

***Chenango County Industrial Development Agency***

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

Date: February 3, 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 February CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday, February 17, 2021** and be held via Zoom (a link will be shared via email to all board members and approved guests).

All Board members are asked to be present for this meeting.

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.

Community members are invited to watch via the Live Stream on the Chenango County IDA YouTube channel. A link is provided on our website.

Thank you.

**Chenango County IDA Board Meeting Agenda**  
**February 17, 2021 | 8:00 a.m.**  
**Meeting held via Zoom**



- I. Roll Call
- II. Welcome new Board Members and approval of membership:
  - a. Note: the Chenango County Board of Supervisors approved the revision to the by-laws to expand IDA Board Membership from five (5) to seven (7) members, on February 8, 2021.
  - b. **Resolved**, that by the recommendation and approval of the Chenango County Board of Supervisors during their February 8, 2021 regular meeting that the Chenango County IDA approve: Supervisor Jeff Blanchard, Taylor Zieno and Martha Ryan be appointed to the Chenango County Industrial Development Agency Board of Directors.
- III. Approval of Minutes
  - a. January 20, 2021 Meeting Minutes
- IV. Financial Report
  - a. January 31, 2021 Financial Statements
- V. Bills & Invoices

Commerce Chenango (Copies, Postage, IT, Quarterly Cloud Backup)	\$ 202.67
DCC (Eco. Dev. Contributions)	\$ 6,437.50
NYSEG (Airport Utilities)	\$ 1,187.34
ORB Seal Coating	\$ 725.00
Railroads of New York (Membership)	\$ 550.00
<u>Town of North Norwich Road Tax</u>	<u>\$ 2,000.00</u>
<b>Total:</b>	<b>\$ 11,102.51</b>

**Resolved**, whereas the February 17, 2021 CCIDA Meeting is being held virtually due to COVID-19 concerns, that the Chenango County IDA Board gives Executive Director, Kerri Green, authority to sign these checks without board member signatures on the vouchers.

- VI. Old Business
  - a. Railroad Update & FEMA Application
  - b. Airport Building
  - c. Solar Updates
    - i. Puckett (Greene)
      - 1. Closing was held on January 29, 2021
    - ii. Tiffany Energy (N. Norwich)

1. Held meeting with team on February 1, 2021.
2. Tentative closing March 2021 with a 2020 PILOT start date.
- iii. Norbut Energy (Coventry)
  1. Coventry Planning Board and NYSERDA regulations.
- iv. Our Generation LLC (Greene)

VII. New Business

- a. EDA / CARES Application
- b. 2020 Audit – Inero & Co.

VIII. Executive Session

IX. Adjournment

**Chenango County IDA**  
**Board Meeting Minutes**  
**January 20, 2021 | 8:00 a.m.**  
(Meeting held via Zoom)



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

Staff: K. Green; J. Cacciola

Guest: K. Pole; S. Butler; S. Palmatier; G. Seneck

1. Board Chair B. Burton called the meeting to order at 8:00a.m.
2. Upon review, motion to approve the Chobani mortgage refinance made by P. Raymond, seconded by M. Khoury. Ayes all. Approved.
3. Upon review, motion to approve the December 15, 2020 Regular Meeting Minutes made by P. Raymond, seconded by R. Gibbon abstains. Ayes all. Approved.
4. K. Green discussed the December 31 Financial Statements.
  - a. Accumulated appreciation for 2019 and 2020 will remain the same until the audit is completed.
  - b. The NYSEG bill is higher than it has been previously due to winter temperatures; thermostats have been checked to ensure they've not been adjusted.
  - c. Advertising and Marketing actuals and Software and Technology actuals are higher than budgeted because the 2020 budget did not account for these expenses. Advertising and Marketing includes the IDA portion of the Re-Brand.
  - d. The approved 2021 Budget reflects more accurate expenses in these categories.
  - e. Motion to approve the December 21 Financial Statements was made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.
5. Bills & Invoices were reviewed in detail:
  - a. Motion to approve resolution granting authority to K. Green to sign checks without board member signatures on the vouchers made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.
    - i. RESOLVED, whereas the January 20, 2021 CCIDA Meeting is being held virtually due to COVID-19 concerns, that the Chenango County IDA Board gives Executive Director, Kerri Green, authority to sign these checks without board member signatures on the vouchers.
  - b. Motion to approve the Bills & Invoices made by P. Raymond, seconded by R. Gibbon Ayes all. Approved.
6. K. Green provided a status update of the Puckett Solar PILOT project.
  - a. Puckett Solar closing is scheduled for January 29, 2021
  - b. Closing costs and annual fee will be paid over a 10-year period, approximately \$25,000 per year and includes public hearing and advertising fees.
7. K. Green confirmed no new updates on Tiffany Solar PILOT project.
8. K. Green confirmed no new updates on the Norbut Solar Farm PILOT project.
  - a. Norbut has not officially applied for a PILOT.
  - b. Still determining lead agency for the project.
9. Airport Building remains empty.

