



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

MINUTES

December 21, 2023

Herkimer County Industrial Development Agency Board of Directors Meeting

The Herkimer County Industrial Development Agency held an annual meeting of the Board of Directors on Thursday, December 21, 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: 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, Cory Albrecht and Ann Gaworecki. (4) **Quorum present.** Michael Werenczak entered at 8:01 AM, John Scarano entered at 8:05 AM.

Members Absent: Tim Day

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

Also Present in Person: Anthony Hallak

Also Present Virtually: County Administrator, Jim Wallace; Herkimer County Legislator, Mark Gaworecki; Nadine Zesky (Center for Family Life & Recovery), and Shannon Wagner (Hodgson Russ LLP.)

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

Center for Family Life & Recovery: The agency recently began utilizing an Employee Assistance Program through the Center for Family Life & Recovery. Nadine Zesky from CFLR joined the meeting to discuss what services are available to agency staff through this program including the New York State Anti-Harassment Training which is a yearly requirement for the agency staff and board members to complete.

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

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

Minutes:

November 28, 2023: The minutes of the November 28th, 2023 regular meeting were offered for review. **Ann Gaworecki moved, seconded by Alana Basloe to approve the minutes as presented. The motion carried with 6 ayes and 0 nays.**

December 18, 2023 Public Hearing: The minutes of the December 18, 2023 public hearing for ELG Utica Alloys, LLC. were offered for review. **Michael Werenczak moved, seconded by Alana Basloe 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: November 2023 Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status, and the SBP Mortgage. Mr. Piseck stated that all items are moving in a positive direction. Herkimer County passed resolution to contribute \$200,000.00 to the Agency's 2024 budget, consistent with prior years. **Cory Albrecht moved, seconded by John Scarano to approve all financial reports as presented. The motion carried with 6 ayes and 0 nays.**

Annual Election of Officers, Committees, Claims Auditors:

Cory Albrecht moved, seconded by Michael Werenczak to retain the following officers for 2024;

Resolution: 122123-01

- **Vincent J. Bono as Chariman**
- **Cory Albrecht as Vice-Chairman**
- **John Scarano as Secretary**
- **Michael Werenczak as Treasurer**
- **Victoria Adams as Assistant Secretary/Treasurer**
- **Revolving Loan Committee – Gaworecki, Scarano, Albrecht**
- **Audit and Governance Committee – Board as a whole**
- **Marketing Committee – Scarano, Werenczak, Day**
- **Claims Auditor(s) – Scarano, Gaworecki, Bono**

Marketing Update: Erin Spina shared with the board members an ad that was created for the NYSEDC conference in February with an aerial photo of the Warrior Solar project. She also shared with the board a preview of the digital holiday greeting card that would be sent out to all contacts this afternoon. Ms. Spina played 2 drone videos captured by Dave Warner of the RemArms building as well as the Warrior Solar project. Following review of the video's Ms. Spina updated the board with new features on the Test Fit software. The software now includes wetlands.

Grant Updates:

CDBG Microenterprise Grant: Herkimer County received an award letter from Homes and Community Renewal for a CDBG Microenterprise Grant in the amount of \$300,000.00. Agency staff proposes to move forward as the sub recipient on the grant and administer the program for the County. Following review, **Cory Albrecht moved, seconded by Michael Werenczak, to authorize the agency to be the sub**

recipient on the funds and to administer the CDBG Microenterprise program. The motion carried with 6 ayes and 0 nays.

Resolution: 122123-02

CDBG County-Wide Housing Study: Herkimer County received an award letter from the Office of Homes and Community Renewal for a CDBG County-Wide Housing Study in the amount of \$50,000.00. Agency staff proposes to move forward as the sub recipient on the grant and to administer the program. Following review and discussion, **Alana Basloe moved, seconded by Ann Gaworecki, to authorize the agency to be the sub recipient for the CDBG County-Wide Housing Study. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-03

DOS County-Wide BOA: The board was presented with an award letter from the Department of State for a County-Wide Brownfield Opportunity Area Grant in the amount of \$270,000.00. Following review and discussion, **Michael Werenczak moved, seconded by Ann Gaworecki, to accept the award in the amount of \$270,000.00 with a \$30,000 funding match provided by the agency. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-04

