



MINUTES

October 28, 2025

STAFF

JOHN J. PISECK, JR.
Chief Executive Officer

VICTORIA L. ADAMS
Operations Manager

NICOLE A. FARBER
Administrative Office
Assistant

SAMANTHA F. CANARELLI
Marketing & Communications
Specialist

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DR. TERRI GRATES DAY
Director

COUNTY REPRESENTATIVE

GREGORY MALTA, SR.—District 1
Herkimer County Legislator

COUNSEL

ANTHONY G. HALLAK, Esq.
Felt Evans, LLP

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

Herkimer County Industrial Development Agency Board of Directors Meeting

The Herkimer County Industrial Development Agency held a regular meeting of the Board of Directors, on Tuesday, October 28, 2025 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.

Chairman Bono lead the Pledge of Allegiance, and called the meeting to order at 8:00 AM.

Mr. Bono welcomed new Board Member Herkimer County Community College President, Dr. Terri Grates Day.

The following members were present in person and answered the roll call: Vincent (Jim) Bono, Cory Albrecht, Tim Day, Ann Gaworecki, Robert Davenport, Frank Mendl, and Dr. Terri Grates Day. **Quorum Present (7)**

Members Absent: none

Agency Staff Present: John Piseck, Victoria Adams, Nicole Farber, and Samantha Canarelli.

Also Present in Person: Herkimer County Legislator Greg Malta, Anthony Hallak, Felt Evans LLP., Herkimer County Legislator Anthony J. Lucenti.

Also Present Virtually: Chuck Malcomb, Hodgson Russ LLP, Shannon Wagner, Hodgson Russ LLP, Mark Gaworecki, Herkimer County Legislator, Marc Barraco, Chief of Staff Mohawk Valley EDGE, Tyler Clemons, Legislative Communications Director, NYS Senator Walczyk's Office, Sidney Wheeler, NYS Legislative Operations Aide, NYS Senator Walczyk's Office, and Elaine Sperbeck, Herkimer County Resident.

Mission Statement: Samantha Canarelli read the Agency's mission statement.

Minutes: The meeting minutes of the board meeting on September 30, 2025 were offered for review. **Robert Davenport moved, seconded by Tim Day to approve the minutes as presented. The motion carried with 7 ayes and 0 naves.**

Financial Reports:

September Financial Reports: The September 2025 Financial Report, Balance Sheet, Check Register, and PILOT Report were reviewed. After discussion. **Cory Albrecht moved, seconded by Tim Day to approve all financial reports as presented. The motion carried with 7 ayes and 0 nays.**

6 Year Budget: Board members were provided the proposed ABO Budget and Financial Plan through 2028. The plan uses actual data for current estimates, incorporates the agency's adopted figures for 2026, and includes projections for the following three years. This plan is updated and submitted annually for reporting purposes. **Tim Day moved, seconded by Robert Davenport to approve the 6-year ABO Budget & Financial Plan through 2028. The motion carried with 7 ayes and 0 nays. Resolution # 102825-01**

Microenterprise Grant: Victoria Adams updated the board on the Herkimer County Microenterprise Grant, with the extension approved through April 30, 2026, providing additional time to complete approved drawdowns and consider new fund requests. Since the last meeting, funds have been received and disbursed to Velvet Dog, while disbursements for Melfe's and Avot are expected soon. As of October 28, the remaining grant balance is \$61,747.67, with nearly \$6,000 allocated to Sureprint and an additional \$19,800 is allocated. After these allocations, the balance will total \$36,008 in the fund.

- **Timeless Salon** submitted a grant application requesting funding to support its expansion through the purchase of new equipment and inventory. The salon also plans to hire a full-time esthetician to add to their staff, although this is not a requirement under the grant guidelines due to its status as a low-to-moderate income employer. The application was reviewed and discussed. **Cory Albrecht moved, seconded by Tim Day to approve grant for up to \$35,000. The motion carried with 7 ayes and 0 nays. Resolution# 102825-02**

Federal Uniform Grant Guidance Policy (Handout): The agency underwent a review by the EPA, which resulted in a need for a policy update. In response, the agency worked with Hodgson Russ LLP, the primary developer of the agency's policies, to outline and draft the new policy. The completed policy is now presented for review and will be presented for a vote at the next board meeting. **This item was for discussion only.**

Marketing Update: Samantha Canarelli provided the marketing update which included progress across several key initiatives. The new promotional poster has been finalized, and the social media pages are being regularly updated to enhance engagement and visibility. A LinkedIn company page and post for Schuyler Business Park have been created to strengthen professional outreach and highlight current projects, including the Chamber of Commerce advertisement, which is in progress to expand community presence. Trello continues to serve as an effective organizational tool, helping the team track tasks, deadlines, and collaboration efficiently. The Seward Memorial sign is complete and awaiting installation this spring, and updated headshots along with a new group photo will be taken to refresh marketing and promotional materials. **This item was for discussion only.**

