



MINUTES

May 24, 2022

Herkimer County Industrial Development Agency Board of Directors Meeting

STAFF

JOHN J. PISECK, JR.
Chief Executive Officer

STACEY J. HOLLERAN
Chief Financial Officer

VICTORIA L. ADAMS
Administration & Grant
Coordinator

RYAN A. PALMIOTTO
Marketing & Communications
Specialist

BOARD OF DIRECTORS

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ANN GAWORECKI
Director

TIM DAY
Director

COUNSEL

ANTHONY G. HALLAK, Esq.
Felt Evans, LLP

The Herkimer County Industrial Development Agency held a regular meeting of the Board of Directors on Tuesday, May 24, 2022 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: 869 4153 2380 and passcode: 864932. 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 Vincent (Jim) Bono called the meeting to order at 8:00 AM.

Mr. Bono welcomed Tim Day as the newest member of the Board of Directors.

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

Members Absent: None

Staff Present: John Piseck, Stacey Holleran, Victoria Adams, Ryan Palmiotto

Also Present in Person: Herkimer County Legislators: Peter Manno, John Stephens, Bob Hollum; Bernard Peplinski.

Also Present Virtually: James Wallace; Susan Jaquish on behalf of Assemblyman Brian Miller; Anne Marie Zakala on behalf of Assemblywoman Marianne Buttenschon.

Mission Statement: Mr. Piseck read the Agency's Mission Statement

Minutes: The minutes of the April 26, 2022 regular meeting were offered for review. **Ann Gaworecki moved, seconded by John Scarano, to approve the minutes as presented. Motion carried with 7 ayes and 0 nays.**

Financial Reports: The following financial reports were offered for review and approval: April 2022 Financial Report, Balance Sheet, Check Register, RLF/Lease Balance with payment status, and SBP Mortgage. Mr. Piseck stated that all outstanding loans are being paid accordingly and the Agency is in good financial position. He provided an update on potential solar projects stating that developers have not been able to obtain solar panels due to supply issues. **Cate Ricci moved, seconded by Cory Albrecht to approve all financial reports as presented. Motion carried with 7 ayes and 0 nays.**

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

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Small Business Loan/Grant Funds:

CDBG CARES Update: Victoria Adams provided an update on the Small Business CDBG CARES Grant. She stated that the application was submitted to New York State Homes and Community Renewal. Grants will range from \$25,000 to \$100,000 to assist with COVID related expenses. Applicants will be able to submit for expenses dating back to March 2020.

Seward 2/2/2 Update: Victoria Adams provided an update on the small business Seward Revolving Loan Fund. She stated that two businesses have recently paid off their loans. There is limited funding in the account; however, she will continue to assist businesses with their applications as requested.

Seward 2/2/2 – Grippe’s Contracting: The Agency received an application from Grippe’s Contracting, LLC, a construction and landscaping business, for the Small Business 2-2-2 loan/grant program. The project includes the purchase of a used lawn mower. The RLF loan committee has recommended approval by the full board. **Ann Gaworecki moved, seconded by Cory Albrecht to approve a loan in the amount of \$1,665, a grant in the amount of \$1,665, along with proof of owner injection of at least \$1,665. The funds will come from the Seward account. The terms of the loan will be 2% for 24 months. The motion carried with 6 ayes and 0 nays. Resolution 052422-01**

Marketing Update – Ryan Palmiotto provided a handout to board members charting new followers, post engagement, and impressions of the Agency’s social media platforms. He also showed statistics of a recently “boosted” post. Also included in the handout was a flyer created to promote the Herkimer County Food Processing Study Public Participation Session as well as the upcoming Food, Agriculture, and Marketing Expo to be presented by Fuzehub. Lastly, he showed board members a draft version of a flyer he is in the process of creating naming “businesses in Herkimer County” for board review and input.

Vacancies on Marketing Committee: A member of the Marketing Committee recently resigned from the board of directors. It is necessary to name a replacement. Mr. Piseck recommended adding an additional member to the committee. **Cory Albrecht moved, seconded by Ann Gaworecki to approve the addition of Michael Werenczak and Tim Day to the Agency’s Marketing Committee. Motion carried with 7 ayes and 0 nays. Resolution 052422-02**

Masonic Building Herkimer: Mr. Piseck stated that the Agency has interest in acquiring the Masonic Building on Main Street in Herkimer. He listed several uses for the building including the offices of the Agency, shared office space, with potential for additional business use. He believes a substantial amount of the cost to rehabilitate will be received through grant funding. **Ann Gaworecki moved, seconded by Michael Werenczak to authorize the Agency to begin the due diligence process for obtaining the property. Motion carried with 7 ayes and 0 nays. Resolution 052422-03**

Schuyler Warehouse Development – Annual Fee: Mr. Piseck recommended waiving the annual administration fee in the amount of \$750 for Schuyler Warehouse Development since the company did not take a PILOT and there are no employees involved; therefore, tracking is minimal for Agency staff for the ten-year life of the lease. The company also has been asked to grant an easement through a corner of their property that was needed for further development and the company has been very cooperative. **Cory Albrecht moved, seconded by Cate Ricci to waive the \$750 annual administration fee for Schuyler Warehouse Development. Motion carried with 7 ayes and 0 nays. Resolution 052422-04**

