County of Chenango Industrial Development Agency

19 East Main Street
Norwich, New York 13815
607-334-1400

Date: June 3, 2026

From: Salvatore J. Testani

To:		
	RC Woodford	The Evening Sun
	Stanley Foulds	Shane Butler, Chenango County Planning Department
	Brian Burton	Jeff Blanchard, Chairman, Chenango County Board of Supervisors
	Michael Khoury	Omar Sanders, Empire State Development
	Louis Callea	Thomas Clifford, Bond, Schoeneck & King PLLC
	Frank Crawford	Matthew Wells, Bond Schoeneck & King PLLC
	Taylor Zieno	US Senator Charles Schumer
		US Senator Kirsten Gillibrand
		US Congressman Josh Riley
		New York State Governor Kathy Hochul
		New York State Assemblyman Joe Angelino
		New York State Assemblyman Jeff Gallahan
		New York State Senator Peter Oberacker
		New York State Senator Joseph Griffo

Subject: CCIDA Board of Directors Meeting

The June CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday June 17, 2026,** at the Commerce Chenango Office, 19 East Main Street, Norwich, NY 13815.

The meeting is open to the public and will be streamed live on the Chenango County IDA YouTube Channel. The link can be found on the Chenango County IDA website: https://tinyurl.com/ChenCtyIDA

Please RSVP at your earliest convenience by e-mail at jholden@chenangony.org and if you have any questions, you may contact us at 607-334-1400.

Thank you.

Chenango County IDA Board
Regular Meeting Agenda
June 17, 2026 | 8:00 a.m.
Commerce Chenango

I. Roll Call.

II. Reading of IDA Mission Statement:

> *"The mission of the Chenango County Industrial Development Agency is to drive economic growth by providing targeted incentives that strengthen the tax base, support job creation, and promote clean and/or affordable energy solutions for a more sustainable future."*

III. Approval of Minutes:

a. May 20, 2026, Regular Meeting Minutes

IV. Financial Report:

a. May 31, 2026, Financial Statements

V. Bills & Invoices:

General IDA	
NYSEG	-1,027.46
Village of Bainbridge, Tax Collector	-1,121.40
C&B Landscaping	-120.00
Commerce Chenango (V)	-839.08
Frontier	-82.46
J.C. Ehrlich	-135.16
TOTAL	-3,325.56

23 E.Main Redevelopment	
Principle Design Engineering, PLLC	-2,250.00
Upstate Companies I LLC	-65,930.00
Upstate Companies I LLC	-78,707.50
TOTAL	-146,887.50

VI. PILOT Updates:

a. 20 American Ave., LLC

b. Principle Holdings Group

VII. Old Business:

a. Sunrise Family Farms

b. Water District Study

c. Landbank

VIII. New Business

a. Pro-Housing Certification

IX. 23 E. Main St. Building (Early Learning Center) Update

X. Executive Update

XI. Upcoming Events:

- Annual Commerce Chenango Gala
  - Thursday, June 18
- Chenango County Historical Barn Party
  - Thursday, June 25
- Business Luncheon for Eastern Chenango County
  - Thursday, July 9
- CCIDA Board Meeting
  - Wednesday, July 15

For times and details please visit: CommerceChenango.com

XII. Executive Session

XIII. Adjournment

Next meeting date is set at 8:00 a.m. on Wednesday, July 15, 2026

County of Chenango IDA Board
Meeting Minutes
May 20, 2026 | 8:00 A.M.

Present: RC Woodford; B. Burton; L. Callea; F. Crawford; M. Khoury; T. Zieno
Absent: S. Foulds
Staff: T. Oliver; S. Testani; J. Axtell; J. Holden; S. Maier
Guests: S. Butler; J. Blanchard; A. Spence; G. Coviello

1. Chairman RC Woodford called the board meeting to order at 8:00 A.M., and the Roll Call was taken.

2. RC Woodford read the IDA Mission Statement:

   "The mission of the Chenango County Industrial Development Agency is to drive economic growth by providing targeted incentives that strengthen the tax base, support job creation, and promote clean and/or affordable energy solutions for a more sustainable future."

