



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

ALAINA VALERIANO
Community & Business
Development 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

SPECIAL:
CHARLES MALCOLM, Esq.
SHANNON WAGNER, Esq.
Hodgson Russ, LLP:

MINUTES

January 30, 2024

Herkimer Local Development Corporation

The Herkimer Local Development Corporations held it's first organizational meeting on Tuesday, January 30, 2024 at 9:45am. 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, Chief Executive Officer John Piseck was appointed as the temporary chairman of the board and called the meeting to order at 9:46 am.

The following members were present in person and answered the roll call: Alana Basloe, Vincent (Jim) Bono, Cory Albrecht and Ann Gaworecki, Tim Day, Michael Werenczak, and John Scarano.

Quorum Present (7)

Members Absent: None

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

Also Present in Person: None

Also Present Virtually: Shannon Wagner; HLDC counsel.

Consideration of a Resolution Approving Certain Appointments and Administrative Matters of the

Herkimer Local Development Corporation including:

- a) Bylaws of the HLDC;
- b) Mission Statement of the HLDC;
- c) Code of Ethics of the HLDC;
- d) Conflict of Interest Policy of the HLDC;
- e) Internal Control Procedure/Policy of the HLDC;
- f) Travel Policy of the HLDC;

- g) Investment Policy of the HLDC;
- h) Defense and Indemnification Policy of the HLDC;
- i) Compensation Policy of the HLDC;
- j) Attendance Policy of the HLDC;
- k) Real Property Acquisition Policy of the HLDC;
- l) Real Property Disposition Policy of the HLDC;
- m) Procurement Policy of the HLDC;
- n) Retaliatory Action (Whistleblower) Policy of the HLDC;
- o) Audit Committee Charter of the HLDC;
- p) Finance Committee Charter of the HLDC; and
- q) Governance Committee Charter of the HLDC;

Following review, **Jim Bono moved, seconded by John Scarano to approve the above policies contingent upon administrative review. The motion carried with 7 ayes and 0 nays.**

Resolution: HLDC-24-01

Election of Officers and Appointment of Committee Members:

Alana Basloe moved, seconded by Ann Gaworecki to appoint the officers and committees as outlined in Schedule A. The motion carried with 7 ayes and 0 nays.

Resolution: HLDC-24-02

Being no other business, Michael Werenczak moved, seconded by Tim Day to adjourn at 10:14AM. The motion carried with 7 ayes and 0 nays.

Respectfully Submitted,



Jennifer Young
Administrative Assistant