Annual Admin Fee for Housing Projects: Mr. Piseck proposed an increase to the Agency's annual administration fee for housing projects. The fee would begin at \$1,500 annually then increase by \$500 every five years throughout duration of the project. **John Scarano moved, seconded by Ann Gaworecki to authorize the Agency to increase their annual administration fee for housing projects. The fee will begin at \$1,500 then increase by \$500 every five years throughout the duration of the project. Motion carried with 7 ayes and 0 nays. Resolution 052422-05**

Manheim Business Park:

Correspondence: The Agency received correspondence from a resident in Dolgeville requesting alternative developments in the Manheim Business Park opposed to a protein processing facility. The letter was provided to board members prior to the meeting.

Update: Mr. Piseck provided an update on the water and sewer project for Manheim Business Park, which includes a water tower that will be a redundant water source for the Village of Dolgeville. He stated that he will need to request financial assistance from the county by way of a PIF agreement as the Agency has done in other parks. He also stated that the Agency will be administering any grants necessary to support the project. **Ann Gaworecki moved, seconded by Cory Albrecht to authorize Mr. Piseck to request financial support from the county by way of a PIF agreement as well as to administer any and all grants necessary to advance the water and sewer projects for Manheim Business Park and the Village of Dolgeville. Motion carried with 7 ayes and 0 nays. Resolution 052422-06**

Former Chips Gas Station:

Phase I Environmental Site Assessment: The Agency received a proposal from HRP Associates to conduct a Phase I Environmental Site Assessment on the Former Chips Gas Station site.

Phase II Environmental Site Assessment: Mr. Piseck recommended working with HRP Associates to conduct a Phase II Environmental Site Assessment on the Former Chips Gas Station site.

John Scarano moved, seconded by Cate Ricci to authorize HRP to conduct a Phase I Environmental Site Assessment on the Former Chips Gas Station site at a cost not to exceed \$3,250 as well as authorize HRP to conduct a Phase II Environmental Site Assessment on the Former Chips Gas Station site at a cost not to exceed \$18,000. Motion carried with 7 ayes and 0 nays. Resolution 052422-07

ABO Clean Energy Report: The Authorities Budget Office recently conducted a review of clean energy projects in New York State. As a part of the review, the Agency's Little Falls Solar, LLC project was reviewed. There were areas on which the Agency will improve upon. Mr. Hallak stated that one major struggle of these types of projects is the estimating the real property tax exemptions.

Open Meetings Policy: Prior to the meeting board members were provided a new policy regarding open meetings of the Agency. The policy outlines executive session practices, public participation and notification, among other related topics. **Michael Werenczak moved, seconded by John Scarano to approve the Open Meetings Policy as presented. Motion carried with 7 ayes and 0 nays. Resolution 052422-08**

Phase I Environmental Site Assessments:

Schuyler Property: A Phase I Environmental Site Assessment was conducted on both parcels of interest by HRP Associates. The consultant recommended conducting a limited Phase II Environmental Site Assessment on one of the two parcels. Mr. Piseck also recommended beginning the due diligence process through SHPO. **John Scarano moved, seconded by Cory Albrecht to authorize a limited Phase II Environmental Site Assessment on one of the two parcels of interest as well as SHPO on both parcels. Motion carried with 7 ayes and 0 naves. Resolution 052422-09**

Frankfort Property: A Phase I Environmental Site Assessment was conducted on several parcels of interest by HRP Associates. The consultant reported that a Phase II Environmental Site Assessment was not necessary; however, the Agency should retain legal counsel to ensure that the environmental liability associated with the site would not be transferrable to the Agency. **John Scarano moved, seconded by Cate Ricci to authorize the Agency to consult legal counsel regarding the environmental liability associated with the parcels of interest. Resolution 052422-10**

Schuyler Business Park – Lot Subdivision & Roads B, C: The Agency received a proposal from Emrich Land Surveying to prepare subdivisions for six parcels as well as access roads B and C at Schuyler Business Park. **Ann Gaworecki moved, seconded by Cate Ricci to authorize Emrich Land Surveying to prepare subdivision maps for parcels and access roads B and C at Schuyler Business Park at a cost not to exceed \$7,689. Motion carried with 7 ayes and 0 naves. Resolution 052422-11**

National Brownfields Conference – August 16-19, 2022: Mr. Piseck will be attending the National Brownfields Conference in Oklahoma City, Oklahoma from August 16-19, 2022. He will be speaking at the conference. National Grid has agreed to cover half of the airfare, hotel, and conference registration expenses. Chairman Bono authorized Mr. Piseck's travel to the conference.

Consolidated Funding Applications (CFA's): Mr. Piseck stated that the Agency intends to apply for several upcoming grant opportunities.