ESD Fast NY: The board was presented with an award letter from Empire State Development for a Fast NY Grant in the amount of \$4,372,413.00 for updates to the entrance and the installation of a water tank at the Schuyler Business Park. Following review and discussion, **Cory Albrecht moved, seconded by John Scarano, to authorize the award letter received and accept the FAST NY funding in the amount of \$4,300,000.00 for the updates to the Schuyler Business Park. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-05

EPA Brownfield Job Training Grant: The Workforce Development Board of Herkimer, Madison, and Oneida Counties recently received an award letter for an EPA Brownfield Job Training Grant in the amount of \$500,000.00. The Workforce Development Board may request assistance with administration on this grant. Due to previous experience with EPA Brownfield grants, Agency staff proposes being available to the Workforce Development Board if needed. Following review, **Ann Gaworecki moved, seconded by Cory Albrecht, to authorize providing assistance to the Workforce Development Board with administering the grant if requested. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-06

Russell Farm: Mr. Piseck updated the board on the water and sewer project at the Russell Farm property. The project is about half way complete at this time and continues to move forward. This item was for discussion only.

Ames True Temper: Mr. Piseck will be attending meeting scheduled for Friday, December 22nd where next steps will be discussed. This item was for discussion only.

Masonic Building – Architectural Proposal: The agency received an architectural proposal in the amount of \$4,000 from 4Site for program development plans be done at the Masonic Building should this become a property of the Agency in 2024. Following review and discussion **Michael Werenczak moved, seconded by John Scarano to approve the Program Development proposal in the amount NTE \$4000.00. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-07

Daneli Partners 2024 Professional Development Training Program: Following Agency staff completion of Clifton Strength Assessments in 2023, the Agency received a proposal in the amount of \$25,300.00 to continue professional development training with Daneli Partners throughout 2024 in a total of 9 sessions. Mr. Albrecht offered to look into grant funding that may be able to assist with the costs. Following review and discussion, **Ann Gaworecki moved, seconded by Michael Werenczak to approve the proposal as presented NTE \$25,300.00 The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-08

IDA Publication and Mailing Fee's: Agency staff presented to the board the increase in costs in 2023 for the required publications and postage for anticipated projects. Agency staff proposes a \$500 increase in the current application fees to cover these costs. Following review and discussion, **Ann Gaworecki moved, seconded by John Scarano to increase the application fee in the amount of \$500. The Application for Financial Assistance will increase from \$500 to \$1000 and the Market Rate Housing Application fee will increase from \$1500 to \$2000. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-09

Local Gas ADK, LLC: The board was presented with a request that council received from Local Gas ADK, LLC to close on the sale of property in the 2023 fiscal year. **Following discussion, Alana Basloe moved, seconded by Michael Werenczak to move forward with the closing on the property to Local Gas ADK, LLC. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-10

Mr. Bono welcomed comments from elected officials. No comments were made at this time.

Project Updates/ Other Business:

- Board Evaluations – IDA Staff handed out board evaluations to the present board members and mailed to those absent. These are due to the ABO on a yearly basis.
- REDC Conference February 13th – 14th – Agency staff will be attending and board members were encouraged to attend.
- Certified Economic Developer – Mr. Piseck will be taking training classes in 2024 to become a Certified Economic Developer. Having this certification will assist with bringing additional companies to Herkimer County.
- New Employee –Alaina Valeriano will be joining the agency staff as a Community & Business Development Specialist on January 2nd, 2024.

John Scarano moved, seconded by Alana Basloe to enter into executive session at 9:05 AM to discuss matters of contracts, properties and litigation. The motion carried with 6 ayes and 0 nays. All board members, John Piseck, Victoria Adams, Erin Spina, Anthony Hallak, and Shannon Wagner were invited to stay.

Alana Basloe moved, seconded by John Scarano to end executive session at 9:39AM. The motion carried with 6 ayes and 0 nays.

Letter of Intent: The agency received a letter of intent regarding the Russell Farm Property. Following review, **Cory Albrecht moved, seconded by Michael Werenczak to approve the letter of intent from Marcus Ventures. The motion carried with 6 ayes and 0 nays.**

Resolution: 122123-11

Being no other business, Ann Gaworecki moved, seconded by Alana Basloe to adjourn at 9:40AM. The motion carried with 6 ayes and 0 nays.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jennifer Young". The signature is written in black ink and is positioned above the printed name and title.

Jennifer Young
Administrative Assistant