



MINUTES

February 28, 2023

Herkimer County Industrial Development Agency Board of Directors Meeting

STAFF

JOHN J. PISECK, JR.
Chief Executive Officer

VICTORIA L. ADAMS
Operations Manager

JENNIFER L. YOUNG
Administrative Office
Assistant

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, as well as a meeting of the Audit, Governance, and Finance Committees, on Tuesday, February 28, 2023 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: 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, 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: Alana Basloe, Vincent (Jim) Bono, Cory Albrecht, Tim Day, John Scarano, **Quorum Present** Michael Werenczak (entered at 8:05 AM).

Members Absent: Ann Gaworecki

Staff Present: John Piseck, Stacey Holleran, Victoria Adams

Also Present in Person: none

Also Present Virtually: Anthony Hallak; Elizabeth (Liz) Bush and Jennifer Richardson, Bowers and Company

2022 Audited Financial Statements:

Bowers and Company Presentation: Elizabeth (Liz) Bush and Jennifer Richardson of Bowers and Company were present via Zoom to review the 2022 annual audit. Jennifer provided an overview of key pieces of the audit. A copy of the audit was provided to board members in advance of the meeting.

Board of Directors: After the presentation by Bowers and Company, board members were provided an opportunity to ask questions regarding the audit. Being none, **Tim Day moved, seconded by Alana Basloe to approve the 2022 Audited Financial Statements as presented. The motion carried with 6 ayes and 0 nays. Resolution: 022823-01**

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

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

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

Minutes: The minutes of the January 31, 2023 regular meeting were offered for review. **Michael Werenczak moved, seconded by Cory Albrecht, to approve the minutes as presented. The motion carried with 6 ayes and 0 nays.**

Financial Reports: The following financial reports were offered for review and approval: January 2023 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 and the Agency is in good financial position. **Tim Day moved, seconded by Michael Werenczak to approve all financial reports as presented. The motion carried with 6 ayes and 0 nays.**

Annual PARIS Report: In preparation for the Agency's annual PARIS report, board members were provided the following reports and documents for their review and approval: Annual Investment Report, Deposit and Investment of Funds Policy, Operations and Accomplishments, Assessment of Internal Controls, Mission Statement, and Performance Measurement Report. **Cory Albrecht moved, seconded by Alana Basloe to approve all reports and policies, as presented. The motion carried with 6 ayes and 0 nays. Resolution: 022823-02**

Herkimer County CARES Grant Update: Victoria Adams provided an update to board members regarding the status of the Herkimer County CARES Grant. She stated that she is continuing to work with businesses on their applications. With each project undergoing thorough review by Agency staff and Office of Homes and Community Renewal and the nature of funding, the process is taking longer than expected. However, in a recent phone conversation with the assigned community developer, the opportunity to take on additional funding was offered. Mr. Piseck stated that the Agency would not be accepting the offer at this time. Victoria continued by stating that funding for the first two awarded businesses has been received and is in the process of being disbursed.

Small Business Seward 2/2/2:

Update: Victoria Adams provided an update on the status of the Small Business Seward 2/2/2 fund. She stated that all payments are being made accordingly. She stated that there is an application on the agenda for approval, and if that applicant is approved, the business would receive remaining monies in the account.

Juliano's Farm: The Agency received an application from Juliano's Farm for the Small Business 2/2/2 loan/grant program. The project consists of the purchase and installation of an automatic sliding entry door for the farm's market store. The RLF committee has recommended approval by the full board. **Cory Albrecht moved, seconded by John Scarano to approve a loan in an amount not to exceed \$2,000, a grant in an amount not to exceed \$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: 022823-03**

Marketing Update: Board members were shown a presentation on marketing efforts, which included highlights of a recent visit by Lieutenant Governor Antonio Delgado, potential drone testing assets of the Duofold site, inventory for the harvest facility, "Brownfields for Dummies", and information on registering for the 2023 Brownfields Developer Summit.

Legal Representation for Various Projects: The Agency received engagement letters from Hodgson Russ, LLP regarding legal representation in connection with the following topics: Union Fork and Hoe Site and the Brownfield Cleanup Program, creation of a Land Bank, the Eastern Mohawk Valley Water Transmission Line, and the supply of water from the Mohawk Valley Water Authority for the Schuyler Business Park. **Tim Day moved, seconded by Michael Werenczak to authorize the Agency to engage with Hodgson and Russ for legal representation in connection with the following topics: Union Fork and Hoe Site and the Brownfield Cleanup Program, creation of a Land Bank, the Eastern Mohawk Valley Water Transmission Line, and the supply of water from the Mohawk Valley Water Authority for the Schuyler Business Park. The motion carried with 6 ayes and 0 nays. Resolution: 022823-04**

