

2024 Authority Mission Statement and Performance Measurements

Name of Authority: Herkimer County Industrial Development Agency

The Herkimer County Industrial Development Agency is a public benefit corporation created by the Herkimer County Legislature in 1970, under the New York State Industrial Development Agency Act of 1969.

Public Authority's Mission Statement:

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.

List of Performance Goals (in bold):

Assist existing area industries and work to attract new industries to the county. Work to increase private investment, create new employment and retain existing employment.

PERFORMANCES:

1. Approved Lease/Leaseback; PILOT Arrangements and/or sales and mortgage recording tax exemptions for (retained jobs, created jobs, investment):
 - **Local Gas, LLC** – Company began construction on a new convenience store facility at Schuyler Business Park.
 - **Aldrich Trucking and Sawing, Inc.** – Company began construction on a new facility at Schuyler Business Park to house equipment, product, and offices. The land was acquired directly from Verde Associates, LLC, a company previously attracted to the park, who decided not to progress with their project at the site.
 - **Herkimer Local Development Corporation, Masonic Building** – Herkimer Local Development Corporation acquired property located at 415 N Main Street, Herkimer, to renovate and reconstruct the existing building to be used by the Herkimer County IDA and the Herkimer Local Development Corporation as their corporate office space. Additionally, the Herkimer Local Development Corporation will lease portions of the project, as renovated, to other businesses and tenants.
2. The Agency continued to administer a Small Business Revolving Loan/Grant fund. The fund was fully expended during the year and the Agency will be seeking additional funding to replenish the funding.
3. \$2.48 million dollars in payments to area municipalities and school systems were administered in 2024 through Payment In Lieu of Taxes (PILOT's) by the Agency.
4. The Agency is instrumental in administering various grant awards
5. Infrastructure development including water, gas, electric and fiber is continuing at Schuyler Business Park. Water tower and entryway re-configuration remain in process.

6. Water and sewer infrastructure improvements were completed at 2571 Higby Road (Russell Farm) to increase desirability of the site to potential developers.
7. Water infrastructure improvements continue at Manheim Business Park. A water tank will be installed to provide a redundant source of water to the residents of the Village of Dolgeville as well as service any developer of the park.
8. The Agency leases 2.8 acres of land in Frankfort 5S North Business Park to Amazon.com Services, LLC which the company will use as a parking lot for the benefit of the employees at their last mile facility that is located in the park.

Market area assets and economic development resources to potential new businesses:

PERFORMANCES:

1. The Agency has been successful in marketing land at Schuyler Business Park (original and expansion parcels). The park is approaching maximum capacity.
2. HCIDA continues to support the development of Manheim Business Park with infrastructure improvements underway
3. Continue to develop a rapport with all local governments in the county, educating them on the benefits of the Agency; the availability of sites/buildings for expansion; economic development grants; and attend monthly meetings routinely.
4. The Agency was successful in acquiring 76 acres of land in the Town of Schuyler, which will be known as Four Corners Business Park.
5. Fuzehub Manufacturing Expo – Vitality in the Valley – The Agency attends and actively participates in the annual Fuzehub Manufacturing Expo held at Herkimer College. The event gathers manufacturers in the food, beverage, and agriculture sector throughout the Mohawk Valley and New York State to meet potential buyers and suppliers, hear from industry experts, learn new technologies, network, expand resources, discover funding opportunities, and discover potential distribution channels.

Develop the local economy in an organized, sustainable, and environmentally beneficial manner:

PERFORMANCE:

1. Approved Lease/Leaseback; PILOT Arrangements and/or sales and mortgage recording tax exemptions for:
 - **Watkins Road Solar NY, LLC** – Company is constructing a utility scale solar facility on 282 acres of leased land
 - **Hills Solar NY, LLC** – Company is constructing a utility scale solar facility on 200 acres of leased land
 - **Flat Hill Solar NY, LLC** – Company is constructing a utility scale solar facility on 195 acres of leased land

- **Grassy Knoll Solar NY, LLC** – Company is constructing a utility scale solar facility on 195 acres of leased land.

