



## MINUTES

February 26, 2019

**Herkimer County Industrial Development Agency Board of Directors Meeting held at the Herkimer County Chamber of Commerce Conference Room, 420 E. German St. Herkimer, NY 13350.**

### STAFF

JOHN J. PISECK, JR.  
Executive Director

STACEY J. HOLLERAN  
Office Manager

VICTORIA L. ADAMS  
Administrative Assistant

### BOARD OF DIRECTORS

VINCENT J. BONO  
Chairman

DAVID M. CHLUS  
Vice Chairman

JOHN SCARANO  
Secretary

MICHAEL WERENCZAK  
Treasurer

CORY ALBRECHT  
Director

DANIEL B. REARDON  
Director

CATHERINE RICCI  
Director

After the Pledge of Allegiance, Chairman V. Jim Bono called the meeting to order at 8:03 AM.

**The following members answered the roll call:** Vincent (Jim) Bono, David Chlus, John Scarano, Catherine (Cate) Ricci, Daniel Reardon, and Michael Werenczak. Quorum present.

**Members Absent:** Cory Albrecht

**Staff Present:** John Piseck, Stacey Holleran

**Also Present:** Anthony Hallak, Peter Manno, Robert Miller, Bob Hollum

**Public Hearing -** See separate Minutes

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**Audit/Finance/Governance Committee:** Being a committee of the whole, Mr. Bono opened the Committee meeting at 8:07 AM. A review of the Board Performance Evaluation Summary took place. Mr. Piseck is eager to meet with any board member to get input on how to improve as an agency. All reports and policies listed on Attachment A were provided to all board members for review prior to the meeting. There were no questions or comments.

**John Scarano moved, seconded by Cate Ricci to approve all items listed on Attachment A to be included in the yearly PARIS report required by the Authorities Budget Office. Motion carried.**

Dan Reardon moved, seconded by Michael Werenczak to adjourn the committee meeting and continue with regular meeting at 8:13 AM. Motion carried.

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**Minutes:** The minutes of the January 29, 2019 board meeting were offered for review. **Catherine (Cate) Ricci moved, seconded by Mike Werenczak, to approve minutes as presented. Motion carried.**

**Financial Reports:** The following financial reports were offered for review and approval: January Operating Account, Account Balances, and RLF Status. **John Scarano moved,**

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

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

**seconded by Mike Werenczak, to approve all financial reports as presented. Motion carried.**

John Scarano was appointed to perform monthly internal audit of the operating account.

**Frankfort 5S South BP - Country Mile** – Mr. Piseck reported that No Parking signs have been installed in the cul-de-sac and Birnie Bus will begin a regular route to the Business Park. Mr. Piseck will arrange for a Bus Stop sign to be installed also.

Attorney Hallak is working on the closing for Higby Gold and expects to present an Authorizing Resolution at the March 20<sup>th</sup> meeting for board approval.

The Tractor Supply ribbon-cutting ceremony will be held March 14, 2019 at 10:00 AM. Mr. Piseck is working with organizers of the event. Email invitations will be going out shortly.

**Manheim Business Park** – The Town of Manheim has approved to move forward with water and sewer districts. Attorney Hallak is working with the Town attorney to help facilitate.

Mr. Piseck is working on securing grants from USDA and Northern Borders for assistance with infrastructure. Also considering a Pilot Increment Financing (PIF) Agreement for the balance.

Gehring Tricot is moving ahead with plans to build a warehouse and there have been preliminary discussions with other interested businesses.

**Schuyler Business Expansion** –

- A copy of a proposal dated January 31, 2019 from Emrich Land Surveying to provide surveying services at the 188 acre parcel being purchased from Mr. & Mrs. Windecker was provided prior to the meeting for review. **After discussion, Dan Reardon moved, seconded by Cate Ricci to authorize the Executive Director to sign the proposal at a cost not to exceed \$8,250.00. Motion carried.**
- A copy of a proposal dated February 4, 2019 from GHD Consulting Services to provide services to perform Phase I Environmental Assessment was provided for review prior to the meeting. **After discussion, Dan Reardon moved, seconded by Michael Werenczak to authorize the Executive Director to sign the proposal at a cost not to exceed \$7,300. Motion carried.**

**Sexual Harassment Policy** – To be in compliance with a recent New York State law, a Sexual Harassment Policy is required for all employers. A copy of a proposed policy was provided prior to the meeting for review and consideration. After consulting with the Agency's Counsel, it is recommended that in addition to staff members, all board members be provided a copy of the policy and participate in the required training. **After discussion, John Scarano moved, seconded by Cate Ricci, to adopt the proposed Sexual Harassment Policy. Motion carried.**

**Off-site Commercial Photovoltaic Solar Policy** – A copy of the proposed policy was provided to the board in January and posted on the Agency's website. The minutes of the public hearing held in conjunction with today's meeting are available under separate cover.

**Michael Werenczak moved, seconded by Cate Ricci, to adopt the proposed Off-site Commercial Photovoltaic Solar Policy with one change on page 2, first paragraph- change the amount of annual payment in lieu of taxes range to \$5,000 to \$6,000. Motion carried.**

**Executive Director Project Updates/Other Business -**

- Met with Assemblyman Miller, Assemblyman Smullen, and Assemblywoman Buttenschon
- Was asked to sit on Farmland Protection Board
- The Agency is sponsoring Legislative Breakfast 3/8/2019
- Schuyler Business Park drone pictures
- Map reading class was very informative
- Received 4 bids for EPA grant
- Still working on drawdown of additional \$25,000 for Seward 2-2-2 program
- Fuze Hub event will be 6/5/2019-6/6/2019
- Expect to hear results of HMQ appeal 3/15 or 3/22

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**Executive Session** – Michael Werenczak moved, seconded by David Chlus, to enter into executive session at 8:47 AM to discuss current litigation and personnel. Motion carried.

All board members, Anthony Hallak, Bob Hollum, Peter Manno, John Piseck, and Stacey Holleran were invited to stay.

**Dan Reardon moved, seconded by Michael Werenczak, to end Executive Session at 9:10 AM. Motion carried.**

**Being no other business, Dan Reardon moved, seconded by Michael Werenczak to adjourn at 9:10 AM.**

Respectfully submitted,



Stacey J. Holleran  
Office Manager