

Chenango County Industrial Development Agency

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

Date: January 4, 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

The January CCIDA Board meeting will begin at 8:00 a.m. on **Tuesday, January 18, 2022** at the Commerce Chenango Office, 15 South Broad Street, Norwich NY.

Facemasks are required for all attendees, regardless of vaccination status. Required health & safety guidelines will be followed by all attendees. If you are unable to wear a facemask, you are welcome to view the meeting via the Chenango IDA YouTube channel and the meeting will be streamed live.

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 kaconnor@chenangony.org and if you have any questions, you may contact us at 607-334-5532.

Thank you.

**Chenango County IDA Board
 Regular Meeting Agenda
 January 18, 2022 | 8:00 a.m.
 Commerce Chenango, Community Room**



- I. Roll Call (B. Burton)
- II. Reading of IDA Mission Statement (K. Green): *“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 25, 2021)*
- III. Approval of Minutes
 - a. December 16, 2021 Regular Meeting Minutes
- IV. Financial Report
 - a. December 31, 2021 Financial Statements
- V. Bills & Invoices

| | |
|---|---------------------|
| Commerce Chenango: <i>Copies, Postage, BST Services, Travel, Supplies</i> | \$10,837.00 |
| City of Norwich: <i>BID Tax (Railroad)</i> | \$250.00 |
| NYSEG: <i>Airport Utilities</i> | \$ 1,408.48 |
| Laughlin Lawn & Landscape: <i>Airport Maintenance</i> | \$ 650.00 |
| Total: | \$ 13,145.48 |

- VI. Executive Director Report
 - a. Commerce Chenango
 - i. Leadership Chenango: Class of 2022
 - ii. 2022 Memberships, Programs
 - b. DCC
 - i. DRI Updates
 - ii. Loans and Funding
 - iii. Economic Development Report for December 2021 (*see attached*)
- VII. Old Business
 - a. Comptroller Process Audit
 - i. December 16th: Reviewed Summary of Findings
 - 1. Finding supported areas previously discussed as needing improvement
 - b. Solar/Wind Projects (PILOT)
 - i. Norbut Solar Project (Coventry, NY)
 - 1. Project fees have been provided to Norbut from both IDA & BSK

2. Attorneys finalizing closing language & documents
 3. Next step: Waiting for closing date
 - c. Wind Projects (PILOT)
 - i. High Bridge Wind Project (Guilford, NY)
 1. Attorneys working on final documents
- VIII. New Business
 - a. Cascun PILOT:
 - i. Discuss next steps for terminating PILOT
 - ii. Discuss other uses for property
 - b. Everything Bagelry
 - i. Presentation by Mathias Wesner
 - c. Review any proposed changes to the Mission Statement and Performance Goals
- IX. Misc:
 - a. Proposed Sale of Incubator Property
- X. Executive Session (*as needed*)
- XI. Adjournment

Chenango County IDA
Board Meeting Minutes
December 15, 2021 | 8:00 a.m.



