moved, seconded by Tim Day to authorize the use of the presented Request for Proposals for the EPA Brownfield Assessment Grant. The motion carried with members voting as follows:** *Resolution: 092722-09*

<b>Vincent Jim Bono</b>	<b>VOTING</b>	<b>ABSENT</b>
<b>Cory Albrecht</b>	<b>VOTING</b>	<b>YES</b>
<b>Tim Day</b>	<b>VOTING</b>	<b>YES</b>
<b>John Scarano</b>	<b>VOTING</b>	<b>YES</b>
<b>Michael Werenczak</b>	<b>VOTING</b>	<b>YES</b>
<b>Ann Gaworecki</b>	<b>VOTING</b>	<b>ABSENT</b>
<b>Alana Basloe</b>	<b>VOTING</b>	<b>YES</b>

**Project Zebra – Workforce Housing:** Due to developments of a potential project, this item is to be discussed during executive session.

Mr. Albrecht welcomed comments from elected officials:

*Wallace: Thanked the Agency for inclusion regarding the revised solar policy.*

**Project Updates/Other Business:**

*Eastern Mohawk Valley Water Transmission Line:* The Agency is continuing to seek grant funding for the project.

*Centro/Bernie Bus:* Mr. Piseck is having discussions regarding bus services to Schuyler Business Park. Mr. Piseck stated that Centro Bus would expect to receive ¼% of the mortgage recording tax for the county. He is continuing to have conversations with other bussing services.

*(DEC) Canal Floodplain along Canal/Mohawk River:* Mr. Piseck is working with the DEC to make changes to the existing floodplain map.

*Boralex Open House:* Boralex will host an open house for informational purposes and to connect with community members on Wednesday, September 28, 2022 from 3-7 PM at the Poland Town Hall regarding the proposed Newport Solar Project.

*Main Street, Herkimer:* Mr. Piseck will be attending a “walkabout” with Village of Herkimer representatives to assess some of the properties along Main Street to discuss future development opportunities.

*Wilcor Sales Tax:* Due to supply chain issues, Wilcor International was not able to receive supplies prior to the expiration of their sales tax abatement certificate. Agency counsel is working with the appropriate state agencies to resolve the matter.

*Newport School:* The Phase I Environmental Site Assessment has been completed. Mr. Piseck will keep the board abreast of development opportunities.

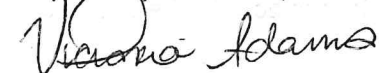
**John Scarano moved, seconded by Michael Werenczak to enter into executive session at 9:00 AM to discuss developments of a potential project. The motion carried with 5 ayes and 0 nays.** All board members, Anthony Hallak, John Piseck, Stacey Holleran, Victoria Adams, and Erin Spina were invited to stay.

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**Tim Day moved, seconded by John Scarano to end executive session at 9:52 AM. Motion carried with 5 ayes and 0 nays.**

**Being no other business, Michael Werenczak moved, seconded by John Scarano to adjourn at 9:53 AM. The motion carried with 5 ayes and 0 nays.**

Respectfully Submitted,



Victoria Adams

Administration & Grant Coordinator