

Chenango County Industrial Development Agency

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

Date: April 8, 2021

From: Brian Burton

To: Jeff Blanchard
Randy Gibbon, P.E.
Michael Khoury
Pete Raymond
Martha Ryan
Taylor Zieno
Kevin Pole

The Evening Sun
Shane Butler, Planning Department

Subject: CCIDA Board of Directors Meeting

The April CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday, April 21, 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. If you have any questions, please e-mail 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
Regular Meeting Agenda
April 21, 2021 | 8:00 a.m.
Meeting held via Zoom**



- I. Roll Call
- II. Approval of Minutes
 - a. March 25, 2021 Annual Meeting Minutes
 - b. March 25, 2021 Regular Meeting Minutes
- III. Financial Report
 - a. March 31, 2021 Financial Statements
- IV. Bills & Invoices

Commerce Chenango (Copies, Postage, IT, Quarterly Cloud Backup)	\$ 202.67
Bond, Schoeneck & King, PLLC	\$ 453.99
DCC (Eco. Dev. Contributions)	\$ 6437.50
Insero & Co.	\$ 6800.00
<u>NYSEG (Airport Utilities)</u>	<u>\$ 1062.49</u>
Total:	\$ 14,956.65

Resolved, whereas the April 21, 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.

- V. Old Business
 - a. IDA Academy – April 13, 2021
 - b. Airport Building
 - i. Open House – Spring 2021
 - c. Solar Updates
 - d. Cascun / On The Rail Processing
- VI. New Business
 - a. Permanent Easement from DOT
 - i. Access Road in Greene for new bridge construction
 - b. Commerce Chenango Strategic Plan
- VII. Executive Session
- VIII. Adjournment



Chenango County IDA
Annual Board Meeting Minutes
March 25, 2021 | 8:00 a.m.
(Meeting held via Zoom)

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

Staff: K. Green; J. Cacciola

Absent: B. Burton; M. Ryan

Guest: R. King; D. Shoen; M. Wells; K. Pole; S. Butler

1. Executive Director, K. Green, called the meeting to order at 8:00a.m.
2. K. Green opened the floor for nominations of officers and committee members.
 - a. M. Khoury moved to nominate J. Blanchard for Assistant Secretary and Assistant Treasurer. Motion to approve J. Blanchard, and the slate of officers and committee members as outlined in the meeting packet made by R. Gibbon, seconded by M. Khoury. Ayes all approved.
 - b. RESOLVED, that the Chenango County IDA has approved the 2021 Slate of Officers as indicated, effective March 25, 2021.
 - c. RESOLVED, that the Chenango County IDA has approved the 2021 Slate of Committee Members as indicated, effective March 25, 2021
3. Upon review, motion to approve the 2021 official depository, official publication, Agency legal counsel, and Executive Director as outlined in the meeting packet made by M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
4. IDA Policy and Bylaws were reviewed and approved at the February 8, 2021 meeting. R. Gibbon will arrange to sign the Bylaws, updated February 8, 2021.
5. K. Green reminded all board members to complete their annual board performance and evaluation if they had not done so already.
6. Motion to adjourn made by R. Gibbon, seconded by T. Zieno. Ayes all. Approved.
Annual Meeting adjourned at 8:06 a.m.

Respectfully Submitted,

Joanna Cacciola

Joanna Cacciola
Board Recorder

Chenango County IDA
Board Meeting Minutes
March 25, 2021 | 8:00 a.m.
(Meeting held via Zoom)



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

Staff: K. Green; J. Cacciola

Absent: B. Burton; M. Ryan

Guest: R. King; D. Shoen; M. Wells; K. Pole; S. Butler

1. Executive Director, K. Green, called the meeting to order at 8:06a.m.
2. K. Green introduced R. King and D. Shoen of Insero & Co. CPAs, LLP.
3. D. Shoen and R. King provided an overview of their report. R. King highlighted one outstanding item needed to complete the Schedule of Projects. D. Shoen provided the auditor's opinion as unmodified or clean.
 - a. Motion to approve audit pending the finalized projects made by R. Gibbon, seconded by J. Blanchard. Ayes all. Approved.
4. Upon review, motion to approve the February 17, 2021 Regular Meeting Minutes made by M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
5. K. Green discussed the February 28 Financial Statements.
 - a. The \$14,000 accounts receivable item is payment from Norwich Alvogen.
 - b. The \$1,284.90 accounts payable item is the utilities payment.
 - c. Puckett Solar under the statement of activities is skewed because the initial agreement was for 5 years, but final agreement was for 10 years.
 - d. Motion to approve the February 28 Financial Statements made by R. Gibbon, seconded by J. Blanchard. Ayes all. Approved.
6. 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 M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
 - i. Resolved, whereas the March 25, 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 M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
7. K. Green reported there are tentative plans to host an Open House at the Airport Building in April, and possibly in conjunction with the Airport.
8. K. Green provided updates on all solar projects:
 - a. Tiffany Solar is close to closing, and will likely be completed in early April.
 - b. Norbut Energy has a new representative. K. Green has spoken with the County Supervisor who wants the IDA to be lead on the project.
9. K. Green provided a summary of Statebook, the economic development site platform currently being used, and Golden Shovel, a new platform to replace Statebook. Statebook has not been meeting the economic development needs of the organization and county.

Golden Shovel will be a less task heavy platform, and they will present at a future IDA meeting.