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

Staff: K. Green; K. O'Connor

Absent: M. Ryan

Guest: Shane Butler

1. Board Chair B. Burton called the meeting to order at 8:00 a.m.
2. B. Burton read the IDA mission statement
3. Motion to approve the November 17, 2021 Regular Meeting Minutes made by J. Blanchard, seconded by T. Zieno. Ayes all, approved.
4. K. Green reviewed the November 30, 2021 Financial Statement.
 - a. Information reviewed included account receivables & payables to date as well as the statement of activities including revenues & expenditures to date.
 - b. Motion to approve the November 30, 2021 Financial Statements made by M. Khoury, seconded by P. Raymond. Ayes all, approved.
5. Bills & Invoices were reviewed.
 - a. Motion to approve the Bills & Invoices made by J. Blanchard, seconded by T. Zieno. Ayes all, approved.
6. K. Green presented Executive Director report:
 - a. Continuing to finalize Strategic Plan
 - b. Starting steps toward becoming accredited Chamber of Commerce
 - c. Leadership program kicking off
 - d. DCC activity
 - i. Lease change for 17-19 South Broad Street Norwich
 - ii. 17-19 South Broad building also for sale
 - iii. Hotel project- No updates at this time
 - iv. DRI updates
 - v. Loan funding & activity continuing
7. Old Business
 - a. Comptroller meeting tomorrow to discuss summary of findings
 - b. High Bridge Wind Project & Norbut Solar
 - i. Both are expected to close in early 2022, waiting on attorneys
8. New Business
 - a. Cascun PILOT Lease
 - i. Payments are up to date
 - ii. Letter received from Cascun requesting to terminate PILOT for Bainbridge building
 - iii. Members discuss options & determine need to discuss legal matters within executive session
 - b. Everything Bagelry
 - i. Currently in Unadilla, NY
 - ii. Business has boomed and growing rapidly, in need of new space
 - iii. Expecting to hire 6 new employees in next 6 months, 10 people in first year
 - iv. Found building in Bainbridge owned by Doug Rice
 - v. Suggested IDA consider this as food incubator, board agrees to consider
 - vi. Owner of business, Mathias, to present at January 2022 IDA meeting
 - c. Mission & Goals – to be reviewed and updated if anyone has suggestions or proposals for changes

- d. Board Performance Surveys emailed- Required to be completed
- e. Bailey's moved into Tecnofil building
 - i. Confirmed Bailey's has no PILOT or obligation to IDA
- 9. Motion to move into Executive Session for legal discussion at 8:36 a.m. made by P. Raymond, seconded by J. Blanchard. Ayes all, approved.
- 10. Motion to leave Executive Session at 9:04 a.m. made by M. Khoury, seconded by P. Raymond. Ayes all, approved.
- 11. Motion for the IDA to accept the request by Cascun Farms to terminate the PILOT and Lease Agreement with Chenango County IDA, effective January 22, 2022 made by B. Burton, seconded by P. Raymond. All ayes, Khoury Nay, approved.
 - a. K. Green to work with our attorney on steps and notification necessary to sunset the PILOT.
- 12. Motion to adjourn the meeting at 9:05 a.m. made by J. Blanchard, seconded by T. Zieno. Ayes all, approved.

Respectfully Submitted,

KarriAnn O'Connor

KarriAnn O'Connor
Economic Development Assistant
IDA Board Recorder

DRAFT

County of Chenango IDA
Statement of Financial Position
December 31, 2021

| | Note | December 31, 2021 | December 31, 2020 |
|---|------|------------------------|------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking #6274 | \$ | 58,956.48 | \$ 302.89 |
| Money Market #2574 | | 688,267.58 | 701,458.92 |
| RR Project Checking #6598 | | - | - |
| Accounts Receivable | (1) | 3,375.63 | - |
| Financing Lease | (2) | 29,900.01 | 34,188.98 |
| Prepaid Expense | (3) | 4,423.78 | 4,498.10 |
| Total Current Assets | | 784,923.48 | 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 | | \$ 1,412,795.54 | \$ 1,395,004.71 |
| LIABILITIES AND FUND BALANCE | | | |
| Current Liabilities | | | |
| Accounts Payable | (5) | \$ 1,408.48 | \$ 2,050.32 |
| Prepaid Rental Income | (6) | \$ 8,300.00 | \$ - |
| Total Current Liabilities | | 9,708.48 | 2,050.32 |
| Long-Term Liabilities | | | |
| Total Liabilities | | 9,708.48 | 2,050.32 |
| Fund Balance | | | |
| Fund Balance | | 1,361,907.34 | 1,458,983.68 |
| Net Activity | | 41,179.72 | (66,029.29) |
| Total Fund Balance | | 1,403,087.06 | 1,392,954.39 |
| Total Liabilities & Fund Balance | | \$ 1,412,795.54 | \$ 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
- (6) Pro-Tel Properties LLC Security Deposit & Deposit on Purchase of Building

