

Chenango County Industrial Development Agency

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

Date: November 5, 2020

From: Brian Burton

To: Pete Raymond
Wayne Outwater
Randy Gibbon
Michael Khoury
Kevin Pole

The Evening Sun
Shane Butler, Planning Department

Subject: CCIDA Board of Directors Meeting

The November CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday, November 18, 2020** 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. If you have any questions, please e-mail jcacciola@chenangony.org or call 607-334-5532.

Thank you.

**Chenango County IDA Board Meeting Agenda
 November 18, 2020 | 8:00 a.m.
 15 South Broad Street, Norwich NY**



- I. Roll Call
- II. Approval of Minutes
 - a. October 21, 2020 Meeting Minutes
 - b. October 13, 2020 Tiffany Solar PILOT Public Hearing Minutes
- III. Financial Report
 - a. October 31, 2020 Financial Statements
 - c. Approval of the Administrative Service Agreement with Commerce Chenango.
 - a. RESOLVED, to approve the 2021 Administrative Services Agreement.
 - d. Review and approval of Draft 2021 Budget
 - a. RESOLVED, to approve the Chenango County IDA 2021 Budget as proposed.

III. Bills & Invoices

Commerce Chenango (Copies/Postage/IT/ Quarterly Cloud Backup).....	\$ 193.67
Laughlin Lawn & Landscape (Airport).....	\$ 400.00
DCC (Eco. Dev. Contribution)	\$ 6250.00
NYSEG (Airport Utilities)	\$ 513.15
The Evening Sun (Legal Notices).....	\$ 190.79
William Craine (Airport Lease).....	\$ 722.86
Compass Consulting & Contracting (Airport Cleaning).....	\$ 1600.00
Total.....	\$ 9,870.47

- IV. Old Business
 - a. Update: Puckett Solar
 - b. Update: Tiffany Energy
 - a. Pending closing – November 20, 2020
 - c. Update: Norbut Energy
 - d. Board Membership
- V. New Business
 - a. Maintenance Bids
 - b. Audit Bids
- VI. Executive Session
 - a. Update: Pending Legal Issue
- VII. Adjournment
 - a. Reminder: December CCIDA Meeting will be held on **TUESDAY**, December 15, 2020 at 8:00 a.m.

Chenango County IDA
Board Meeting Minutes
October 21, 2020 | 8:00 a.m.



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

Staff: K. Green; J. Cacciola

Guest: S. Butler; S. Palmatier; C. Paliotta

1. Board Chair B. Burton called the meeting to order at 8:00a.m.
2. Upon review, motion to approve the September 16, 2020 Regular Meeting Minutes made by W. Outwater, seconded by R. Gibbon. Ayes all. Approved.
3. K. Green discussed the September 30 Financial Statements.
 - a. Aged receivables, all items are caught up.
 - b. The prepaid expense listed is insurance.
 - c. Accounts payable item is NYSEG and Laughlin maintenance.
 - d. RFPs for audit and landscaping have been published, applications will be available at the November board meeting.
 - e. K. Green reviewed the Statement of activities.
 - f. Cascun Farms deferred payment will remain on the statement until the end of the year.
 - g. Expense items “Software & Equipment” and “Airport utilities” were not budgeted for this year, they will be included in the 2021 budget.
 - h. Railroad Restoration project income was moved into the general operating expenses.
 - i. Motion to approve the September 30 Financial Statements was made by P. Raymond, seconded by R. Gibbon. 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 an update on the Puckett Solar PILOT project.
 - a. Construction was delayed due to the COVID-19 pandemic.
 - b. Final closing documents are with their lawyers.
6. K. Green provided a summary of the Tiffany Solar PILOT project public hearing.
 - a. Held October 13, 2020
 - b. Ted Guinn, B. Burton, and P. Goodale were in attendance.
 - c. Next steps are to approve the SEQRA and Final Authorizing Resolution.
7. Motion to approve the SEQRA was made by W. Outwater, seconded by P. Raymond. Ayes all. Approved.
8. Motion to approve Final Authorizing Resolution was made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.
9. K. Green stated with these approvals the Tiffany Solar PILOT project is on schedule to close by November 20, 2020.
10. K. Green is continuing to review potential new board members.
11. K. Green reminded the board to complete their ABO training before the end of the year.
 - a. B. Burton provided a summary of the training
12. K. Green provided an update on the documents input into the PARIS system.

- a. 2019 items are still being audited with questions primarily about PILOTS.
 - b. 2020 items are complete
 - c. The 2021 budget needs to be uploaded before the end of October
13. K. Green is working on the 2021 budget and will met with R. Gibbon.
- a. The budget will be on the agenda for approval at the November meeting
 - b. Line items for the airport building will be added to the budget
 - c. PILOT closing costs and administrative fees will be added to the budget, and will help offset the costs of maintaining the airport building.
14. K. Green provided a short overview of a new solar PILOT project in Coventry.
- a. Norbut Solar farms purchases land for their solar farms
 - b. 3 separate 5 megawatt solar PILOTS will be submitted in early 2021.
 - c. Norbut will be presenting at the next Coventry planning meeting.
15. Chairman Burton called for an executive session to discuss legal and personnel.
16. Motion to move to executive session was made by W. Outwater, seconded by P. Raymond. All ayes. Approved.
17. Motion to leave executive session was made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.
18. Motion to adjourn made by W. Outwater, seconded by P. Raymond. Ayes all. Approved. Meeting adjourned at 9:33a.m.