3. A motion was made by B. Burton to approve the Board Meeting minutes of April 15, 2026. Seconded by M. Khoury. Ayes all. T. Zieno abstained. Approved.

4. J. Axtell reviewed the Financial Statements as of April 30, 2026. A motion to approve was made by L. Callea. Seconded by B. Burton. Ayes all. Approved.

5. J. Axtell reviewed the Bills and Invoices for April 30, 2026, in detail.

   a. A subset category of Bills and Invoices was established for the 23 E. Main Redevelopment Project.

   b. It was noted by T. Oliver, after an observation made by the board, that 23 E. Main Street is the same physical location as 19 E. Main Street, with 19 E. Main Street serving as the mailing address.

   c. T. Oliver reported that Upstate Companies completed the demolition phase of the project. The Agency received its first invoice from Upstate Companies in the amount of $65,930, which fell within the planned project budget.

   d. L. Callea made a motion to amend the 23 E. Main Redevelopment Project Bills and Invoices to include the payment to Upstate Companies. The motion was seconded by M. Khoury. Ayes all. Approved.

   e. B. Burton made a motion to approve the Bills and Invoices for May. Seconded by T. Zieno. Ayes all. Approved.

6. PILOT Activity Update – Presented by T. Oliver

    a. 20 American Ave Project:

        i. Project Managers A. Spence and G. Coviello were present regarding the proposed project located at 20 American Avenue in Norwich.

        ii. The application submitted to the Agency was extensive in nature and the project represents a significant Downtown Revitalization Initiative (DRI) housing redevelopment within the City of Norwich. It was further noted that this is commonly known as the "Unguentine Building."

        iii. The proposed redevelopment would include 30 residential housing units, along with a commercial unit on the first floor, representing an estimated $14 million investment. Construction is anticipated to begin in Fall 2026, with estimated completion by September 2027.

        iv. This would represent the Agency's first housing project PILOT application. Discussion was held regarding the Agency's Uniform Tax Exemption Policy (UTEP), including the potential need for an exception and the possibility of modeling portions of the structure after similar housing PILOT policies utilized by the Broome County Industrial Development Agency. It was noted that the matter remains under review and that a recommendation would be brought back to the Agency following additional research and discussion.

        v. It was emphasized that the purpose of the meeting item was solely to consider a resolution accepting the application and authorizing the scheduling of a public hearing at the appropriate time. Discussion also referred to a proposed 20-year PILOT structure.

        vi. S. Maier commented that housing PILOT structures of this nature are not uncommon and are standard practice among many Industrial Development Agencies.

        vii. T. Zieno noted a correction within the resolution language, clarifying that the project consists of 10 residential units per floor.

        viii. B. Burton made a motion to approve the resolution with the noted correction. Seconded by F. Crawford. Ayes all. Approved.

b. Principle Holdings Group – Construction activity for the Principle Holdings Group project continues to progress. It was noted that the applicant has not yet moved forward with initiating any tax incentive requests and is currently waiting for the project to be reassessed. At this time, no tax exemptions or incentives have been formally applied for through the Agency.

c. High Bridge Wind – to be discussed in Executive Session

7. Old Business – T. Oliver and S. Testani Update:

a. Sunrise Family Farms:

i. Ongoing discussions continue with LaBella Associates regarding infrastructure considerations associated with the Sunrise Family Farms project.

ii. It was noted that limited existing utility resources remain a primary challenge and that discussions are being coordinated in conjunction with the broader water district study efforts. LaBella Associates has developed three potential infrastructure solution concepts for consideration.

iii. Discussion noted that both the City of Norwich and the Town of Norwich would likely need to be involved in any future infrastructure expansion efforts related to the project. It was further noted that identifying an individual or lead entity to help drive and coordinate the project forward will be important.

iv. RC Woodford was encouraged to speak with S. Foulds, noting that his representation of the Town of Norwich would make him an appropriate starting point for further discussions and coordination efforts.

b. Water District Study:

i. Delaware Engineering originally completed the application associated with the proposed water district study. Since that time, it has been difficult to obtain updated information and progress details regarding the effort.