Two County Planning-Zoning: The Agency intends to work with two-county planning to update zoning regulations and zoning maps throughout the county's thirty municipalities. **Cory Albrecht moved, seconded by Michael Werenczak to support an application for zoning updates and electronic mapping. Motion carried with 7 ayes and 0 naves. Resolution 052422-12**

Property Purchase: The Agency intends to apply for funding to obtain additional property in the Town of Schuyler for development. Funding would cover up to 20% of the purchase price of the property. **Ann Gaworecki moved seconded by Tim Day to support an application for funding to obtain additional property in the Town of Schuyler. Motion carried with 7 ayes and 0 naves. Resolution 052422-13**

BOA's: The Agency intends to work with the Village of Ilion to apply for a BOA grant. **Tim Day moved, seconded by Ann Gaworecki to support a BOA application for and with the Village of Ilion. Motion carried with 7 ayes and 0 naves. Resolution 052422-14**

Water Transmission Line: The Agency intends to apply for additional funding to purchase material for the Eastern Mohawk Valley Water Transmission Line project. **Cate Ricci moved, seconded by Michael Werenczak to support an application to purchase additional material for the Eastern Mohawk Valley Water Transmission Line project. Motion carried with 7 ayes and 0 naves. Resolution 052422-15**

Masonic Building: The Agency intends to apply for funding to assist in funding various studies and the due diligence process at the Masonic Building in Herkimer. Cory Albrecht moved, seconded by Ann Gaworecki to support an application to fund various studies and due diligence at the Masonic Building in Herkimer. Motion carried with 7 ayes and 0 nays. Resolution 052422-16

Mr. Bono welcomed comments from elected officials and attending legislators.

Legislator Hollum: Keep up the great work

Anne Marie Zakala on behalf of Assemblywoman Marianne Buttenschon: Stated that the Agency is organized and has a plan moving forward. She offered the assistance of the Assemblywoman in moving ahead with projects.

John Scarano moved, seconded by Ann Gaworecki to enter into executive session at 8:58 AM to discuss developments of a potential project. Motion carried with 7 ayes and 0 nays. All board members; Legislators: Hollum, Stephens, and Manno; Anthony Hallak, John Piseck, Stacey Holleran, Victoria Adams, and Ryan Palmiotto were invited to stay.

Ann Gaworecki exited the meeting at 9:08 AM

Cory Albrecht moved, seconded by Michael Werenczak to end executive session at 9:09 AM. Motion carried with 6 ayes and 0 nays.

Option Agreement on Property: The Agency received an option agreement for the purchase of property from a potential developer. **After discussion, Cate Ricci moved, seconded by Cory Albrecht to authorize the sale of approximately 26 acres of land at \$15,000 per acre. Motion carried with 6 ayes and 0 nays. 052422-17**

Project Updates/Other Business:

Food Processing Study Public Participation Session: The Herkimer County Industrial Development Agency, in partnership with KK&P, a NY-based food systems consultancy, will be hosting a public participation session to discuss the findings from a recently administered food processing study. The session will be held at the Herkimer County Community College Sarkus-Bush Theater on June 2nd from 6 PM – 8 PM. The Herkimer County IDA has been working with KK&P to complete a food processing study to assess and target opportunities for growth in the food manufacturing sector in Herkimer County. Board members were encouraged to attend.

Fuzehub Event: As a co-host and partner, Agency staff will be attending the Vitality in the Valley Food, Agriculture, and Manufacturing Expo at Herkimer College. The Exhibitor set up and reception will take place on June 7th from 4-8 PM and the main event will take place on June 8th from 8 AM – 3 PM. Board members were encouraged to register to attend.

Eastern Mohawk Valley Water Transmission Line: Mr. Piseck recently attended a meeting with the five involved municipalities.

Village of Dolgeville BOA – Violet Festival June 11-12, 2022: Agency staff will attend the event to support the BOA Nomination Study public participation process. Board members were encouraged to attend.

NYS Office of Comptroller Exit Conference: Staff from the NYS Office of the New York State Comptroller will be at the office of the Agency to discuss findings from their recent audit on May 25, 2022. Mr. Bono is also set to attend.

John Scarano exited the meeting at 9:12 AM

EPA Assessment & RLF Grants: The Agency was recently awarded \$500,000 in funding through the Environmental Protection Agency to conduct phase I and II Environmental Site Assessments on brownfield properties throughout the county. Also, in partnership with Mohawk Valley EDGE, a \$1,000,000 revolving loan fund was awarded to provide loans/grants to brownfield developers. Mr. Piseck stated that the Agency has requested to be the host of the 2023 Brownfield Developers Summit.

Schuyler Business Park Road Study: Mr. Piseck will work with Delta Engineers to have an additional traffic study conducted at Schuyler Business Park. Mr. Piseck recently spoke with Centro Bus about the possibility of adding the park to their route.

Resignation – Catherine (Cate) Ricci: Cate Ricci announced that due to personal reasons, she has decided to step down as a board member. Mr. Bono thanked her for her dedication and wished her success in future endeavors.

Being no other business, Cory Albrecht moved, seconded by Michael Werenczak to adjourn at 9:28 AM. Motion carried with 5 ayes and 0 nays.

Respectfully Submitted,



Victoria Adams
Administration & Grant Coordinator