

Chenango County Industrial Development Agency

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

Date: March 10, 2022

From: Brian Burton

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

The Evening Sun
Shane Butler, Planning Department

Subject: CCIDA Board of Directors Meeting: Revised Meeting Date

The March CCIDA Board meeting will begin at 8:00 a.m. on **Thursday, March 24, 2022** at the Commerce Chenango Office, 15 South Broad Street, Norwich NY.

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>

All Board members are asked to be present for this meeting; if a board member cannot attend in person due to health reasons, a call-in number will be provided in advance.

Please RSVP at your earliest convenience by e-mail at kgreen@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
 March 24, 2022 | 8:00 a.m.
 Commerce Chenango, Community Room**



- I. Roll Call (B. Burton)
- II. Reading of IDA Mission Statement: *“Our mission is to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research and recreation facilities including industrial pollution control facilities, educational or cultural facilities, railroad facilities, and continuing care retirement communities. To provide financial assistance and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the county of Chenango and to improve their recreation opportunities, prosperity and standard of living.”*
 (approved March 22, 2022)
- III. Approval of Minutes
 - a. February 16, 2022 Regular Meeting Minutes
- IV. Financial Report
 - a. February 28, 2022 Financial Statements
 - b. 2021 Audit presentation by Inero & Co.
- V. Bills & Invoices

Commerce Chenango: <i>Copies, Postage, BST Services, Supplies</i>	\$10,837.00
ORB Seal Coating: <i>Property Maintenance Services for 2021</i>	\$3,135.00
NYSEG: <i>Airport Utilities</i>	\$ 3,066.51
Laughlin Lawn & Landscape: <i>Airport Maintenance</i>	\$ 650.00
New York Susquehanna & Western Railway: <i>Reimb. 2019 Halloween Flood</i>	\$67,451.92
Total:	\$ 85,140.43

- VI. Executive Director Report
 - a. Commerce Chenango
 - i. Strategic Plan
 - ii. Economic Outlook Breakfast – April 5th
 - iii. Workforce Summit – May 11th
 - b. DCC
 - i. New Hire Update
 - ii. NYSEDC Conference
 - iii. Update: DRI

- VII. PILOTs
 - a. FOIL Request
 - b. Review of PILOT Project Schedule for 2021 (attached)
 - c. Pending closings for Norbut Solar and High Bridge Wind

- VIII. Old Business
 - a. Comptroller Process Audit
 - i. Draft Report and Exit Interview with A. Zimmerman
 - b. Update Airport Incubator Property
 - c. Update Everything Bagelry
 - d. April Presentation: Rail Bike Project

- IX. New Business
 - a. Meeting with NYS&W

- X. Executive Session
 - a. To discuss possible legal action.