ii. As a result, the project has been opened to LaBella Associates to undertake and further develop the actual water district study.

iii. Discussion was held regarding the overall scope of the study, with concern noted that the current scope may be too broad to qualify for a NY FAST grant application. It was noted that efforts will be made to narrow and better define the scope of the project to improve grant competitiveness and feasibility.

iv. It was further discussed that the engineering and technical cost information associated with the Sunrise Family Farms project should be incorporated into the study effort. Work and coordination with LaBella Associates will continue moving forward.

c. Lank Bank Development - The Chenango County Board of Supervisors passed a resolution authorizing the creation of the Land Bank Board. Development of the Board structure and organizational process continues to move forward.

8. Early Learning Center (23 E. Main Street Redevelopment) – The demolition phase of the project has been completed. Plumbing and electrical-related work continue to progress as part of the redevelopment effort. The bi-weekly project meetings continue to be held regularly, and the overall project remains on schedule at this time. Additional discussion was held regarding fundraising efforts associated with the Early Learning Center project. It was noted that Commerce Chenango continues to work with project partners to help raise funds for Early Learning Center needs and amenities that fall outside the current project construction scope and budget.

9. S. Testani presented the Executive Director's Report:

   a. Not listed is the UHS Grand Opening ribbon cutting of the Front Entrance from 12:30-3:00pm on Thursday May 28th.

   b. A list of upcoming events taking place between now and the next IDA meeting was provided during the report.

   c. The NYS IDA Academy is tentatively planned for late June 2026, and information will be distributed to Board Members once finalized.

10. Executive Session – Contract Negotiations:

    a. At 8:35 A.M., B. Burton made a motion to enter Executive Session for the purpose of discussing Contract Negotiations. The motion was seconded by M. Khoury. Ayes all. Approved.

    b. At 8:50 A.M., M. Khoury made a motion to exit Executive Session. The motion was seconded by B. Burton. Ayes all. Approved.

11. At 8:50 A.M., T. Zieno made a motion to Adjourn. Seconded by B. Burton. Ayes all. Approved.

Respectfully Submitted,

John Holden John Holden - Board Recorder

County of Chenango IDA
Balance Sheet
As of May 31, 2026

	Notes	May 31, 2026	Dec 31, 2025
ASSETS			
Current Assets			
Checking/Savings			
1010-00 · Checking #6274		60,760.39	16,586.13
1011-00 · Money Market #2574		1,345.52	1,332.23
1013-00 · IntraFI #7275		812,249.66	800,616.89
1016-00 · 23 E Main Redevlopment #5282	(1)	414,479.93	0.00
Total Checking/Savings		1,288,835.50	818,535.25
Accounts Receivable			
1200-00 · Accounts Receivable	(2)	1,667,418.24	1,695,424.13
Total Accounts Receivable		1,667,418.24	1,695,424.13
Other Current Assets			
1202-00 · Undeposited Funds		1,545.00	0.00
1210-00 · Lease Receivable - Current			
1213-00 · Everything Bagelry Lease		17,045.00	17,045.00
1214-00 · DCC-Lease		8,192.23	8,192.23
1215-00 · Commerce Chenango - Lease		8,192.23	8,192.23
Total 1210-00 · Lease Receivable - Current	(3)	33,429.46	33,429.46
1221-00 · Due from Foundation		0.00	562.50
1420-00 · Prepaid Expense		3,165.10	3,165.10
1421-00 · Prepaid Contract Services			
1421-10 · Prepaid CS Payroll		24,710.65	42,852.84
1421-20 · Prepaid CS Admin		473.45	2,852.37
Total 1421-00 · Prepaid Contract Services	(4)	25,184.10	45,705.21
1700-00 · Lease Receivable - Non-Current	(5)	51,138.16	51,138.16
Total Other Current Assets		114,461.82	134,000.43
Total Current Assets		3,070,715.56	2,647,959.81
Fixed Assets			
1510-00 · Building Industrial Parks		340,039.35	340,039.35
1520-00 · Improvements Buildings		164,101.50	61,545.00
1690-00 · Less Accumulated Depreciation		-18,388.64	-18,388.64
Total Fixed Assets		485,752.21	383,195.71
TOTAL ASSETS		**3,556,467.77**	**3,031,155.52**
LIABILITIES & EQUITY			
Current Liabilities			
Accounts Payable			
2000-00 · Accounts Payable		4,564.24	46,681.10
Total Accounts Payable		4,564.24	46,681.10
Other Current Liabilities			
2560-00 · Prepaid Rental Income		1,500.00	1,500.00
2590-00 · Deferred Inflow of Resources	(6)	84,567.62	84,567.62
Total Other Current Liabilities		86,067.62	86,067.62
Total Current Liabilities		90,631.86	132,748.72
Total Liabilities		90,631.86	132,748.72
Equity			
3000-00 · Fund Balance			
3800-00 · Fund Balance Operating		-29,048.42	-29,048.42
3900-00 · Retained Earnings(1)		1,287,358.97	1,287,358.97
Total 3000-00 · Fund Balance		1,258,310.55	1,258,310.55
3200-00 · Retained Earnings		1,640,096.25	2,015,875.45
Net Income		567,429.11	-375,779.20
Total Equity		3,465,835.91	2,898,406.80
TOTAL LIABILITIES & EQUITY		**3,556,467.77**	**3,031,155.52**