10. K. Green informed the board of an upcoming training opportunity: the IDA Academy being hosted by New York State Economic Development Council on April 13 from 10a to 3p. Participation is open to all board members.
11. K. Green provided an update on Cascun Farm. Cascun is seeking to terminate their current lease, K. Green has been in communication with IDA legal counsel. K. Green will contact Cascun Farm asking for written notice.
12. K. Green received the High Bridge Energy, LLC's Certificate of Environmental Compatibility and Public Need, but has not received an official PILOT application.
13. Motion to adjourn made by M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
Meeting adjourned at 8:45 a.m.

Respectfully Submitted,

Joanna Cacciola

Joanna Cacciola
Board Recorder

County of Chenango IDA
Statement of Financial Position

March 31, 2021

	Note	March 31, 2021		December 31, 2020
ASSETS				
Current Assets				
Checking #6274	\$	30,216.45	\$	302.89
Money Market #2574		692,716.03		701,458.92
RR Project Checking #6598		-		-
Accounts Receivable	(1)	-		-
Financing Lease	(2)	29,900.01		34,188.98
Prepaid Expense	(3)	4,423.78		4,498.10
Total Current Assets		757,256.27		740,448.89
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)	(594,876.37)		(568,192.61)
Total Property and Equipment		627,872.06		654,555.82
Total Assets		\$ 1,385,128.33	\$	1,395,004.71
LIABILITIES AND FUND BALANCE				
Current Liabilities				
Accounts Payable	(5)	\$ 8,316.48	\$	2,050.32
Total Current Liabilities		8,316.48		2,050.32
Long-Term Liabilities				
Total Liabilities		8,316.48		2,050.32
Fund Balance				
Fund Balance		1,361,907.34		1,458,983.68
Net Activity		14,904.51		(66,029.29)
Total Fund Balance		1,376,811.85		1,392,954.39
Total Liabilities & Fund Balance		\$ 1,385,128.33	\$	1,395,004.71

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 March 31, 2021

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

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

Vendor		0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond, Schoeneck & King, PLLC	Legal	453.99				453.99
Insero & Co	Audit	6,800.00				6,800.00
NYSEG	Airport Utilities	1,062.49				1,062.49
						-
		8,316.48	-	-	-	8,316.48

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

Note	March 2021 Actual	March 2021 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2021 Budget
Revenues						
Airport Building Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clark Park Rent	450.00	450.00	1,350.00	1,350.00	-	5,400.00
On The Rail Processing Rent	406.52	406.52	1,219.56	1,219.56	-	4,878.24
New Project Fees	-	1,250.00	-	1,250.00	(1,250.00)	5,000.00
BID Tax Reimbursement	-	-	250.00	250.00	-	250.00
PILOT/Project Fees						
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	-	-	-	1,500.00	(1,500.00)	1,500.00
Puckett Solar Project	-	-	31,000.00	50,000.00	(19,000.00)	50,000.00
Tiffany Solar Project	-	50,000.00	-	50,000.00	(50,000.00)	50,000.00
Coventry Solar Project	-	25,000.00	-	25,000.00	(25,000.00)	25,000.00
Other Income	-	1,250.00	-	1,250.00	(1,250.00)	5,000.00
Interest Income	88.24	100.00	257.11	300.00	(42.89)	1,200.00
Other Revenues						
Total Revenues	944.76	78,456.52	49,576.67	147,619.56	(98,042.89)	163,728.24
Expenditures						
Economic Development	6,437.50	6,437.50	19,312.50	19,312.50	-	77,250.00
Other Project Eco Dev Srvc Fees	-	4,687.50	-	4,687.50	4,687.50	18,750.00
RR Project Eco Dev Srvc Fees	-	625.00	-	625.00	625.00	2,500.00
Advertising & Marketing	41.75	416.67	591.75	1,250.01	658.26	5,000.00
Office Supplies/Postage	47.67	48.33	269.99	144.99	(125.00)	580.00
Software & Equipment	418.20	216.67	719.20	650.01	(69.19)	2,600.00
Travel/Training	-	-	-	-	-	-
Auditing Expense	6,800.00	6,500.00	6,800.00	6,500.00	(300.00)	6,500.00
Insurance Expense	-	-	-	-	-	7,600.00
Legal Expense	453.99	62.50	453.99	187.50	(266.49)	750.00
N. Norwich Road Tax	-	-	2,000.00	2,000.00	-	2,000.00
BID Tax	-	-	250.00	250.00	-	250.00
Airport Lease	-	-	-	-	-	750.00
Airport Repairs	-	83.33	-	249.99	249.99	1,000.00
Airport Maintenance	-	400.00	725.00	1,200.00	475.00	4,800.00

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

	Note	March 2021 Actual	March 2021 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2021 Budget
Airport Utilities		1,062.49	625.00	3,534.73	1,875.00	(1,659.73)	7,500.00
Special Projects		-	-	-	-	-	-
Bank Fees	(1)	-	-	15.00	-	(15.00)	-
Misc Expense		-	2,158.19	-	6,474.57	6,474.57	25,898.24
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Total Expenditures		15,261.60	22,260.69	34,672.16	45,407.07	10,734.91	163,728.24
Net revenues over expenditures		(14,316.84)	56,195.83	14,904.51	102,212.49	(87,307.98)	-
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Other Sources (Uses)							
Net Activity		\$ (14,316.84)	\$ 56,195.83	\$ 14,904.51	\$ 102,212.49	\$ (87,307.98)	\$ -

Note

(1) Puckett Solar incoming wire bank fee