**County of Chenango IDA
Aged Receivables
As of December 31, 2021**

| Customer | 0-30 | 31-60 | 61-90 | Over 90 days | Amount Due |
|---|-------------|--------------|--------------|---------------------|-------------------|
| Norwich Chenango Solar, LLC ***Annual PILOT Fee for 2019/2020/2021 | | | | 3,375.63 | 3,375.63 |
| | - | - | - | 3,375.63 | 3,375.63 |

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

| Vendor | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days | Amount Due |
|--|-----------------|---------|---------|--------------|-----------------|
| NYSEG Airport Utilities | 1,408.48 | | | | 1,408.48 |
| | 1,408.48 | - | - | - | 1,408.48 |

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

| | Note | December 2021 Actual | December 2021 Budget | Year to Date Actual | Year to Date Budget | Better (Worse) Budget | 2021 Budget |
|---------------------------------|------|-------------------------|-------------------------|------------------------|------------------------|--------------------------|----------------|
| Revenues | | | | | | | |
| Airport Building Rent | (1) | \$ 7,300.00 | \$ - | \$ 33,040.00 | \$ - | \$ 33,040.00 | \$ - |
| Clark Park Rent | | 450.00 | 450.00 | 5,400.00 | 5,400.00 | - | 5,400.00 |
| On The Rail Processing Rent | | 406.52 | 406.52 | 4,878.24 | 4,878.24 | - | 4,878.24 |
| New Project Fees | | - | 1,250.00 | - | 5,000.00 | (5,000.00) | 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 | (2) | - | - | 3,375.63 | 1,500.00 | 1,875.63 | 1,500.00 |
| Puckett Solar Project | | - | - | 31,000.00 | 50,000.00 | (19,000.00) | 50,000.00 |
| Tiffany Solar Project | | - | - | 99,638.61 | 50,000.00 | 49,638.61 | 50,000.00 |
| Coventry Solar Project | | - | - | - | 25,000.00 | (25,000.00) | 25,000.00 |
| Other Income | | - | 1,250.00 | - | 5,000.00 | (5,000.00) | 5,000.00 |
| Interest Income | | 58.45 | 100.00 | 808.66 | 1,200.00 | (391.34) | 1,200.00 |
| Other Revenues | | | | | | | |
| Total Revenues | | 8,214.97 | 3,456.52 | 193,891.14 | 163,728.24 | 30,162.90 | 163,728.24 |
| Expenditures | | | | | | | |
| Economic Development | | 6,437.50 | 6,437.50 | 77,250.00 | 77,250.00 | - | 77,250.00 |
| Other Project Eco Dev Srvs Fees | | - | 4,687.50 | - | 18,750.00 | 18,750.00 | 18,750.00 |
| RR Project Eco Dev Srvs Fees | | 1,125.00 | 625.00 | 2,375.00 | 2,500.00 | 125.00 | 2,500.00 |
| Advertising & Marketing | | - | 416.66 | 5,591.75 | 5,000.00 | (591.75) | 5,000.00 |
| Office Supplies/Postage | | 279.75 | 48.34 | 967.11 | 580.00 | (387.11) | 580.00 |
| Software & Equipment | | 160.00 | 216.66 | 2,769.00 | 2,600.00 | (169.00) | 2,600.00 |
| Travel/Training | (3) | 82.71 | - | 1,960.70 | - | (1,960.70) | - |
| Auditing Expense | | - | - | 6,800.00 | 6,500.00 | (300.00) | 6,500.00 |
| Insurance Expense | | - | - | 7,814.79 | 7,600.00 | (214.79) | 7,600.00 |
| Legal Expense | | - | 62.50 | 1,953.05 | 750.00 | (1,203.05) | 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 | | - | - | 740.00 | 750.00 | 10.00 | 750.00 |
| Airport Repairs | | - | 83.34 | - | 1,000.00 | 1,000.00 | 1,000.00 |
| Airport Maintenance | (4) | 650.00 | 400.00 | 1,700.00 | 4,800.00 | 3,100.00 | 4,800.00 |