Notes: April Comments

(1) $495,000 moved to 23 E. Main
(2) All payments received for Pilots except High Bridge - follow up sent
(3) Per Auditors - Annual Lease payments - used Present Value @7%
(4) April-June Prepaid in number
(5) Per Auditors - Long Term Lease portions of CC, DCC & Everything Bagelry PV@7%
(6) Liability side of multi-year leases

County of Chenango IDA
A/R Aging Summary
As of May 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Commerce Chenango (Paid)	1,250.72	0.00	0.00	0.00	0.00	1,250.72
Development Chenango Corp.(Pai	1,305.62	0.00	0.00	0.00	0.00	1,305.62
High Bridge Wind, LLC	0.00	0.00	0.00	0.00	1,576,461.90	1,576,461.90
Norbut Solar	0.00	0.00	0.00	0.00	0.00	0.00
Norwich Alvogen	0.00	0.00	0.00	0.00	0.00	0.00
Puckett Solar	0.00	0.00	0.00	0.00	88,400.00	88,400.00
TOTAL	**2,556.34**	**0.00**	**0.00**	**0.00**	**1,664,861.90**	**1,667,418.24**

Notes: High Bridge Wind payments are $92,733.05 AR and $1500 Annual Pilot Income
Norbut Solar paid Chenango County and County send a payment to IDA
Pucket Solar has 4 years left of payments

County of Chenango IDA
A/P Aging Summary
As of May 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
C&B Landscaping (paid)	120.00	0.00	0.00	0.00	0.00	120.00
Commerce Chenango (V) (paid)	839.08	0.00	0.00	0.00	0.00	839.08
J.C. Ehrlich (paid)	135.16	0.00	0.00	0.00	0.00	135.16
Upstate Companies Inc.	0.00	3,470.00	0.00	0.00	0.00	3,470.00
TOTAL	**1,094.24**	**3,470.00**	**0.00**	**0.00**	**0.00**	**4,564.24**

