

***Chenango County Industrial Development Agency***

15 South Broad Street  
Norwich, New York 13815  
607-334-1400

Date: January 8, 2021

From: Brian Burton

To: Pete Raymond  
Randy Gibbon, P.E.  
Michael Khoury  
Kevin Pole

The Evening Sun  
Shane Butler, Planning Department

**Subject: CCIDA Board of Directors Meeting**

The January CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday, January 20, 2021** and at the Commerce Chenango Office, 15 South Broad Street, Norwich NY.

Facemasks are required for all attendees. Required health & safety guidelines will be followed by all attendees. If you are unable to wear a facemask, you are welcome to view the meeting via the Chenango IDA YouTube channel and the meeting will be streamed live.

All Board members are asked to be present for this meeting; if a board member cannot attend in person due to health reasons, a call-in number will be provided in advance.

Please RSVP at your earliest convenience by e-mail at [jcacciola@chenangony.org](mailto:jcacciola@chenangony.org). If you have any questions, please e-mail [jcacciola@chenangony.org](mailto:jcacciola@chenangony.org) or call 607-334-5532.

Thank you.



**Chenango County IDA Board Meeting Agenda**  
**January 20, 2021 | 8:00 a.m.**  
**15 South Broad Street, Norwich NY**

- I. Roll Call
- II. Approval of Minutes
  - a. December 15, 2020 Meeting Minutes
- III. Financial Report
  - a. December 30, 2020 Financial Statements

IV. Bills & Invoices

Commerce Chenango (Copies, Postage, IT, Quarterly Cloud Backup)	\$	680.39
Laughlin Lawn & Landscape	\$	400.00
DCC (Eco. Dev. Contributions)	\$	6,437.50
NYSEG (Airport Utilities)	\$	1,163.60
2021 BID Tax (Railroad)	\$	250.00
<b>Total:</b>	<b>\$</b>	<b>8,931.49</b>

- V. Old Business
  - a. Solar Updates
    - i. Puckett (Greene)
      - 1. Closing expected in 30 days.
      - 2. Finalizing paperwork, finances.
    - ii. Tiffany Energy (N. Norwich)
      - 1. Finances have closed.
      - 2. Potential closing with IDA March 2021.
    - iii. Norbut Energy (Coventry)
      - 1. Meeting with Coventry Planning Board.
  - b. Airport Building
    - i. Inquiries
  - c. Board Members
- VI. New Business
  - a. Our Generation, LLC.
    - i. New solar project in Greene.
  - b. Possible EDA Grant for local funding

VII. Executive Session

VIII. Adjournment

**Chenango County IDA**  
**Board Meeting Minutes**  
**December 15, 2020 | 8:00 a.m.**



Present: B. Burton; R. Gibbon; M. Khoury; P. Raymond

Staff: K. Green; J. Cacciola

Guest:

1. Board Chair B. Burton called the meeting to order at 8:00a.m.
2. Upon review, motion to approve the November 18, 2020 Regular Meeting Minutes made by P. Raymond, seconded by M, Khoury. R. Gibbon abstains. Three ayes. Approved.
3. K. Green discussed the November 30 Financial Statements.
  - a. All accounts receivable have been caught up.
  - b. Accounts payable, Bond, Schoeneck & King, LLC is advisement on 2 projects. Solar projects are billed back to the Solar company.
  - c. Statement of Activities looks negative due to lack of rent at the airport building. The 2021 budget was previously approved, and better projects income and expenses for the year.
  - d. "On the Rail" item is due to forgiving 1 month of payment at the start of the COVID-19 pandemic.
  - e. Motion to approve the November 30 Financial Statements was made by R. Gibbon, seconded by P. Raymond. Ayes all. Approved.
4. Bills & Invoices were reviewed in detail:
  - a. Motion to approve the Bills & Invoices made by R. Gibbon, seconded by P. Raymond Ayes all. Approved.
5. K. Green provided a status update of the Puckett Solar PILOT project.
  - a. Puckett is in final stages of closing documents, but unlikely to close before end of 2020.
  - b. Details for closing costs and fees have been finalized.
6. K. Green provided a brief update on Tiffany Solar PILOT project.
  - a. Tiffany finance closing date is 11/20/2020
  - b. Once their finance closing is complete they would like to have all documents between them and IDA finalized by end of 2020.
7. K. Green provided an update on the Norbut Solar Farm PILOT project.
  - a. Norbut presented to Coventry Planning Board again.
  - b. K. Green information about economic development to Norbut for meeting; K. Green did not attend Coventry meeting.
8. Board Membership is on hold until after January 4, 2021. County Board of Supervisors will have one resolution to approve increase in CCIDA board membership from five (5) to seven (7), and to approve the new board members.
9. The airport building remains empty, K. Green is still exploring all options and in communication with potential renters/buyers.
10. Authorities Budget Office (ABO) Training has been completed by all current IDA board members, renewal dates will be in 2023.
11. K. Green will be updated the IDA Board handbook based on ABO handbook and benchmarked with peer organizations.

