



**Chenango County IDA  
Board Meeting Minutes  
February 8, 2023 | 8:00 a.m.**

Present: B. Burton; J. Blanchard; P. Raymond; R. Gibbon; M. Ryan M. Khoury; T Zieno

Staff: S. Testani; B. Knowles; KathyJo Graves

Guest: M. Gladstone; Erik Scrivener

1. B. Burton called the regular board meeting to order at 8:00 am.
2. Roll call.
3. B. Burton waived the reading of the IDA Mission Statement.
4. Upon review, motion to approve the January 18, 2023, meeting minutes made by P. Raymond seconded by R. Gibbon. Ayes all. Approved.
5. KJ. Graves reviewed the January 31st Financial Statement.
  - a. Motion to approve the December 31st Financial Statement as presented made by R. Gibbon, seconded by M. Ryan. Ayes all. Approved.
6. Bills & Invoices were reviewed in detail:
  - a. Motion to approve the Bills & Invoices made by J. Blanchard, seconded by P. Raymond. Ayes all. Approved.
7. PILOTs
  - a. NY Smyrna I, LLC legal documents are in the board packets for review. B. Knowles will send Matt Wells from Bond, Schoeneck and King the updated UTEP as the CCIDA's position has changed regarding the length of time the PILOT will be given. Further review of these documents will be done with our attorney to make sure the CCIDA is proceeding according to our new UTEP. P. Raymond asked about "Local Labor Utilization Policy" that was referenced in the documents. B. Knowles will see what she can find out about this policy and if it the CCIDA needs to incorporate this policy.
8. Executive Director Update
  - a. J. Ostrander has taken on the roll of all Economic Development which includes Development Chenango Corporation and the IDA. B. Knowles will be Executive Assistant/Office Manager
  - b. There will be a hiring event held at the Norwich City High School in May.
  - c. Rout 12 STEAM initiative is moving forward. J. Ostrander is working on this initiative.
  - d. J. Ostrander continues to work on a job shadowing opportunity.
  - e. Working with DCMO BOCES to bring employers and school guidance counselors together to discuss what skill sets are needed.

- f. DRI is moving forward. The State has begun assigning agencies (HCR,ESD,DOS) to work with the project sponsors on completed their proposed projects.
  - g. Coco-June is a new coconut yogurt manufacturing plant located in Greene.
  - h. J. Ostrander is working on a grant with Eco-Strat, a company that rates communities on their ability to produce bio-diverse fuels. Motion was made by M. Khoury, seconded by P. Raymond to provide a letter of support for this grant. Ayes all. Approved.
  - i. Would like to catalog all “natural” resources and improve our digital tourism marketing.
  - j. Looking for a full time Programs and Membership Director. Lu Dick will be filling in until a good candidate can be found.
9. Old Business
- a. UTEP: Motion to adopt the revised UTEP made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved
  - b. IDA Property Update
    - i. Earl B. Clark has been finalized and the money has been received from the attorney.
    - ii. 5-7 Scott St, Bainbridge – Attorney has obtained the buyers signature and funds and will be sending it to us.
    - iii. B. Burton will contact Insurance Agent to make the adjustments to the insurance on these properties. Insurance will remain on the Earl B. Clark property.
10. New Business
- a. New IDA Legislation: The new legislation, which pertains to full disclosure of all PILOT projects to all taxing jurisdictions, is in the board packets for review.
11. Motion to adjourn made by P. Raymond seconded by R. Gibbon. Ayes all. Approved.  
Meeting adjourned at 8:49 a.m.

Respectfully Submitted,

*Barbara Knowles*

Barbara Knowles  
IDA Board Recorder