Note: Upstate is the 5% holdback balance on invoice paid at end of project

County of Chenango IDA
Statement of Activities
As of May 31, 2026

	Note:	May 26	May Budget	YTD Actual	YTD Budget	$ Over Budget	2026 Budget
Income							
4300-20 · Property Rents Received							
4307-20 · Everything Bagelry Rent		1,545.00	1,500.00	7,680.00	7,500.00	180.00	18,000.00
4308-20 · Everything Bagelry Utility Reim		0.00	0.00	240.22	275.00	-34.78	1,100.00
4309-20 · East Main Street Rent		1,600.00	1,600.00	8,000.00	8,000.00	0.00	19,200.00
4310-20 · East Main St. Utility Reimb		956.34	975.79	11,632.71	12,690.54	-1,057.83	25,612.13
Total 4300-20 · Property Rents Received		4,101.34	4,075.79	27,552.93	28,465.54	-912.61	63,912.13
4332-20 · BID Tax Reimbursement		0.00	0.00	250.00	250.00	0.00	250.00
4400-10 · PILOT/Project Fees							
4405-10 · NYS&W Project Fee		0.00	0.00	1,500.00	1,500.00	0.00	1,500.00
4408-10 · Norwich Pharm Project Fees		0.00	0.00	14,000.00	14,000.00	0.00	14,000.00
4409-10 · NorwichChenango Solar Project		0.00	0.00	1,125.21	1,125.21	0.00	1,125.21
4410-10 · Puckett Solar Project Fees		0.00	0.00	2,658.00	2,658.00	0.00	2,658.00
4411-10 · Tiffany Solar Project Fees		0.00	0.00	1,510.00	1,510.00	0.00	1,510.00
4412-10 · Norbut Solar - Coventry		0.00	0.00	3,000.00	3,000.00	0.00	3,000.00
4413-10 · High Bridge Wind - Guilford		0.00	0.00	0.00	0.00	0.00	0.00
4414-10 · Principle Holding Group	(1)	0.00	0.00	0.00	88,825.00	-88,825.00	88,825.00
4415-10 · Payne Solar Farm LLC Project	(2)	0.00	0.00	612,486.00	0.00	612,486.00	577,286.00
Total 4400-10 · PILOT/Project Fees		0.00	0.00	636,279.21	112,618.21	523,661.00	689,904.21
4660-00 · Other Income	(3)	0.00	0.00	20,000.00	0.00	20,000.00	0.00
4669-00 · Interest Income	(4)	2,379.14	2,850.00	11,646.06	14,250.00	-2,603.94	34,200.00
4995-00 · Transfer from Investments-Ot	(5)	0.00	0.00	0.00	30,000.00	-30,000.00	60,000.00
Total Income		6,480.48	6,925.79	695,728.20	185,583.75	510,144.45	848,266.34
Expense							
6080-00 · Contracted Payroll Services	(6)	18,257.86	21,426.42	68,137.17	78,563.54	-10,426.37	185,695.64
6080-10 · Contract Administration		1,030.72	873.05	5,335.40	4,676.21	659.19	10,882.20
6150-00 · Advertising & Marketing(1)		0.00	0.00	216.00	0.00	216.00	625.00
6160-00 · Office Supplies/Postage		0.00	0.00	367.64	300.00	67.64	300.00
6200-00 · Travel/Training	(7)	622.42	0.00	2,482.84	500.00	1,982.84	1,000.00
6750-00 · Auditing Expense		0.00	0.00	6,887.00	6,825.00	62.00	6,825.00
6770-00 · Professional Services	(8)	0.00	0.00	20,000.00	0.00	20,000.00	0.00
6800-00 · Insurance Expense		0.00	0.00	424.18	3,400.00	-2,975.82	5,750.00
6890-00 · Legal Expense		0.00	0.00	597.50	2,000.00	-1,402.50	8,000.00
7220-20 · BID Tax		0.00	0.00	250.00	250.00	0.00	250.00
7400-20 · 5 Walnut Ave Bainbridge Expense		0.00	0.00	2,300.69	1,950.00	350.69	9,500.00
7401-20 · 5 Walnut Ave Bainbridge Utility		0.00	0.00	240.22	275.00	-34.78	1,100.00
7601-00 · East Main St Utilities							
7601-10 · Water & Sewer		0.00	0.00	83.17	320.00	-236.83	1,070.00
7601-20 · Electric	(9)	845.86	925.00	5,700.72	4,740.00	960.72	12,915.00
7601-30 · Natural Gas	(9)	181.60	75.00	3,584.09	2,395.00	1,189.09	4,500.00
7601-40 · Telephone		223.42	210.09	1,027.11	1,050.45	-23.34	2,521.08
7601-50 · Garbage		27.73	23.57	568.74	117.85	450.89	282.84
Total 7601-00 · East Main St Utilities		1,278.61	1,233.66	10,963.83	8,623.30	2,340.53	21,288.92
7602-00 · East Main St Maintenance							
7602-10 · Maint IDA 100%		227.11	0.00	1,096.94	500.00	596.94	2,000.00
7602-20 · Maint Split w/CC & DCC	(10)	417.16	474.00	8,204.08	11,714.99	-3,510.91	20,203.99
Total 7602-00 · East Main St Maintenance		644.27	474.00	9,301.02	12,214.99	-2,913.97	22,203.99
7603-00 · East Main Street Taxes		0.00	0.00	375.00	0.00	375.00	0.00
7830-40 · Consulting/Engineering		0.00	0.00	0.00	0.00	0.00	0.00
7840-40 · Special Projects Fees Misc Exp		0.00	0.00	380.59	0.00	380.59	0.00
7870-00 · Bank Fees		0.00	0.00	40.01	15.00	25.01	15.00
7900-50 · Transfer to Operating	(11)	0.00	0.00	0.00	30,000.00	-30,000.00	60,000.00
8500-00 · Depreciation Expense		0.00	0.00	0.00	0.00	0.00	4,674.00
Total Expense		21,833.88	24,007.13	128,299.09	149,593.04	-21,293.95	338,109.75
Net Income		**-15,353.40**	**-17,081.34**	**567,429.11**	**35,990.71**	**531,438.40**	**510,156.59**