- XI. Adjournment

**Chenango County IDA
Board Meeting Minutes
February 16, 2022 | 8:00 a.m.**



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

Staff: K. Green; K. O'Connor; B. Miner

Absent: M. Ryan; R. Gibbon

Guest: Mathias Wesner; Tyler Bookout; S. Butler

1. Board Chair B. Burton called the meeting to order at 8:01 a.m.
2. B. Burton read the IDA mission statement
3. Motion to approve the January 18, 2022 Regular Meeting Minutes made by P. Raymond, seconded by T. Zieno. Ayes all, approved.
4. K. Green reviewed the January 31, 2022 Financial Statement.
 - a. Information reviewed included account receivables & payables to date as well as the statement of activities including revenues & expenditures to date.
 - i. K. Green noted that Norbut Solar Coventry Project and High Bridge Wind Project show negative budgets as they have not closed and therefore have no annual fee to date.
 - ii. Assets Accounts Receivable is higher than normal due to the annual billing of PILOT administrative fees.
 - b. Motion to approve the January 31, 2021 Financial Statements made by M. Khoury, seconded by J. Blanchard. Ayes all, approved.
 - c. Inseto annual audit has begun: K. Graves submitted financial reports last week
 - d. PILOT questionnaire has been sent out to all PILOT projects per ABO guidelines with a deadline of next week.
 - i. B. Burton requested a review of the questionnaires be an agenda item for the next meeting.
5. Bills & Invoices were reviewed.
 - a. K. Green highlighted that the NYSEG: Airport Utilities line is twice as high than usual as NYSEG skipped a month.
 - b. Motion to approve the Bills & Invoices made by P. Raymond, seconded by T. Zieno. Ayes all, approved.
6. Presentation by Mathias Wesner of Everything Bagelry, LLC, joined by business partner Tyler Bookout
 - a. Presentation included company background & history, projected growth estimates and potential with and without the aid of the CCIDA, economic benefit factors including economic velocity, and oral explanation of business plan and operations.
 - b. K. Green gave an update on the building appraisal, which should be completed soon.
7. K. Green presented Executive Director report:
 - a. Commerce Chenango Activity

- i. Commerce Chenango Executive Committee has restructured and now includes B. Burton and P. Raymond.
 - ii. Commerce Chenango Strategic Plan to be presented at April meeting.
 - iii. Virtual Notary Public Workshop, to be held on February 18, 2022, has 45 registrations.
 - iv. Talent Pipeline event happening on May 11th; a Call for Session Speakers is to be sent out later this week.
 - v. Wine, Beer, & Food Festival (WBF) scheduled for July 30th at the Chenango County Fairgrounds.
 - b. DCC activity
 - i. Commerce Chenango is actively recruiting for two positions under Economic Development.
 - ii. DRI Updates
 - 1. The first public workshop is to be held this evening via Zoom.
 - 2. Special meeting to be tentatively scheduled for next Thursday: Open Call for Proposals
 - 3. Brief overview of project requirements
 - iii. Currently no word on the PILOT applications for Norbut Solar or High Bridge Wind.
8. Old Business
 - a. Comptroller CCIDA Process Audit Draft should be released soon.
 - b. Airport Incubator Building Appraisal to be completed soon. The CCIDA needs to decide officially if they would like to sell the property.
9. New Business
 - a. Cascun PILOT Lease
 - i. K. Green secured insurance on building as Cascun moved out, terminated insurance, and did not notify the CCIDA.
 - 1. B. Burton inquired about the cost associated with the building, including utilities and taxes. K. Green to report at next meeting.
 - b. B. Burton shared that he had a conversation with J. Kampe and I. Sutton regarding the rail bike project, Expedition, Chenango, and they are moving forward. They will connect with K. Green soon on next steps. s
10. Motion to move into Executive Session at 9:07 a.m. made by M. Khoury, seconded by P. Raymond. Ayes all, approved.
11. Motion to leave Executive Session at 9:37 a.m. made by P. Raymond, seconded by T. Zieno. Ayes all, approved.
12. Motion to approve the sale of the Airport Incubator Building pending appraisal made by P. Raymond, seconded by J. Blanchard. Ayes fall, Khoury nah, approved.
13. Motion to approve the purchase of the building located at 5 Walnut Street in Bainbridge made by P. Raymond, seconded by T. Zieno. Ayes all, Khoury nah, approved
14. Motion to move forward with a lease agreement for Everything Bagelry pending purchase of the building at 5 Walnut Street made by P. Raymond, seconded by J. Blanchard. Ayes all, Khoury nah, approved

15. Motion to adjourn the meeting at 9:40 a.m. made by M. Khoury, seconded by P. Raymond. Ayes all, approved.

Respectfully Submitted,

Brianna Miner

Brianna Miner
Administrative Assistant and Receptionist
Acting CCIDA Board Recorder