12. A new member “welcome” meeting was discussed, and a special meeting can be called if the board would like to host one when new members have been confirmed.
13. Chairman Burton called for an executive session to discuss maintenance bids, voting to commence in public session.
14. Motion to move to executive session at 8:14 a.m. was made by M. Khoury, seconded by P. Raymond. All ayes. Approved.
15. Motion to leave executive session made by M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
16. Motion to approve ORB Seal Coating for maintenance contract made by P. Raymond, seconded by M. Khoury. Ayes all. Approved.
17. Motion to adjourn made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.  
Meeting adjourned at 8:26 a.m.

Respectfully Submitted,

*Joanna Cacciola*

Joanna Cacciola  
Board Recorder

County of Chenango IDA  
Statement of Financial Position  
December 31, 2020

	Note	December 31, 2020	December 31, 2019
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking #6274	\$	302.89	\$ 26,709.03
Money Market #2574		701,458.92	217,419.12
RR Project Checking #6598		-	531,494.00
Accounts Receivable	(1)	-	(7,932.56)
Financing Lease	(2)	34,188.98	34,188.98
Prepaid Expense	(3)	4,498.10	4,498.10
<b>Total Current Assets</b>		<b>740,448.89</b>	<b>806,376.67</b>
<b>Property and Equipment</b>			
Land - Industrial Parks		238,000.00	238,000.00
Building - Industrial Parks		683,505.63	683,505.63
Improvements - Buildings		240,401.40	240,401.40
Improvements-Property Devel.		60,841.40	60,841.40
Less: Accumulated Depreciation	(4)	(568,192.61)	(568,192.61)
<b>Total Property and Equipment</b>		<b>654,555.82</b>	<b>654,555.82</b>
<b>Total Assets</b>		<b>\$ 1,395,004.71</b>	<b>\$ 1,460,932.49</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Current Liabilities</b>			
Accounts Payable	(5)	\$ 2,050.32	\$ 9,699.39
<b>Total Current Liabilities</b>		<b>2,050.32</b>	<b>9,699.39</b>
<b>Long-Term Liabilities</b>			
<b>Total Liabilities</b>		<b>2,050.32</b>	<b>9,699.39</b>
<b>Fund Balance</b>			
Fund Balance		1,458,983.68	1,559,220.65
Net Activity		(66,029.29)	(107,987.55)
<b>Total Fund Balance</b>		<b>1,392,954.39</b>	<b>1,451,233.10</b>
<b>Total Liabilities &amp; Fund Balance</b>		<b>\$ 1,395,004.71</b>	<b>\$ 1,460,932.49</b>

**Note**

- (1) See Aged Receivable Listing
- (2) Cascun Financing Lease from Property for Sale/Lease
- (3) Prepaid insurance as of 12/31/19
- (4) Recorded annual depreciation thru 12/31/19
- (5) See Aged Payables Listing

County of Chenango IDA  
Aged Receivables  
As of Dec 31, 2020

Customer	0-30	31-60	61-90	Over 90 days	Amount Due
					-
	-	-	-	-	-

**County of Chenango IDA**  
**Aged Payables**  
**As of Dec 31, 2020**

<b>Vendor</b>	<b>0 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
Commerce Chenango	486.72				486.72
Laughlin Lawn & Landscape	400.00				400.00
NYSEG	1,163.60				1,163.60
					-
	<b>2,050.32</b>	-	-	-	<b>2,050.32</b>