County of Chenango IDA
Statement of Activities
As of May 31, 2026

Note:	May 26	May Budget	YTD Actual	YTD Budget	$ Over Budget	2026 Budget

Notes: Jan-May Comments

(1) Principle did not start Pilot yet
(2) Payne Solar - Pilot closed early
(3) Chenango County Land Acquisition & Dev Feasibility Study - Weiler Park
(4) Lower Interest Rates this year
(5) Transfer not needed due to Payne Solar closing early
(6) April-June Prepaid in number
(7) Staff Project Management training not in budget
(8) Chenango County Land Acquisition & Dev Feasibility Study - Weiler Park
(9) Utility rates increased this year
(10) Siemens Alarm Contract in flux due to renovation
(11) Transfer not needed due to Payne closing early

Chenango County IDA - 23 East Main Street Redevlopment

Bank Balance as of June 17,2026

Date	Deposits	Expenses	Contingent	Method	Balance	Comments
4/22/2026	$ 5,000.00			ACH	$ 5,000.00	For Permits/Air Monitoring
4/24/2026			$ 126.56	EFT	$ 4,873.44	
4/27/2026			$ 1,064.00	1001	$ 3,809.44	
4/27/2026			$ 1,611.50	1002	$ 2,197.94	Chenango County - Permits
4/27/2026			$ 1,978.50	1003	$ 219.44	Rome Environmental Air Testing
4/30/2026			$ 10.01	EFT	$ 209.43	NBT Service Fee
5/11/2026	$ 495,000.00				$ 495,209.43	
5/20/2026			$ 12,549.50	1004	$ 482,659.93	SharpTech
5/26/2026		$ 2,250.00		1005	$ 480,409.93	Principle Design
5/26/2026		$ 65,930.00		1006	$ 414,479.93	Upstate #1
6/17/2026		$ 78,707.50		1007	$ 335,772.43	Upstate #2 - June 17, 2026 Board Approval
Balance	$ 500,000.00	$ 146,887.50	$ 17,340.07		$ 335,772.43	

Budget	$ 1,552,845.00	$ 155,284.50	$ 1,708,129.50
Used	$ 146,887.50	$ 17,340.07	$ 164,227.57
Balance	$ 1,405,957.50	$ 137,944.43	$ 1,543,901.93