County of Chenango IDA
Statement of Financial Position
February 28, 2022

	Note	February 28, 2022	December 31, 2021
ASSETS			
Current Assets			
Checking #6274	\$	137,363.57	\$ 58,956.48
Money Market #2574		688,378.84	688,267.58
RR Project Checking #6598		-	-
Accounts Receivable	(1)	27,383.21	3,375.63
Financing Lease	(2)	25,210.45	25,210.45
Prepaid Expense	(3)	4,622.36	4,622.36
Total Current Assets		882,958.43	780,432.50
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)	(621,560.13)	(621,560.13)
Total Property and Equipment		601,188.30	601,188.30
Total Assets		\$ 1,484,146.73	\$ 1,381,620.80
LIABILITIES AND FUND BALANCE			
Current Liabilities			
Accounts Payable	(5)	\$ 73,653.43	\$ 2,942.98
Prepaid Rental Income	(6)	\$ 8,300.00	\$ 8,300.00
Total Current Liabilities		81,953.43	11,242.98
Long-Term Liabilities			
Total Liabilities		81,953.43	11,242.98
Fund Balance			
Fund Balance		1,370,377.82	1,361,907.34
Net Activity		31,815.48	8,470.48
Total Fund Balance		1,402,193.30	1,370,377.82
Total Liabilities & Fund Balance		\$ 1,484,146.73	\$ 1,381,620.80

Note

- (1) See Aged Receivable Listing
- (2) Cascun Financing Lease from Property for Sale/Lease
- (3) Prepaid Insurance as of 12/31/21
- (4) Recorded Annual Depreciation thru 12/31/21
- (5) See Aged Payables Listing
- (6) Pro-Tel Properties LLC Security Deposit & Deposit on Purchase of Building

**County of Chenango IDA
Aged Receivables
As of February 28, 2022**

Customer		0-30	31-60	61-90	Over 90 days	Amount Due
Norwich Chenango Solar, LLC	Annual PILOT Fee for 2022	1,125.21				1,125.21
Puckett Solar	2022 PILOT Fee [payment 2]	24,758.00				24,758.00
Tiffany Energy LLC	2022 PILOT Fee [2 of 30]	1,500.00				1,500.00
						-
		27,383.21	-	-	-	27,383.21

**County of Chenango IDA
Aged Payables
As of February 28, 2022**

Vendor		0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
NYS&W	2ndReimb for 2019 Flood	67,451.92				67,451.92
NYSEG	Airport Utilities	3,066.51				3,066.51
ORB Seal Coating	Remaining 2021 Services	3,135.00				3,135.00
		73,653.43	-	-	-	73,653.43

County of Chenango IDA
Statement of Activities
As of February 28, 2022

¶	Note	February 2021 Actual	February 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
Revenues							
Airport Building Rent	(1)	\$ 7,300.00	\$ 7,300.00	\$ 14,600.00	\$ 14,600.00	\$ -	\$ 88,330.00
Clark Park Rent		450.00	450.00	900.00	900.00	-	5,400.00
On The Rail Processing Rent		406.52	406.52	813.04	813.04	-	4,878.24
New Project Fees			-	-	-	-	-
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			-	1,125.21	1,125.21	-	1,125.21
Puckett Solar Project			-	24,758.00	24,758.00	-	24,758.00
Tiffany Solar Project			-	1,500.00	1,500.00	-	1,500.00
Norbut Solar Coventry Project			-	-	1,500.00	(1,500.00)	1,500.00
High Bridge Wind - Guilford Solar			-	-	-	-	150,000.00
Other Income			417.00	-	834.00	(834.00)	5,000.00
Interest Income		52.80	83.00	111.26	166.00	(54.74)	1,000.00
Other Revenues							
Total Revenues		8,209.32	8,656.52	59,557.51	61,946.25	(2,388.74)	299,241.45
Expenditures							
Contracted Services		10,789.33	10,789.33	21,578.66	21,578.66	-	129,471.96
Project Fees to DCC			4,049.65	-	8,099.30	8,099.30	48,595.80
Project Fees to Commerce			809.93	-	1,619.86	1,619.86	9,719.16
RR Project Eco Dev Srvc Fees			208.00	-	416.00	416.00	2,500.00
Advertising & Marketing			625.00	-	1,250.00	1,250.00	7,500.00
Office Supplies/Postage		47.67	58.00	95.34	116.00	20.66	700.00
Software & Equipment			-	-	-	-	-
Travel/Training			-	-	-	-	-
Auditing Expense			-	-	-	-	6,800.00
Insurance Expense			-	-	-	-	7,900.00
Legal Expense			167.00	-	334.00	334.00	2,000.00
N. Norwich Road Tax			-	2,000.00	2,000.00	-	2,000.00
BID Tax			-	250.00	250.00	-	250.00
Airport Lease			-	-	-	-	-