Mohawk Valley EDGE Dues/Sponsorship: The Agency received an invoice from Mohawk Valley EDGE for enhanced member dues, leading EDGE awards sponsorship, and Inaugural Legacy Awards Sponsorship. **Cory Albrecht moved, seconded by John Scarano to authorize dues and sponsorship for Mohawk Valley EDGE at a cost not to exceed \$5,000. The motion carried with 6 ayes and 0 nays. Resolution: 022823-05**

Manheim Business Park – Delta Engineers Water and Sewer Main Extension: The Agency received a supplemental proposal from Delta Engineers to provide professional engineering services for water and sewer main extensions to Manheim Business Park. Delta was originally retained under the original agreement dated May 24, 2022 for an amount not to exceed \$45,800. During the progression of the project, it was determined that an additional geotechnical evaluation will be required. **Tim Day moved, seconded by Alana Basloe to authorize the supplemental proposal from Delta Engineers for professional engineering services for water and sewer main extensions to Manheim Business Park for an additional cost not to exceed \$13,702.50 increasing the total contract amount for the project to \$59,502.50. The motion carried with 6 ayes and 0 nays. Resolution: 022823-06**

Masonic Building, Herkimer – Structural Assessment: The Agency received a proposal from Delta Engineers to provide professional engineering services for a structural condition assessment of the Masonic building. Mr. Piseck that the completion of a structural assessment is needed as part of the due diligence process and that some of the items listed in the proposal may not be necessary and will be discussed with Delta Engineers prior to the commencement of the project. **Tim Day moved, seconded by Cory Albrecht to authorize Delta Engineers to conduct a structural assessment on the Masonic Building at a cost not to exceed \$46,510. The motion carried with 6 ayes and 0 nays. Resolution: 022823-07**

Mr. Bono welcomed comments from elected officials, there were none.

Project Updates/Other Business:

New Rules and Regulations: IDA's are subject to new rules and regulations with regard to notifications sent to affected taxing jurisdictions and assessors. The Agency will be implementing these regulations as required.

Harbor Point: The Agency re-acquired the site in the Frankfort 5S North Business Park formerly Harbor Point Energy Products. With their neighbor ELG Utica Alloys moving operations to the Town of Herkimer

facility, that facility will be for sale also. It would be possible for a single company to request both parcels for their development.

Venue Strategies: The team at Venue Strategies will be visiting Herkimer County in March. Dates will be provided as they become available.

EPA Roundtable: The US Environmental Protection Agency will be hosting their EPA Roundtable the afternoon of April 24, 2023 at Herkimer College.

Brownfields Developer Summit: Scheduled for April 25-26 at Herkimer College. Board members were encouraged to register and attend.

Anti-Harassment Training: Some members have not yet completed; they were encouraged to do so.

Financial Disclosure Packets: Packets were given to board members for completion and to be returned to County Administrator's office.

Lieutenant Governor Delgado Visit: It was an honor to host the Lieutenant Governor in a recent site visit.

Russell Farm: The Department of Health authorized water and sewer extension to Russell Farm. Mr. Piseck will provide updates as they become available.

NYS EDC Conference: Mr. Piseck will be attending an EDC Conference March 1st and 2nd.

Project Jefferson: Mr. Hallak stated that the terms have been agreed upon and the purchase offer and deposit should be received soon.

NYSEG: Mr. Piseck spoke on utilizing the southern properties in Herkimer County to continue development and is having conversations with NYSEG on gas and electric services availability and processes.

Water Tower Schuyler Business Park: Pricing and location discussions underway.

Water Tower Dolgeville: Mr. Piseck expects to submit to the Department of Health in two weeks; pricing discussions underway.

IDA Pullovers: Victoria will be placing an order for IDA apparel and provided board members a final opportunity to be included in the order.

Alana Basloe moved, seconded by John Scarano to enter into executive session at 8:56 AM to discuss developments of a potential project and matters of personnel. The motion carried with 6 ayes and 0 nays. All board members, John Piseck, Stacey Holleran, Victoria Adams, and Anthony Hallak were invited to stay.

Anthony Hallak was excused at 9:23 AM

Stacey Holleran and Victoria Adams were excused at 9:40 AM.

John Scarano moved, seconded by Tim Day to end executive session at 9:57 AM. The motion carried with 6 ayes and 0 nays.

Being no other business, John Scarano moved, seconded by Tim Day to adjourn at 10:02 AM. The motion carried with 6 ayes and 0 nays.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Victoria Adams", written in a cursive style.

Victoria Adams
Administration & Grant Coordinator