Principle Design - 23 E. Main Redevelopment

		Budget	Design Services	Bid/Award Services	Construction Adm/Oversight	Total	Balance
Invoice	Date	Check #	$ 73,398.00	$ 3,058.00	$ 18,350.00	$ 94,806.00	
Sep-25	10/15/2025	3549	$ 4,825.00	$ -	$ -	$ 4,825.00	$ 89,981.00
Oct-25	11/10/2025	3557	$ 12,325.00	$ -	$ -	$ 12,325.00	$ 77,656.00
Nov-25	12/8/2025	3565	$ 1,815.00	$ -	$ -	$ 1,815.00	$ 75,841.00
Dec-25	1/7/2026	3586	$ 42,580.00	$ -	$ -	$ 42,580.00	$ 33,261.00
Jan-Feb 2026	3/13/2026	3601	$ 9,825.00	$ -	$ -	$ 9,825.00	$ 23,436.00
Mar-26	4/11/2026	3613	$ 2,028.00	$ -	$ 1,850.00	$ 3,878.00	$ 19,558.00
Apr-26	5/21/2026	1005	$ -	$ -	$ 2,250.00	$ 2,250.00	$ 17,308.00
Total			$ 73,398.00	$ -	$ 4,100.00	$ 77,498.00	
Balance Left			$ -	$ 3,058.00	$ 14,250.00	$ 17,308.00	

Checking w/Principle Design on this. They show its paid.

Projected Cashflow Plan - 23 E. Main Development	$ 1,552,845	Resolution 2026-9			
Project Payments Estimated by O'Reilly's	$ Needed	% Needed	Total	Amount	Source
April - Contingent (Checks/Permits/Air Monitoring)	$ 3,714.19			$ 5,000	IDA Checking #6274
May	$ 310,569	20%	$ 310,569	$ 495,000	IDA Checking #6274
June 1st - Draw delayed as bill slower than anticipated	$ 388,211	25%	$ 698,780	$ 500,000	County Interest 3.6%
July 1st - 1st County Draw	$ 388,211	25%	$ 1,086,992	$ 100,000	IntraFI #7275 - 3.5% March
August 1st - Estimated 2nd Draw	$ 388,211	25%	$ 1,475,203	$ 500,000	County Interest 3.6%
September	$ 77,642	5%	$ 1,552,845		
	$ 1,552,845	100%		$ 1,600,000	

May 19, 2026

Tyler Oliver, Economic Development Director
Chenango County Industrial Agency (IDA)
19 East Main Street
Norwich, NY
Delivered Via Email: toliver@chenangony.org

Re: Professional Services Proposal
Norwich Shovel Ready Sites Corridor Economic Development Framework
Norwich, NY 13815

Dear Mr. Oliver,

Thank you for the opportunity to submit this proposal for assistance in developing a strategic economic development framework for Shovel Ready sites in the City of Norwich. LaBella Associates would be pleased to work Commerce Chenango, the City of Norwich, and other partners to identify and advance potential Shovel Ready sites to position them for FAST NY funding and other funding opportunities.

LaBella is especially well suited to support this effort because our multi-disciplinary team can provide planning, engineering, design, and funding experience for the project. We understand that the framework must be more than a basic feasibility study. It must present compelling, market-driven strategies to support future development and grant requests.

Our local understanding is grounded in prior work in the immediate area, including LaBella's work on the City of Norwich BOA, and other planning, funding opportunities, parks and engineering projects we have worked on in the area. We understand that Commerce Chenango is seeking a consultant that can commence work immediately following selection. LaBella is prepared to meet this schedule and provide a compelling roadmap for future investment in the area.

Understanding of the Assignment

The Chenango County Industrial Development Agency (IDA) will lead the development of a comprehensive economic development framework for the strategic corridor linking the City of Norwich with the Lt. Warren E. Eaton Airport, Woods Corners, Sunrise Family Farms and other sites as budgets allow. This effort, referred to as the "Norwich Shovel-Ready Sites Initiative"—will focus on identifying and advancing high-potential sites suitable for bioscience, agribusiness, and other targeted industry sectors.

This initiative is grounded in removing barriers to development and accelerating site readiness. Key activities will include evaluating and aligning land use and zoning regulations,

identifying and prioritizing critical infrastructure and utility improvements, and establishing appropriate governance tools, such as special improvement districts, to support coordinated development and investment.

Upon completion, the project will deliver a suite of actionable planning and technical resources, including:

- A comprehensive inventory and constraints analysis of land within the corridors;
- A market-driven assessment that aligns site characteristics with the locational and operational needs of bioscience, agribusiness, and related industries;
- A detailed technical evaluation of required infrastructure and utility extensions to support development; and
- A cohesive Shovel-Ready Action Plan outlining a clear regulatory pathway, infrastructure strategy, and governance framework designed to position sites for immediate development, catalyze private investment, and support long-term job creation in the region.