County of Chenango IDA
Statement of Activities
As of February 28, 2022

¶	Note	February 2021 Actual	February 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
Airport Repairs		-	-	-	-	-	-
Airport Maintenance	(2)	3,785.00	-	4,435.00	-	(4,435.00)	-
Airport Utilities	(2)	(5,661.53)	-	(616.97)	-	616.97	-
Special Projects		-	-	-	-	-	-
Bank Fees			8.00	-	16.00	16.00	100.00
Misc Expense			1,667.00	-	3,334.00	3,334.00	20,000.00
Depreciation Expense			-	-	-	-	26,683.76
Total Expenditures		8,960.47	18,381.91	27,742.03	39,013.82	11,271.79	264,220.68
Net revenues over expenditures		(751.15)	(9,725.39)	31,815.48	22,932.43	8,883.05	35,020.77
Other Sources (Uses)							
Net Activity		\$ (751.15)	\$ (9,725.39)	\$ 31,815.48	\$ 22,932.43	\$ 8,883.05	\$ 35,020.77

Note

- (1) Tenant -- Pro-Tel Properties LLC
- (2) Maintenance/Utilities will be reimbursed from Tenant



**CCIDA SCHEDULE OF PROJECTS
DECEMBER 31, 2021**

<u>Project Name</u>	<u>Exemption Period</u>	<u>Purpose</u>	<u>Sales Tax Cap</u>	<u>Sales Tax Exemptions</u>	<u>Mortgage Tax Exemptions</u>	<u>Payments in Lieu of Taxes</u>	<u>County Tax Exemptions</u>	<u>Local Tax Exemptions</u>	<u>School Tax Exemptions</u>	<u>Property Taxes if Not Exempt</u>	<u>Total Exemptions</u>	<u>Base Year Jobs</u>	<u>Current Employment 12/31/2021</u>
Agro-Farma Phase II	2011-2021	Commercial	\$1,421,000.00	\$0.00	\$0.00	\$186,277.79	122,830	72,609	-	\$0.00	\$195,438.22	250	235
Agro-Farma Phase III	2013-2023		n/a	\$0.00	\$0.00	\$223,813.88	116,200	68,690	132,782	\$0.00	\$317,671.31	250	942
Norwich-Pharmaceuticals	2017-2026	Lease	n/a	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	202	
Norwich-Chenango Solar	2018-2048	Solar	\$395,522.01	\$0.00	\$0.00	\$54,000.00				\$0.00	\$0.00	0	0
On the Rail (Cascun Farms)	2017-2026	Lease	\$8,000.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	6	
L.A. Najarian	2016-2027	Lease	n/a	\$0.00	\$0.00	\$2,275.49				\$0.00	\$0.00	6	16
NYS&W	2013-2024	Lease	n/a	\$0.00	\$0.00	\$0.00	15,976	10,285	29,178	\$0.00	\$55,438.92	72	72
Puckett Solar	2021-2052	Solar	\$520,000.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	0	
			<u>\$2,344,522.01</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$466,367.16</u>	<u>\$ 255,006</u>	<u>\$ 151,583</u>	<u>\$ 161,960</u>	<u>\$0.00</u>	<u>\$568,548.45</u>	<u>786</u>	<u>1,265</u>

Pull from returned questionnaires***