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

| | Note | December 2021 Actual | December 2021 Budget | Year to Date Actual | Year to Date Budget | Better (Worse) Budget | 2021 Budget |
|---------------------------------------|------|-------------------------|-------------------------|------------------------|------------------------|--------------------------|----------------|
| Airport Utilities | | (119.90) | 625.00 | 7,512.13 | 7,500.00 | (12.13) | 7,500.00 |
| Special Projects | (5) | - | - | 32,997.89 | - | (32,997.89) | - |
| Bank Fees | (6) | - | - | 30.00 | - | (30.00) | - |
| Misc Expense | | - | 2,158.18 | - | 25,898.24 | 25,898.24 | 25,898.24 |
| <hr/> | | | | | | | |
| Total Expenditures | | 8,615.06 | 15,760.68 | 152,711.42 | 163,728.24 | 11,016.82 | 163,728.24 |
| <hr/> | | | | | | | |
| Net revenues over expenditures | | (400.09) | (12,304.16) | 41,179.72 | - | 41,179.72 | - |
| <hr/> | | | | | | | |
| Other Sources (Uses) | | | | | | | |
| <hr/> | | | | | | | |
| Net Activity | | \$ (400.09) | \$ (12,304.16) | \$ 41,179.72 | \$ - | \$ 41,179.72 | \$ - |

Note

- (1) New Tenant -- Pro-Tel Properties LLC
- (2) Annual PILOT Fee for 2019/2020/2021 - still unpaid
- (3) IEDC Conferences - Cooperstown & Nashville
- (4) Changed back to Laughlin Lawn & Landscape
- (5) 25% of Puckett Solar/Tiffany Solar project to DCC
- (6) incoming wire bank fee Puckett Solar/Tiffany Solar

October 2021 – January 2022 ~ Economic Development Report

Economic Development Assistant & Grant Writer: KarriAnn O'Connor- *Hire Date: August 30, 2021*

Training & Certifications

- ❖ *ABO Training: Completed October 27, 2021 & November 16, 2021*
- ❖ *Fall IDA Academy Training: Completed November 16, 2021*

Community, Loans, PILOTS, & Grants

Community/Loan Meetings (and calls)

Meetings with community members in person and virtually to assess their needs for upcoming projects. Support ranges from assistance with DCC loan fund applications to research about their specific projects.

- ❖ *Rashid Oliver- Inquired about small business grants, assisted in grant search.*
 - ❖ *Laurie Johnson- Inquiry for assistance with filing business tax forms, provided outside referral*
 - ❖ *Jordan Hattala- Inquiry regarding small business start-up, provided BALF info and resources*
 - ❖ *Christina Townsend- Inquired about Afton building & loan funds for small businesses, provided info on available loan funds and researched availability of building*
 - ❖ *Heidi Wilcox- Inquired about small business start-up resources. Assisted throughout BALF application process, loan application pending.*
 - ❖ *Susan Fuller- Inquired about small business assistance, provided BALF information & referred to SBDC for business plan assistance*
 - ❖ *Raymond Halbert- Inquired about small business assistance, provided BALF information & referred to SBDC for business plan assistance*
 - ❖ *Family's In Harmony- Inquired about small business assistance, provided BALF information & resources*
 - ❖ *Miller Movers- Inquired about small business assistance, provided BALF information & resources*
 - ❖ *Quiet Marsh Stables- Inquired about small business assistance, provided BALF information & resources*
 - ❖ *Afton Book Store- Inquired about available loan funds and resources, provided information and researching other resources*
 - ❖ *Advanced Heating & Air Conditioning- Inquired about small business assistance, provided BALF information & resources*
 - ❖ *Beebe Construction- Inquired about available properties, assisting with property search*
 - ❖ *Shawn Zrowka- Inquired about available funding for small business, provided information on available loan funds*
 - ❖ *Rick Searles- Inquiry about Bainbridge building, referral to President/CEO*
 - ❖ *Callahan Thompson- Inquired about business assistance loans, provided BALF info & resources*
 - ❖ *Alicia Goliver- Inquired about funding options available, interest in Season's Gift Shop*
-

PILOT

Administrative and process support for PILOT projects. Assistance includes: scheduling meetings, submitting legal notices, note-taking, research as needed.

