

***Chenango County Industrial Development Agency***

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

Date: December 1, 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 December CCIDA Board meeting will begin at 8:00 a.m. on **Tuesday, December 15, 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](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**  
**December 15, 2020 | 8:00 a.m.**  
**15 South Broad Street, Norwich NY**

- I. Roll Call
- II. Approval of Minutes
  - a. November 18, 2020 Meeting Minutes
- III. Financial Report
  - a. November 30, 2020 Financial Statements

IV. Bills & Invoices

Commerce Chenango (Copies, Postage, IT, Quarterly Cloud Backup)	\$	2,543.38
Laughlin Lawn & Landscape	\$	400.00
DCC (Eco. Dev. Contributions)	\$	6,250.00
NYSEG (Airport Utilities)	\$	501.60
<u>Bond, Schoeneck &amp; King, LLC</u>	<u>\$</u>	<u>112.50</u>
<b>Total:</b>	<b>\$</b>	<b>9,807.48</b>

- V. Old Business
  - a. Solar Updates
    - i. Puckett (Greene)
      - 1. Working out final closing docs.
    - 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. Maintenance Bids
    - i. Update on bids; final decision on winning bid for 2021.
  - c. Board Membership
    - i. Chenango County Board of Supervisors
      - 1. Reorganizational meeting January 4<sup>th</sup>.
      - 2. Appointments made during January 11<sup>th</sup> meeting.
  - d. Airport Building
- VI. New Business
  - a. Review of board member roles and responsibilities.
    - i. Follow-up from ABO training

VII. Executive Session

VIII. Adjournment

**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*

Joanna Cacciola  
Board Recorder

County of Chenango IDA  
Statement of Financial Position  
November 30, 2020

	Note	November 30, 2020	December 31, 2019
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking #6274	\$	253.85	\$ 26,709.03
Money Market #2574		710,369.27	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		749,310.20	806,376.67
<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)
Total Property and Equipment		654,555.82	654,555.82
<b>Total Assets</b>		<b>\$ 1,403,866.02</b>	<b>\$ 1,460,932.49</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Current Liabilities</b>			
Accounts Payable	(5)	\$ 1,014.10	\$ 9,699.39
Total Current Liabilities		1,014.10	9,699.39
<b>Long-Term Liabilities</b>			
Total Liabilities		1,014.10	9,699.39
<b>Fund Balance</b>			
Fund Balance		1,458,983.68	1,559,220.65
Net Activity		(56,131.76)	(107,987.55)
Total Fund Balance		1,402,851.92	1,451,233.10
<b>Total Liabilities &amp; Fund Balance</b>		<b>\$ 1,403,866.02</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 Nov 30, 2020

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

**County of Chenango IDA  
Aged Payables  
As of Nov 30, 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>
Bond, Schoeneck & King, PLLC	112.50				112.50
Laughlin Lawn & Landscape	400.00				400.00
NYSEG	501.60				501.60
					-
	<b>1,014.10</b>	-	-	-	<b>1,014.10</b>

County of Chenango IDA  
Statement of Activities  
As of November 30, 2020

¶	Note	November 2020 Actual	November 2020 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2020 Budget
<b>Revenues</b>							
Airport Building Rent		\$ -	\$ 2,916.67	\$ -	\$ 32,083.37	\$ (32,083.37)	\$ 35,000.00
Clark Park Rent		450.00	450.00	4,950.00	4,950.00	-	5,400.00
On The Rail Processing Rent	(1)	-	406.00	4,065.20	4,466.00	(400.80)	4,872.00
New Project Fees		-	166.67	-	1,833.37	(1,833.37)	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		87.93	58.33	950.15	641.63	308.52	700.00
<b>Other Revenues</b>							
Total Revenues		537.93	3,997.67	38,206.35	73,340.58	(35,134.23)	77,338.21
<b>Expenditures</b>							
Economic Development		6,250.00	6,250.00	68,750.00	68,750.00	-	75,000.00
Advertising & Marketing		550.00	58.33	692.59	641.63	(50.96)	700.00
Office Supplies/Postage		47.67	47.67	524.37	524.37	-	572.00
Software & Equipment	(2)	146.00	50.00	2,018.00	550.00	(1,468.00)	600.00
Travel/Training		-	41.67	256.55	458.37	201.82	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		112.50	166.67	750.00	1,833.37	1,083.37	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		-	104.17	722.86	1,145.87	423.01	1,250.00
Airport Repairs		-	16.67	-	183.37	183.37	200.00
Airport Maintenance		400.00	416.67	6,048.20	4,583.37	(1,464.83)	5,000.00
Airport Utilities	(3)	659.66	-	6,341.19	-	(6,341.19)	-
Special Projects		-	41.67	-	458.37	458.37	500.00
Bank Fees		-	1.25	-	13.75	13.75	15.00
Misc Expense		-	8.33	-	91.63	91.63	100.00



County of Chenango IDA  
Statement of Activities  
As of November 30, 2020

¶	Note	November 2020 Actual	November 2020 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2020 Budget
<b>Capital Outlay</b>							
RR Capital Project		-	-	-	-	-	-
Total Expenditures		8,165.83	7,203.10	102,270.67	95,784.10	(6,486.57)	102,987.00
<b>Net revenues over expenditures</b>		<b>(7,627.90)</b>	<b>(3,205.43)</b>	<b>(64,064.32)</b>	<b>(22,443.52)</b>	<b>(41,620.80)</b>	<b>(25,648.79)</b>
<b>Other Sources (Uses)</b>							
RR Restoration Project Income	(4)	-	-	7,932.56	-	n/a	-
Total other sources (uses)		-	-	7,932.56	-	-	-
<b>Net Activity</b>		<b>\$ (7,627.90)</b>	<b>\$ (3,205.43)</b>	<b>\$ (56,131.76)</b>	<b>\$ (22,443.52)</b>	<b>\$ (41,620.80)</b>	<b>\$ (25,648.79)</b>

**Note**

- (1) April payment was deferred
- (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