A few companies have expressed interest and tours are being scheduled.

- a. K. Green typically proposes a lease to interested tenants before suggesting purchasing the site.
10. New Board Members have not been confirmed yet.
  - a. Green has had some discussion about the candidates: one to replace W. Outwater, and 2 additional new members.
  - b. The County Board of Supervisors will pass one resolution updating CCIDA's bylaws to increase board size and approval of the three (3) new board members.
11. A SEQRA resolution was received by mail from Our Generation, LLC. For a new Solar Project in the Town of Greene.
12. Local IDAs have been awarding grants and loans to businesses to combat COVID-19 impact.
  - a. IDAs can give grants and loans as long as it is not public money.
  - b. K. Green and J. Cacciola are reviewing the CARES grant application and preparing to apply for funds to distribute locally.
13. Motion to adjourn made by P. Raymond, seconded by M. Khoury. Ayes all. Approved. Meeting adjourned at 8:20 a.m.

Respectfully Submitted,

*Joanna Cacciola*

Joanna Cacciola  
Board Recorder

County of Chenango IDA  
Statement of Financial Position  
January 31, 2021

	Note	January 31, 2021	December 31, 2020
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking #6274	\$	33,585.94	\$ 302.89
Money Market #2574		692,548.10	701,458.92
RR Project Checking #6598		-	-
Accounts Receivable	(1)	250.00	-
Financing Lease	(2)	29,900.01	34,188.98
Prepaid Expense	(3)	4,423.78	4,498.10
Total Current Assets		760,707.83	740,448.89
<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)	(594,876.37)	(568,192.61)
Total Property and Equipment		627,872.06	654,555.82
<b>Total Assets</b>		<b>\$ 1,388,579.89</b>	<b>\$ 1,395,004.71</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Current Liabilities</b>			
Accounts Payable	(5)	\$ 3,737.34	\$ 2,050.32
Total Current Liabilities		3,737.34	2,050.32
<b>Long-Term Liabilities</b>			
Total Liabilities		3,737.34	2,050.32
<b>Fund Balance</b>			
Fund Balance		1,361,907.34	1,458,983.68
Net Activity		22,935.21	(66,029.29)
Total Fund Balance		1,384,842.55	1,392,954.39
<b>Total Liabilities &amp; Fund Balance</b>		<b>\$ 1,388,579.89</b>	<b>\$ 1,395,004.71</b>

**Note**

- (1) See Aged Receivable Listing
- (2) Cascun Financing Lease from Property for Sale/Lease
- (3) Prepaid insurance as of 12/31/20
- (4) Recorded annual depreciation thru 12/31/20
- (5) See Aged Payables Listing

**County of Chenango IDA  
Aged Receivables  
As of January 31, 2021**

<b>Customer</b>	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
New York Susquehanna & Western Railway	250.00				250.00
-BID Tax 2021 Reimbursement					
	<b>250.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250.00</b>

