



## MINUTES

February 25, 2025

### 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

TIM DAY  
Treasurer

ANN GAWORECKI  
Director

ALANA BASLOE  
Director

FRANK MENDEL  
Director

### COUNSEL

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

## Herkimer Local Development Corporation

The Herkimer Local Development Corporation held an Audit/Governance/Finance meeting of the Board of Directors on Tuesday, February 25, 2025 immediately following the Herkimer County Industrial Development Agency board meeting. 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](https://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 Bono called the Audit/Governance/Finance meeting to order at 9:48 am.

**The following members were present in person and answered the roll call:** Vincent (Jim) Bono, Cory Albrecht, Tim Day, Ann Gaworecki, Alana Basloe, and Frank Mendl. **Quorum Present (6)**

**Members Absent:** None

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

**Also Present in Person:** Herkimer County Legislator, Greg Malta.

**Also Present Virtually:** Shannon Wagner, Hodgson Russ, LLP.

### 2024 Audited Financial Statements:

*Bowers and Company Presentation:* Elizabeth (Liz) Bush and Jennifer Walck of Bowers and Company were present via Zoom during the Herkimer County IDA board meeting to review the 2024 annual audit. Jennifer provided an overview of key pieces of the audit. A copy was provided to the board members in advance of the meeting.

*Board Members:* After the presentation by Bowers and Company, board members were provided an opportunity to ask questions regarding the audit. Questions that were brought forward were answered by Jennifer and Elizabeth during the meeting. Following discussion, **Cory Albrecht moved, seconded by Alana Basloe to approve the 2024 Audited Financial Statements as presented. The motion carried with 6 ayes and 0 nays.**

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

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*Resolution: HLDC-25-05*

**Minutes:** The meeting minutes of the board meeting on January 28, 2025 were offered for review. **Alana Basloe, seconded by Frank Mendl to approve the minutes as presented. The motion carried with 6 ayes and 0 nays.**

**Financial Reports:**

The following financial reports were offered for approval: January 2025 Income & Expense Report, Balance Sheet, Check Register and the Masonic Building Appropriation Balance. Following review and discussion, **Cory Albrecht moved, seconded by Tim Day to approve the January 2025 financial reports as presented. The motion carried with 6 ayes and 0 nays.**

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

*Resolution: HLDC-25-06*

**Organizational Chart:** The board was presented with the organizational chart for the Herkimer Local Development Corporation. This item was for discussion only.

**Project Updates:**

- Brownfield Developer Summit – April 29<sup>th</sup> and 30<sup>th</sup> at Herkimer College
- Downtown walking tour for the Village of Herkimer BOA being scheduled
- County-Wide BOA
- Bills School
- HRP recording Bills School and Newport School for Marketing Video
- Genesis Economic Development Forum – Wednesday, February 26<sup>th</sup> at 12:00 noon

**Being no other business, Tim Day moved, seconded by Alana Basloe to adjourn at 9:53 AM. The motion carried with 6 ayes and 0 nays.**

Respectfully Submitted,



Jennifer Young  
Administrative Assistant