

**Chenango County IDA
Board Meeting Minutes
November 18, 2020 | 8:00 a.m.**



Present: B. Burton; P. Raymond; W. Outwater; M. Khoury

Staff: K. Green; J. Cacciola

Guest: S. Palmatier

1. Board Chair B. Burton called the meeting to order at 8:00a.m.
2. Upon review, motion to approve the October 21, 2020 Regular Meeting Minutes made by M. Khoury, seconded by W. Outwater. Ayes all. Approved.
3. K. Green discussed the October 31 Financial Statements.
 - a. All accounts receivable have been caught up.
 - b. Accounts payable, William Craine item is the airport land lease.
 - c. IDA is no longer paying for the land under the Bytheway building, new owners are responsible for it.
 - d. References to “Chentronics” have been updated to “airport building”.
 - e. Motion to approve the October 31 Financial Statements was made by P. Raymond, seconded by M. Khoury. Ayes all. Approved.
4. K. Green reviewed the 2021 Administrative Services Agreement.
 - a. IDA amount to DCC was increased 3% to reflect increased costs of doing business, this amount had not been updated in several years.
 - b. An overview of how funds transfer through the different entities into Commerce Chenango was provided.
 - c. Brief discussion about Commerce Chenango’s goals for 2021, which include: broadband initiatives, increased hotel/lodging in the county, renting or selling the airport building, and general economic development initiatives.
 - d. Motion to approve the 2021 Administrative Services Agreement made by W. Outwater, seconded by P. Raymond. Ayes all. Approved.
5. K. Green reviewed the 2021 Budget
 - a. It reflects a strategic and realistic look at the budget for next year, while remaining conservative.
 - b. The airport building rent has been left empty; if it is rented or sold the budget can be updated.
 - c. Pending PILOT fees have been estimated due to the number of projects with a pending closing date in 2021.
 - d. Technology and tech maintenance have been included in the budget, previously these costs were not included.
 - e. Legal fees amount was decreased; these costs are reimbursed to the IDA by the company managing the project.
 - f. Added utility costs for the airport building as IDA will absorb these costs until the space is rented or sold.
 - g. Discussion of creating a contingency account to hold revenues. This will allow the IDA access to the funds for any sudden expenses. Changing the “miscellaneous account” to “contingency” will make this clearer, and shows a balanced budget instead of the appearance of a surplus.

- h. Motion to approve the 2021 Budget made by W. Outwater, seconded by P. Raymond. Ayes all. Approved.
6. Bills & Invoices were reviewed in detail:
 - a. Motion to approve the Bills & Invoices made by P. Raymond, seconded by M. Khoury. Ayes all. Approved.
7. K. Green provided a status update of the Puckett Solar PILOT project.
 - a. Primary contact at Puckett is unexpectedly out for the foreseeable future.
 - b. A call has been set with new contact at Puckett to resume the project.
8. 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.
9. K. Green provided an update on the Norbut Solar Farm PILOT project.
 - a. Norbut met with Coventry planning board, second meeting on 11/18/2020
 - b. Coventry at this time does not want to be lead agency. If they decline, must pass a resolution stating Coventry has opted out and the Chenango County IDA has been appointed lead agency.
10. Chairman Burton called for an executive session to discuss audit and maintenance bids and personnel.
11. Motion to move to executive session was made by M. Khoury, seconded by P. Raymond. All ayes. Approved.
12. Motion to leave executive session made by W. Outwater, seconded by P. Raymond. Ayes all. Approved.
13. Motion to recommend Inserio for IDA audit made by P. Raymond, seconded by M. Khoury. Ayes all. Approved
14. Motion to adjourn made by P. Raymond, seconded by M. Khoury. Ayes all. Approved. Meeting adjourned at 9:37 a.m.

Respectfully Submitted,

Joanna Cacciola

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Board Recorder