



MINUTES

**Industrial Development Agency**

November 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

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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, November 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](http://www.zoom.com) or by dialing (929) 205-6099 and entering meeting ID: 875-6466-4800 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, Michael Werenczak, and Ann Gaworecki. (4) **Quorum present.**

**Members Absent:** Tim Day, Cory Albrecht, and John Scarano

**Staff Present:** John Piseck, Victoria Adams, Jennifer Young and Erin Spina

**Also Present in Person:** Anthony Hallak, Herkimer County Legislator, Mark Gaworecki and Garet Livermore (Cornell Cooperative Extension)

**Also Present Virtually:** Ashley Yost (Office of Senator Mark Walczyk), Cory Albrecht, and Shannon Wagner (Hodgson Russ LLP.)

**Mission Statement:** Ms. Erin Spina read the agency's mission statement.

**Updated Mission Statement:** The following mission statement was presented to the board for approval;

**"The Herkimer County Industrial Development Agency delivers economic incentives to business and industry to diversify and strengthen Herkimer County's tax base and enhance community vitality by supporting job creation, housing, business and industrial development, and community revitalization. We strive to develop the local economy in an organized, sustainable and environmentally beneficial manner."**

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

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

The mission statement was updated to include housing projects.

Following discussion, **Michael Werenczak moved, seconded by Alana Basloe to adopt the mission statement as presented. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-01*

### **Minutes:**

**October 31st, 2023 Board Meeting:** The minutes of the October 31st, 2023 regular meeting were offered for review. **Ann Gaworecki moved, seconded by Michael Werenczak to approve the minutes as presented. The motion carried with 4 ayes and 0 nays.**

**November 17<sup>th</sup>, 2023 Public Hearing:** The minutes of the November 17<sup>th</sup>, 2023 public hearing for Local Gas, LLC. were offered for review. **Alana Basloe moved, seconded by Michael Werenczak to approve the minutes as presented. The motion carried with 4 ayes and 0 nays.**

**Financial Reports:** The following financial reports were offered for review and approval: October 2023 Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status, and the SBP Mortgage. Mr. Piseck stated property and maintenance continues to evolve and yearly budgets have been updated to reflect the increase in costs. The agency also anticipates receiving additional project fees before the end of the year. **Michael Werenczak moved, seconded by Ann Gaworecki to approve all financial reports as presented. The motion carried with 4 ayes and 0 nays.**

**Marketing Update:** Erin Spina presented to the board marketing flyers created for the Microenterprise Grant. The marketing flyers are used to list information about the grant and contact information for agency staff. Erin also created a Brownfield attendee photo op for the Brownfield Summit scheduled for April 23-24, 2024. The board was presented with a map of Four Corners Business Park and Schuyler Business Park identifying the distance between the two parks. The board was also presented with a map identifying locations of current technology manufacturers that are located in the center state region and where growth opportunities lay within the Mohawk Valley. Mr. Piseck will be utilizing the maps during his presentation to the Department of Commerce later in the week.

**LDC Formation:** The agency will begin next steps in the formation of the LDC at the start of 2024. This item was for discussion only.

**German Flatts Property:** The agency received a proposal from Timothy Abel for archeological testing to be conducted on the site in the amount of \$7650.00 as part of the due diligence process. Following discussion, **Michael Werenczak moved, seconded by Ann Gaworecki, to approve the proposal in the amount NTE \$7650.00. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-02*

**Verde Associates:** The agency received a request to extend the purchase agreement period an additional 180 days to continue the due diligence process. Following discussion, **Michael Werenczak moved, seconded by Alana Basloe to approve the request for extension an additional 180 days. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-03*

**Russell Farm Training:** The agency received a request from the Town of Frankfort to utilize the Russell Farm building to conduct trainings with the Towns' Fire and Police departments. Following discussion, **Ann Gaworecki moved, seconded by Alana Basloe to approve the training to be conducted at Russell Farm contingent upon the receipt and review of necessary documentation from Mr. Hallak. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-04*

**Diamond Drive, LLC:** Following the board meeting on October 31<sup>st</sup>, 2023, agency staff discovered a scribes error in the authorizing resolution for Diamond Drive, LLC. All documents have since been updated following the identification of the error. Following discussion, **Ann Gaworecki moved, seconded by Alana Basloe to acknowledge the error and the correction. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-05*

**Chamber of Commerce Sponsorship:** The board was presented with a request to sponsor the Herkimer County Chamber of Commerce for 2024 in the amount of \$5000.00. Following discussion, **Michael Werenczak moved, seconded by Alana Basloe to approve the sponsorship of Herkimer County Chamber of Commerce in the amount NTE \$5,000.00. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-06*

**Old Forge Properties:** The company approached Mr. Piseck about possibly ending their PILOT agreement with the agency. Due to more information needed, this item was tabled and will be presented to the board at a future meeting.

**ELG Utica Alloys:** Mr. Piseck requested the board move forward with the ELG Utica Alloys project by scheduling a public hearing and providing ST-60's. After discussion, **Michael Werenczak moved, seconded by Alana Basloe, to authorize moving ahead upon Mr. Hallak's review of the redlined project agreement and receipt of said signed agreement along with the agency's required project fee. The motion carried with 4 ayes and 0 nays.**

*Resolution: 112823-07*

Mr. Bono welcomed comments from elected officials.

There were no comments.

Mark Gaworecki left the meeting at 8:35am.

**Project Updates/ Other Business:**

- *Fast NY Grant- The agency received an award in the amount \$4,372,000.00 for the water tower and entry way projects at the Schuyler Business Park.*
- *New York State Contracts Reporter – The agency utilizes this platform when working on RFPs for various projects. The most recent project was the Higby Road Water and Sewer extension. This particular project was completed in the platform last week by uploading the final bid amounts.*
- *Chips Service Station- The County is scheduled to vote on a resolution solidifying a plan for in rem properties to continue the project.*

- *Cost Benefit Analysis Software- The MRB group is releasing an updated version of the software which includes a template for housing projects. The agency will be purchasing the updated version of the template once that becomes available in January 2024.*
- *Herkimer County BOA – The agency received an award letter for a county-wide BOA grant in the amount of \$270,000.00. This funding will be utilized to complete a preliminary analysis identifying brownfield sites throughout the county for possible future redevelopment opportunities.*
- *CDBG Housing Study Grant – The county received an award letter for CDBG funding in the amount of \$50,000.00 to perform a county-wide housing study. The agency intends to be listed as subrecipient and administering this grant for the County.*
- *EPA Brownfield Grant – This grant is still active and moving ahead. At present time, the agencies consultant, HRP, is compiling a list of potential properties to focus on in the coming months, including prioritizing landfill sites.*
- *2024 Tentative Board Meeting Schedule- The board was presented with the 2024 Tentative board meeting schedule. Staff handed out printed copies and will send out the PDF version via email.*

**Michael Werenczak moved, seconded by Cory Ann Gaworecki to enter into executive session at 8:43 AM to discuss matters of contracts and properties. The motion carried with 4 ayes and 0 nays.** All board members, John Piseck, Victoria Adams, Erin Spina, Anthony Hallak, and Shannon Wagner were invited to stay.

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**Michael Werenczak moved, seconded by Alana Basloe to end executive session at 9:17AM. The motion carried with 4 ayes and 0 nays.**

**Being no other business, Michael Werenczak moved, seconded by Alana Basloe to adjourn at 9:17 AM. The motion carried with 4 ayes and 0 nays.**

Respectfully Submitted,



Jennifer Young  
Administrative Assistant