

**CCIDA MEETING Minutes**  
**November 15, 2017**  
**8:00 a.m.**

**Present:** B. Burton , E. Larsen, G. Raymond, R. Gibbon

**Absent:** W. Outwater

**Contract Staff:** S. Craig, A. Larsen

**Finance:** S. Locke

**Guest:**

**I. Roll Call**

Board Chair E. Larsen called the meeting to order at 8:00 a.m.

**II. Approval of Minutes**

Upon review motion to approve the October 18, 2017 Regular Meeting Minutes by B. Burton, seconded by G. Raymond. Ayes all. Approved.

**III. Treasurer's Report**

S. Locke reviewed the October 31, 2017 Financial Statements with the board.

E. Larsen asked whether the Norwich Alvogen legal fee cited in note three of the Statement of Activities were charged to us or to Alvogen. S. Craig replied that the IDA paid them and are to be paid back. R. Gibbon asked if the incoming wire fee cited in note six should be paid by the sender. B. Burton replied that all incoming wires have a \$15.00 charge to the recipient.

Upon review motion to approve the October 31, 2017 Treasurer's Report by G. Raymond, seconded by B. Burton. Ayes All. Approved.

**IV. Bills & Invoices**

A. Larsen said that an inspection report performed by Stone Consulting was included in the NYS&W invoice for \$55,687.61. However, Doug Ellison of Stone Consulting advised that inspection reports would not be required for every NYS&W invoice going forward. Instead, a final report or statement from a P.E. certifying that the work was performed would be needed at the end of the project.

E. Larsen said we should verify as much as possible, and asked if there was a retainage component to the NYS&W bills. S. Craig said that that was the case for the primary contractor but not for NYS&W.

Upon review motion to approve the bills and invoices by B. Burton, seconded by G. Raymond. Ayes All. Approved.

**V. New Business**

A. Larsen discussed a meeting that was held with Yash Milak regarding a data center and tarp assembly business in Sherburne. The building, located on Classic Street, will be paid off in April 2018 at which point Yash may approach the IDA with an application for benefits.

**VI. Old Business**

S. Craig briefly discussed the airport hangar project.

A. Larsen said that Technofil was asked whether they had an intention to sell their business but no reply was received. The IDA received a letter from Sherburne endorsing the continuation of Technofil's PILOT. S. Craig said they're already paying 80% at this point. B. Burton asked if we provided a deadline. S. Craig replied that we provided the owner with one year before the PILOT would be revisited, which we have since passed. S. Craig said that if the business was sold the question of whether the PILOT benefits would be transferred to the new owner would have to be addressed.

S. Craig discussed the services agreement between Commerce Chenango, Development Chenango, and the Industrial Development Agency.

## **VI. Adjournment**

Motion to adjourn by B. Burton, seconded by G. Raymond. Ayes All. Meeting adjourned at 8:31 a.m.