**County of Chenango IDA  
Aged Payables  
As of January 31, 2021**

<b>Vendor</b>		<b>0 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
NYSEG	Airport Utilities	1,187.34				1,187.34
Railroads of New York	Dues	550.00				550.00
Town of North Norwich	PILOT-Road Tax	2,000.00				2,000.00
						-
		<b>3,737.34</b>	-	-	-	<b>3,737.34</b>



County of Chenango IDA  
Statement of Activities  
As of January 31, 2021

¶	Note	January 2021 Actual	January 2021 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2021 Budget
<b>Revenues</b>							
Airport Building Rent		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clark Park Rent		450.00	450.00	450.00	450.00	-	5,400.00
On The Rail Processing Rent		406.52	406.52	406.52	406.52	-	4,878.24
New Project Fees		-	-	-	-	-	5,000.00
BID Tax Reimbursement		250.00	250.00	250.00	250.00	-	250.00
PILOT/Project Fees							
NYS&W Project Fee		1,500.00	1,500.00	1,500.00	1,500.00	-	1,500.00
Norwich Pharm Project Fees		-	-	-	-	-	14,000.00
Norwich-Chenango Solar Project		-	-	-	-	-	1,500.00
Puckett Solar Project		31,000.00	50,000.00	31,000.00	50,000.00	(19,000.00)	50,000.00
Tiffany Solar Project		-	-	-	-	-	50,000.00
Coventry Solar Project		-	-	-	-	-	25,000.00
Other Income		-	-	-	-	-	5,000.00
Interest Income		89.18	100.00	89.18	100.00	(10.82)	1,200.00
<b>Other Revenues</b>							
Total Revenues		33,695.70	52,706.52	33,695.70	52,706.52	(19,010.82)	163,728.24
<b>Expenditures</b>							
Economic Development		6,437.50	6,437.50	6,437.50	6,437.50	-	77,250.00
Other Project Eco Dev Srvs Fees		-	-	-	-	-	18,750.00
RR Project Eco Dev Srvs Fees		-	-	-	-	-	2,500.00
Advertising & Marketing		550.00	416.67	550.00	416.67	(133.33)	5,000.00
Office Supplies/Postage		174.65	48.33	174.65	48.33	(126.32)	580.00
Software & Equipment		146.00	216.67	146.00	216.67	70.67	2,600.00
Travel/Training		-	-	-	-	-	-
Auditing Expense		-	-	-	-	-	6,500.00
Insurance Expense		-	-	-	-	-	7,600.00
Legal Expense		-	62.50	-	62.50	62.50	750.00
N. Norwich Road Tax		2,000.00	2,000.00	2,000.00	2,000.00	-	2,000.00
BID Tax		250.00	250.00	250.00	250.00	-	250.00
Airport Lease		-	-	-	-	-	750.00
Airport Repairs		-	83.33	-	83.33	83.33	1,000.00
Airport Maintenance		-	400.00	-	400.00	400.00	4,800.00

County of Chenango IDA  
Statement of Activities  
As of January 31, 2021

¶	Note	January 2021 Actual	January 2021 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2021 Budget
Airport Utilities		1,187.34	625.00	1,187.34	625.00	(562.34)	7,500.00
Special Projects		-	-	-	-	-	-
Bank Fees	(1)	15.00	-	15.00	-	(15.00)	-
Misc Expense		-	2,158.19	-	2,158.19	2,158.19	25,898.24
<b>Total Expenditures</b>		<b>10,760.49</b>	<b>12,698.19</b>	<b>10,760.49</b>	<b>12,698.19</b>	<b>1,937.70</b>	<b>163,728.24</b>
<b>Net revenues over expenditures</b>		<b>22,935.21</b>	<b>40,008.33</b>	<b>22,935.21</b>	<b>40,008.33</b>	<b>(17,073.12)</b>	<b>-</b>
<b>Other Sources (Uses)</b>							
<b>Net Activity</b>		<b>\$ 22,935.21</b>	<b>\$ 40,008.33</b>	<b>\$ 22,935.21</b>	<b>\$ 40,008.33</b>	<b>\$ (17,073.12)</b>	<b>\$ -</b>

**Note**

(1) Puckett Solar incoming wire bank fee