Community Revitalization:

PERFORMANCE:

1. Town of Webb Income Survey – The Agency is assisting the Town of Webb in completing an income survey to establish and demonstrate grant eligibility for Federal and State funding programs.
2. Brownfield Developers Summit – The Agency actively participated in planning and attending the 2024 Brownfield Developers Summit which takes place annually at Herkimer College.
3. Hansen Island Bridge, Little Falls – The Agency is worked with a consultant to prepare a Level 1 Load rating and necessary repair details to reopen the Hansen Island Bridge in the City of Little Falls to vehicular traffic. Once repaired, the existing facility will be marketable to potential developers.
4. Village of Herkimer BOA – The Agency is actively working with the Village of Herkimer on their Brownfield Opportunity Assessment Grant award to focus on approximately 32 acres in Downtown Herkimer's Main Street Corridor. The grant funding will be utilized to develop the scope of the revitalization plan, collect data on economic and market trends, and establish community participation in order to complete the nomination study with the goal of being nominated by the Department of State. This project will coincide with the Village's recent Downtown Revitalization Initiative (DRI) award.
5. US Environmental Protection Agency Assessment Grant – The Agency continues to assess blighted and underutilized sites throughout the county utilizing funding provided through the US Environmental Protection Agency Assessment Grant program.
6. US Environmental Protection Agency Technical Assistance Grants – They Agency received assistance through the US EPA's Technical Assistance grant program to conduct a reuse analysis for two sites within the county, L.W. Bills School in Herkimer and RemArms in Ilion.
7. County Wide Brownfield Area Assessment - The Agency is utilizing funding through NYS Department of State to conduct a county wide brownfield opportunity area assessment
8. Village of Newport Sewer Study – The Agency assisted the Village of Newport in conducting a sewer study to understand the current conditions in the village.

Housing:

Performance:

1. The Agency was awarded \$50,000 in funding through New York State office of Homes and Community Renewal's Community Development Block Grant program to conduct a county-wide housing needs assessment.

Additional Questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority? YES

2. Who has the power to appoint the management of the public authority?

The Herkimer County Legislature appoints the Board of Directors. The Board of Directors appoints the Chief Executive Officer. The Chief Executive Officer recommends staff positions, to assist with the operations of the public authority, to the Board of Directors for approval.

3. If the Board appoints management, do you have a policy to follow when appointing the management of the public authority? The Herkimer County Industrial Development Agency follows its Equal Employment Opportunity Policy.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

1. Carry out and support the mission of the HCIDA;
2. Understanding, reviewing and monitoring the implementation of fundamental financial and management controls and operational decision of the HCIDA;
3. Establishing policies regarding compensation and reimbursements to, and establishing rules for the time and attendance of, the Board of Directors and Employees of the HCIDA;
4. Adopting a code of ethics applicable to the Board of Directors and Employees of the HCIDA;
5. Establishing written policies and procedures on personnel including policies protecting employees from retaliation for disclosing information concerning acts of wrongdoing, misconduct, malfeasance, or other inappropriate behavior by an employee or board member of the HCIDA, investments, travel, and acquisition of real property and the disposal of real personal property and the procurement of goods and services; and
6. Adopting a defense and indemnification policy and disclosing such plan to any and all prospective board members.

Training:

1. Board members must participate in a state approved training regarding their legal, fiduciary, financial, and ethical responsibilities as directors of the HCIDA within one year of appointment to the board and every three years thereafter in accordance with the Public Authority Law.
2. Board members must participate in continued training as may be required to remain informed of best practices, and regulatory and statutory changes relating to effective oversight of management and financial activities of the Agency.
3. Board members and staff must participate in a state approved anti-harassment training annually.

4. Agency staff attends Economic Development Council conferences, annual meetings, and academy sessions as they are offered and board members are encouraged to attend as well.

Separation of Board and Management:

No board member can serve as the HCIDA's Chief Executive Officer, or hold any other equivalent position while also serving as a board member and cannot hold such position in the HCIDA until a date set by the policy and procedures of the Agency.

Daily office operations, activities, financial oversight, supervision of the staff and other duties approved by the Board of Directors are the responsibility of the Chief Executive Officer.

1. Has the Board acknowledged that they have read and understood the responses to each of these questions? YES