Appoint Secretary & Marketing Committee Member:

- Robert Davenport was appointed Secretary. **Tim Day moved, seconded by Frank Mendl to approve. The motion carried with 7 ayes and 0 nays. Resolution# 102825-03**

- Dr. Terri Grates Day was appointed to Marketing Committee. **Tim Day moved, seconded by Robert Davenport to approve. The motion carried with 7 ayes and 0 nays.** Resolution# 102825-04

Eastern Mohawk Valley Water Transmission Line: Chuck Malcomb, Hodgson Russ LLP joined at 8:30am to provide update. The Eastern Mohawk Valley Water Transmission Line matter is proceeding through the early stages of litigation. Following authorization to submit, a summons was filed, formally initiating the process and triggering the defendant's response period. After service, the opposing party requested and was granted an extension to November 4th to file their response. At that point, they may either answer the complaint, raising defenses and commencing the discovery phase, including document requests, or file a motion to dismiss, which would delay discovery while the motion is resolved. The course of action will become clearer after November 4th, at which time the next procedural steps can be determined. A follow-up online meeting, not subject to Open Meetings Law, can be scheduled at a convenient time to discuss developments in greater detail. **This item was for discussion only.**

Russell Farm – Fast NY Application: The agency submitted a Fast NY application for the Russell Farm project that involves critical infrastructure upgrades, including power, gas, and entryway improvements, and awarded almost \$8 million. This project will be presented alongside Routine Properties on November 7th, providing an opportunity to highlight its strategic importance and readiness for phased implementation. Funding will be structured to allow drawdowns as each phase is completed, ensuring efficient cash flow management and progress accountability throughout the project's development. **This item was for discussion only.**

Strategic Plan (Handout): The agency discussed developing a strategic plan with the support of a facilitator. Brittney Davis submitted a proposal after outreach to several groups, with the goal of beginning the process at the start of the new year. The board will review the proposal to determine the level of time and engagement that is required. This item was for discussion only, with plans to set up a virtual call for members to listen in. A vote on the proposal will take place at the next meeting, and staff will send a reminder and invite any questions in advance. **This item was for discussion only.**

Charlestown Supplemental ESA (Handout): The property is contaminated with chlorinated solvents, further investigation will be completed to determine additional costs. The results will guide next steps in the brownfield cleanup process. Mr. Piseck asked for approval to move ahead with document, but will also be seeking grant funding to help with the cost through AEDC and National Grid. Total of \$51,350 with HRP Associates. **Tim Day moved, seconded by Cory Albrecht to approve. The motion carried with 7 ayes and 0 nays.** Resolution# 102825-05

Local Gas LLC Lender Financing Resolution: Anthony Hallak with Felt Evans LLP. office was approached by Developer who is going out to refinance the project. However, despite requests, the developer has not yet provided the necessary information or documentation required to proceed with the refinancing assessment. **This item was for discussion only.**

Project Updates:

- NYS EDC Policy Forum – November 12th & 13th @ Turning Stone Casino.
 - Mr. Piseck will be on a Panel and Staff to attend.
- Southern Tier Developers Summit – November 18th @ Binghamton.

- ABO Training – Board Members and Staff.
- Daneli Partners Meeting – October 28th
- Business Park Updates
 - 5S North – Four Corners – Schuyler – Remington - Manheim
- Paperless to begin at November board meeting.
 - The Agency and Board will be using iPads for meetings starting at November meeting.
- Brownfield Opportunity Area.
- Headshots to be taken at November board meeting.
- IDA Fleece pull over order.

Comments Welcome from Elected Officials:

Herkimer County Legislator Anthony J. Lucenti: Expressed satisfaction that the IDA is pursuing litigation on the Water Transmission Line with Barton & Loguidice and hopes smaller communities will be given the opportunity to join the effort, as they lack the resources to do so independently.

Herkimer County Legislator Greg Malta: Shared that the County is enthusiastic about the IDA's progress, noting that momentum is positive and commending Samantha Canarelli for her work with Marketing progress.

Herkimer County Legislator Mark Gaworecki: No comments.

Tim Day moved, seconded by Robert Davenport to enter into executive session at 9:02am to discuss matters of potential litigation. All board members, John Piseck, Victoria Adams, Nicole Farber, Samantha Canarelli, Greg Malta, Mark Gaworecki, and Shannon Wagner were invited to stay.

Cory Albrecht moved, seconded by Tim Day to end executive session at 9:26 am. The motion carried with 7 ayes and 0 nays.

Being no other business, Cory Albrecht moved, seconded by Tim Day to adjourn at 9:27 AM. The motion carried with 7 ayes and 0 nays.

Respectfully Submitted,



Nicole Farber
Administrative Assistant