County of Chenango IDA  
Statement of Activities  
As of December 31, 2020

¶	Note	December 2020 Actual	December 2020 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2020 Budget
<b>Revenues</b>							
Airport Building Rent		\$ -	\$ 2,916.63	\$ -	\$ 35,000.00	\$ (35,000.00)	\$ 35,000.00
Clark Park Rent		450.00	450.00	5,400.00	5,400.00	-	5,400.00
On The Rail Processing Rent	(1)	406.52	406.00	4,471.72	4,872.00	(400.28)	4,872.00
New Project Fees		-	166.63	-	2,000.00	(2,000.00)	2,000.00
BID Tax Reimbursement		-	-	250.00	250.00	-	250.00
PILOT/Project Fees							
Chobani Project Fee (Phase 2)		-	-	12,491.00	12,491.00	-	12,491.00
NYS&W Project Fee		-	-	1,500.00	1,500.00	-	1,500.00
Norwich Pharm Project Fees		-	-	14,000.00	14,000.00	-	14,000.00
Norwich-Chenango Solar Project		-	-	-	1,125.21	(1,125.21)	1,125.21
Interest Income		89.65	58.37	1,039.80	700.00	339.80	700.00
<b>Other Revenues</b>							
Total Revenues		946.17	3,997.63	39,152.52	77,338.21	(38,185.69)	77,338.21
<b>Expenditures</b>							
Economic Development		6,250.00	6,250.00	75,000.00	75,000.00	-	75,000.00
Advertising & Marketing	(2)	2,160.71	58.37	2,853.30	700.00	(2,153.30)	700.00
Office Supplies/Postage		47.67	47.63	572.04	572.00	(0.04)	572.00
Software & Equipment	(3)	821.72	50.00	2,839.72	600.00	(2,239.72)	600.00
Travel/Training		-	41.63	256.55	500.00	243.45	500.00
Auditing Expense		-	-	6,400.00	6,600.00	200.00	6,600.00
Insurance Expense		-	-	7,516.91	7,700.00	183.09	7,700.00
Legal Expense		-	166.63	750.00	2,000.00	1,250.00	2,000.00
N. Norwich Road Tax		-	-	2,000.00	2,000.00	-	2,000.00
BID Tax		-	-	250.00	250.00	-	250.00
Airport Lease		-	104.13	722.86	1,250.00	527.14	1,250.00
Airport Repairs		-	16.63	-	200.00	200.00	200.00
Airport Maintenance		400.00	416.63	6,448.20	5,000.00	(1,448.20)	5,000.00
Airport Utilities	(4)	1,163.60	-	7,504.79	-	(7,504.79)	-
Special Projects		-	41.63	-	500.00	500.00	500.00
Bank Fees		-	1.25	-	15.00	15.00	15.00
Misc Expense		-	8.37	-	100.00	100.00	100.00



County of Chenango IDA  
Statement of Activities  
As of December 31, 2020

¶	Note	December 2020 Actual	December 2020 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2020 Budget
<b>Capital Outlay</b>							
RR Capital Project		-	-	-	-	-	-
Total Expenditures		10,843.70	7,202.90	113,114.37	102,987.00	(10,127.37)	102,987.00
<b>Net revenues over expenditures</b>		<b>(9,897.53)</b>	<b>(3,205.27)</b>	<b>(73,961.85)</b>	<b>(25,648.79)</b>	<b>(48,313.06)</b>	<b>(25,648.79)</b>
<b>Other Sources (Uses)</b>							
RR Restoration Project Income	(5)	-	-	7,932.56	-	n/a	-
Total other sources (uses)		-	-	7,932.56	-	-	-
<b>Net Activity</b>		<b>\$ (9,897.53)</b>	<b>\$ (3,205.27)</b>	<b>\$ (66,029.29)</b>	<b>\$ (25,648.79)</b>	<b>\$ (48,313.06)</b>	<b>\$ (25,648.79)</b>

**Note**

- (1) April payment was deferred
- (2) IDA portion of Re-Brand
- (3) IT - Bluestorm [TotalCare Service/Webroot Secure/Cloud Backup/Remote work]
- (4) Due to no Tenant-IDA pays the utilities
- (5) Receivables related to the Railroad Project moved from AR to Income