

CCIDA Meeting Minutes

April 15, 2020

8:00 a.m.

Present: E. Larsen, B. Burton, R. Gibbon, P. Raymond

Absent: W. Outwater

Contract Staff: A. Larsen; K. Green

Finance: S. Cwynar

Guest: S. Butler; S. Palmatier

I. Roll Call

Board Chair E. Larsen called the meeting to order at 8:01 a.m.

II. Approval of Minutes

Upon review approval of the March 25, 2020 annual and regular meeting minutes by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.

III. Treasurer's Report

S. Cwynar presented the March 31, 2020 Treasurer's Report.

Laughlin is owed \$400 for landscaping and there's a NYSEG bill payable. Rent is under budget by \$11,000. Total revenues of \$35,000. Expenditures look in line with prior years. Nothing was in budget for utilities, so over budget for airport utilities. Year-to-date net activity is still positive.

Motion to approve treasurer's report by B. Burton, seconded by P. Raymond. Ayes all. Approved.

IV. Bills & Invoices

B. Burton asked why postage was so high.

K. Green said there's also travel and IT included in that.

E. Larsen asked if we're in line with budget on that.

K. Green said yes.

Upon review motion to approve bills and invoices by B. Burton, seconded by P. Raymond. Ayes all. Approved.

E. Larsen authorizes K. Green to sign checks and mail without board signatures.

IV. Old Business

K. Green discussed the FEMA disaster funding application for the railroad. There was a call on Monday where details were discussed. We're working on uploading necessary files. We're still in pre-determination phase. Damage is only about \$16,000.

R. Gibbon said he saw that FEMA no longer pays administrative fees.

K. Green said it depends on the project. They did ask us to track our time.

R. Gibbon said he thinks we should be able to as we have been able to in the past. Administrative fees can be significant on FEMA projects.

V. New Business

K. Green discussed the administrative services agreement. DCC and Commerce have already signed off on it. 25% of new project fees and railroad revitalization project fees were to go to DCC – but she's not sure how that's been administered in the past. DCC can do loans and IDA can't so that's why we share that percentage as part of an overall economic development vision.

E. Larsen said we can probably strike the part referring to the railroad project.

E. Larsen asked if there were any changes from the previous year.

K. Green said she changed some language about renewal. She changed it so if not renewed within 60 days of expiration the previous agreement would remain in effect.

Motion to accept administrative agreement by P. Raymond, seconded by B. Burton. Ayes all. Approved.

K. Green discussed the Saturn Power PILOT application. At this time no immediate action is required. Still need to do some vetting.

P. Raymond asked how the tax districts felt about it.

S. Butler said it went through Town and County Planning Boards. There was some concern about how it would affect runway glare for the airport. The FAA will have to approve and no glare study has been done. It could impact the economic forecast for airport. The Town of Norwich planning board already approved.

E. Larsen said we could ask them to conduct a glare study as part of their PILOT application.

E. Larsen asked how Tiffany's MW/hour payments compared to previous solar projects.

A. Larsen said that Norwich-Chenango Solar's started at \$4,500 and Puckett's proposal was \$2,000. A key difference was that Norwich-Chenango was community solar while Puckett was wholesale. Tiffany would be a community solar facility.

E. Larsen asked if they provided a reason why it was so much lower than our other community solar project.

E. Larsen said we should still look into a standardized solar policy so we have some ground to stand on in making these decisions.

S. Palmatier said under new siting bill for large scale solar projects IDA's will lose control of what they can charge. It may be decided by the state. The state will pre-approve regions for large scale solar projects and determine rates. It was in the budget bill.

R. Gibbon asked if Tiffany group was in contact with school district.

K. Green said we would be organizing a meeting with tax districts and other stakeholders.

K. Green discussed internal controls. It had been brought up in the previous meeting.

R. Gibbon asked about bill reviewing process as they're received.

K. Green said they're reviewed by A. Larsen and Kathy Jo. Will be bringing front desk administration in on that in future.

K. Green discussed the proposed deferment policy. She took DCC's policy and replaced loan payment deferral with rent deferral.

E. Larsen asked about section stating that deferral requests would automatically trigger a stop on ACH payments.

K. Green said in case of DCC that was included because we wanted to prevent bounced payments if that was inevitable anyway.

Motion to approve deferral policy by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.

K. Green discussed the State budget and new legislation. Prevailing wage may be decided by a reviewing board for individual projects. There may be an executive order allowing IDA's to loan money. Kerri discussed a proposal with attorney about having a DCC loan program to aid struggling businesses during COVID-19. Tompkins county has a good bridge loan program. The IDA has leftover money from railroad project. Steuben county IDA was able to invest portion of funds to help a loan program. This might be something we can consider.

E. Larsen said we should consider that without a lease on the airport building, IDA is not in the best position to spend freely. DCC has existing policies and programs in place and is better suited to that. Also that money is very unlikely to be recouped.

K. Green said if we were to do something it would be an investment into DCC's program. But she understands our financial position.

R. Gibbon said he agrees with E. Larsen. Maybe a smaller portion can be invested into the loan program.

K. Green gave an update on Commerce Chenango. We've been closely tracking economic relief programs and have been working with local businesses. We have a COVID-19 resources page on our website.

K. Green said A. Larsen is leaving Commerce Chenango and K. Green will be assuming his duties in the short term.

VI. Adjournment

Motion to adjourn by B. Burton, seconded by P. Raymond. Ayes all. Approved. Meeting adjourned at 8:49 a.m.