LaBella will follow the scope of services from the ESD grant and will provide some suggested additional services. The proposed scope, which we would revise and confirm at an initial scoping meeting with IDA and Commerce stakeholders, will include:

Task 1: Identification of Target Industries and Site Characteristics: LaBella will develop an economic and market analysis to determine potential feasible target industries in the Norwich area. We will also review any previous studies prepared for the area regarding target industries, such as bioscience and agribusiness, as well as NY State cluster industry analyses and local anecdotal data. Based on the analyses, and discussions with Commerce Chenango, we will then identify critical development requirements of those target industries including site, utility, access, and locational needs. If desired, we can also interview key stakeholders such as target industry representatives and commercial real estate firms to get a better understanding of industry and real estate needs.

Task 2: Site Testing & Prospecting: LaBella will then use the target industry requirements to test pre-selected sites included in the ESD proposal and to identify other sites that best meet the target industries' site, access, utility, and locational needs. Pre-selected sites will be tested against site criteria. To identify new sites, we will use a GIS script and on-the-ground assessments that will generate a list and map of other potential properties and sites (multiple adjacent properties) that meet the criteria. Site and locational criteria will be weighed higher as utility and access could potentially be improved if necessary to accommodate target industries.

Taks 3: Site Development Scenarios & Needed Upgrades: LaBella will prepare sketch concept plan layouts for each site to better understand the needs of each site and related upgrades required including utility upgrades or extensions, environmental constraints, zoning amendments, and access/circulation needs. The layouts will also aid in developing order-of magnitude costs for site development and help document potential investment, jobs, and tax revenues for development.

Task 4: Funding & Governance Needs: LaBella will prepare order-of-magnitude cost estimates for each site, which will include both private and public costs to facilitate redevelopment. A basic pro-forma will also be developed for each site using estimated development revenue and costs to identify any potential funding gaps. The funding gap analysis will not only provide grant and financing options for the sites, but also identify any

governance frameworks, such as special improvement districts, to help fund any needed improvements.

Task 5: Shovel- Ready Action Plan: Based on the findings and analyses performed, LaBella will provide a phased roadmap, including action items, to facilitate development in the corridor including necessary utility improvements, potential funding opportunities, land use changes, development regulation updates, and site control strategies.

Proposed Project Schedule

LaBella proposes the following tentative schedule, assuming consultant selection May of 2026 and project initiation in June 2026 with completion before June 2027 as outlined in the ESD incentive proposal. The schedule will be refined with Commerce Chenango in the initial scoping meeting.

- **June - August 2026** – Project Kickoff and Task 1: Identification of Target Industries and Site Characteristics
- **August – September 2026** - Task 2: Site Prospecting
- **October – December 2026** - Task 3: Site Development Scenarios & Needed Upgrades
- **January – February 2027** - Task 4: Funding & Governance Needs
- **March– May 2027: Task 5** - Shovel- Ready Action Plan

Professional Services Fee

LaBella proposes to complete the scope of services described above for a lump sum fee of $100,000, inclusive of ordinary expenses. Invoices will be issued monthly based on the percentage of work completed and are payable upon receipt.

If required by the ESD grant, we will team with MWBE firms to meet any necessary goals.

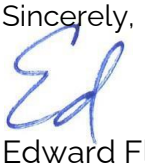
Substantive Revisions

The scope of services provided in this proposal was developed based on information available at the time it was prepared. In the event of project changes, additional information, new requirements, additional meetings, or requested work beyond the scope described herein, a contract modification will be provided to Commerce Chenango for review.

Agreement

If the proposal is acceptable, please sign and date the acceptance below and return a copy to me. If you have questions or would like to discuss details associated with this engagement, please call me at your earliest convenience. We look forward to assisting Commerce Chenango with this project.

Sincerely,



Edward Flynn, AICP
VP, Director of Planning
LaBella Associates

Accepted by Commerce Chenango

By: _____

Date: _____