Respectfully Submitted,

Joanna Cacciola

Joanna Cacciola
Board Recorder

EXHIBIT B

MINUTES OF PUBLIC HEARING
ON October 13, 2020

County of Chenango Industrial Development Agency
(Tiffany Energy, LLC Project)

1. Kerri Green, Executive Director of the County of Chenango Industrial Development Agency (the "IDA"), called the hearing to order.
2. The Executive Director then appointed Joanna Pacciola, Board Recorder of the IDA, to record the minutes of the hearing.
3. The Executive Director then described the proposed location and nature of the Project for which financial assistance is being contemplated as follows:

The IDA proposes to assist in the acquisition, construction and equipping upon an approximately 94.07± acre parcel of real property to be purchased by the Company at 117 Tiffany Road in the Town of Norwich, Chenango County, New York (currently designated as Town of Norwich Tax Map Parcel No. 123.-1-7.1, of a 5-Megawatt AC Community Distributed Generation (CDG) Solar Project (the "Solar Facility"), and the acquisition and installation of equipment in the Solar Facility (the "Equipment") (the Solar Facility and the Equipment is referred to collectively as the "Facility" and the acquisition, construction and equipping of the Facility is referred to collectively as the "Project").

4. The Executive Director then opened up the hearing for comments from the floor for or against the proposed financial assistance being contemplated and the location and nature of the Project. The following is a listing of the persons heard and a summary of their views:
5. The Executive Director then asked if there were any further comments, and, there being none, the hearing was closed at 8:15 am.



Board Recorder

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

	Note	October 31, 2020	December 31, 2019
ASSETS			
Current Assets			
Checking #6274	\$	2,224.32	\$ 26,709.03
Money Market #2574		718,281.34	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
Total Current Assets		759,192.74	806,376.67
Property and Equipment			
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)
Total Property and Equipment		654,555.82	654,555.82
Total Assets		\$ 1,413,748.56	\$ 1,460,932.49
LIABILITIES AND FUND BALANCE			
Current Liabilities			
Accounts Payable	(5)	\$ 3,268.74	\$ 9,699.39
Total Current Liabilities		3,268.74	9,699.39
Long-Term Liabilities			
Total Liabilities		3,268.74	9,699.39
Fund Balance			
Fund Balance		1,458,983.68	1,559,220.65
Net Activity		(48,503.86)	(107,987.55)
Total Fund Balance		1,410,479.82	1,451,233.10
Total Liabilities & Fund Balance		\$ 1,413,748.56	\$ 1,460,932.49

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 Oct 31, 2020

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

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

Vendor	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Compass Consulting and Contracting Services LLC	1,600.00				1,600.00
Laughlin Lawn & Landscape	400.00				400.00
NYSEG	355.09				355.09
The Evening Sun	190.79				190.79
William Craine, Rev Acct #A1771	722.86				722.86
					-
	3,268.74	-	-	-	3,268.74

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

¶	Note	October 2020 Actual	October 2020 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2020 Budget
Revenues							
Airport Building Rent		\$ -	\$ 2,916.67	\$ -	\$ 29,166.70	\$ (29,166.70)	\$ 35,000.00
Clark Park Rent		450.00	450.00	4,500.00	4,500.00	-	5,400.00
On The Rail Processing Rent	(1)	813.04	406.00	4,065.20	4,060.00	5.20	4,872.00
New Project Fees		-	166.67	-	1,666.70	(1,666.70)	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		91.49	58.33	862.22	583.30	278.92	700.00
Other Revenues							
Total Revenues		1,354.53	3,997.67	37,668.42	69,342.91	(31,674.49)	77,338.21
Expenditures							
Economic Development		6,250.00	6,250.00	62,500.00	62,500.00	-	75,000.00
Advertising & Marketing		142.59	58.33	142.59	583.30	440.71	700.00
Office Supplies/Postage		47.67	47.67	476.70	476.70	-	572.00
Software & Equipment	(2)	146.00	50.00	1,872.00	500.00	(1,372.00)	600.00
Travel/Training		-	41.67	256.55	416.70	160.15	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		-	166.67	637.50	1,666.70	1,029.20	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		722.86	104.17	722.86	1,041.70	318.84	1,250.00
Airport Repairs		-	16.67	-	166.70	166.70	200.00
Airport Maintenance		2,048.20	416.67	5,648.20	4,166.70	(1,481.50)	5,000.00
Airport Utilities	(3)	355.09	-	5,681.53	-	(5,681.53)	-
Special Projects		-	41.67	-	416.70	416.70	500.00
Bank Fees		-	1.25	-	12.50	12.50	15.00
Misc Expense		-	8.33	-	83.30	83.30	100.00

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

¶	Note	October 2020 Actual	October 2020 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2020 Budget
Capital Outlay							
RR Capital Project		-	-	-	-	-	-
Total Expenditures		9,712.41	7,203.10	94,104.84	88,581.00	(5,523.84)	102,987.00
Net revenues over expenditures		(8,357.88)	(3,205.43)	(56,436.42)	(19,238.09)	(37,198.33)	(25,648.79)
Other Sources (Uses)							
RR Restoration Project Income	(4)	-	-	7,932.56	-	n/a	-
Total other sources (uses)		-	-	7,932.56	-	-	-
Net Activity		\$ (8,357.88)	\$ (3,205.43)	\$ (48,503.86)	\$ (19,238.09)	\$ (37,198.33)	\$ (25,648.79)

Note

- (1) April payment was deferred; Extra payment in October was processed in error, will reverse in November
- (2) IT - Bluestorm [TotalCare Service/Webroot Secure/Cloud Backup/Remote work]
- (3) Due to no Tenant-IDA pays the utilities
- (4) Receivables related to the Railroad Project moved from AR to Income