❖ **Norbut Solar Farms:**

- *Finalized legal documents, compiled & obtained document signatures, disbursed documents as required.*
- *Completed Cost Benefit Analysis of PILOT*
- *Attended virtual & in person meetings with legal counsel and project representatives as needed*

❖ **High Bridge Wind Project:**

- *Prepared for, live streamed, & attended Public hearing on October 27, 2021 at Guilford, NY*
- *Finalized legal documents, compiled & obtained document signatures, disbursed documents as required.*
- *Completed Cost Benefit Analysis of PILOT*
- *Attended virtual & in person meetings with legal counsel and project representatives as needed*

Board Support

Assist with IDA and DCC boards. Primarily responsible for sending meeting packets, taking and transcribing meeting minutes.

❖ **CCIDA**

- *Completed & disbursed meeting packets for CCIDA meetings for October, November & December 2021*
- *Completed & disbursed meeting packets for CCIDA meeting for January 2022*
- *Recorded meeting minutes for all monthly meetings*
- *Conducted & posted livestreams as required*
- *Posted documents & recordings as required*
- *Provided support for PILOT projects as needed*
- *Created & disseminated Annual Performance Evaluation Surveys to Board members*
- *Maintained both electronic and paper record keeping as required*
- *Confirmed Board member compliance with ABO Training requirement & provided written and verbal documentation to President/CEO*
- *Researched, identified, and corrected errors in 2020 Annual PARIS Reporting as requested by ABO.*

❖ **DCC**

- *Prepared meeting packets for DCC Finance Committee for October, November & December 2021*
- *Prepared meeting packet for DCC Board meetings for November & December 2021*
- *Recorded meeting minutes for all DCC Board & DCC Finance Committee Meetings*
- *Posted documents & recordings as required*
- *Completed BALF application process for Hair Therapy (Heidi Wilcox)*
- *Created loan summary & addendum to summary for Hair Therapy*
- *Presented BALF application for Hair Therapy to DCC Finance Committee on December 16, 2021*
- *Presented BALF application for Hair Therapy to the DCC Board on January 12, 2022*
- *Created & disseminated Annual Performance Evaluation Surveys to Board members*
- *Maintained both electronic and paper record keeping as required*
- *Confirmed Board member compliance with ABO Training requirement & provided written and verbal documentation to President/CEO*

Grants

Grant support includes researching funding opportunities available for Commerce Chenango, IDA, & DCC as well as community members and county municipalities

- ❖ *Research ongoing*

Website Support

Maintain Economic Development pages on the Commerce Chenango website. Includes ensuring ABO website compliance, upload live-stream meeting links.

- *Uploaded High Bridge Wind documents and livestream recording of Public Hearing on October 27, 2021 as required*
- *Uploaded IDA documents and livestream link of October 2021 meeting as required.*
- *Uploaded IDA documents and livestream link of November 2021 meeting as required.*
- *Uploaded IDA documents and livestream link of December 2021 meeting as required.*
- *Created scheduled YouTube Livestreams for all IDA 2022 meetings*
- *Updated and edited website documents and text as needed*
- *Researched ABO website compliance requirements and analyzed current level of compliance for both DCC & IDA websites*
- *In process of compiling necessary documents and information lacking to be uploaded to bring both websites to full compliance*

Notable Projects

- ❖ *Completed & submitted proposal for Interconnect Wireless*
 - *Wireless Broadband Initiative- RFP*
- ❖ *PARIS Budget Reporting for 2021*
 - *Compiled & submitted budget data as required for 2021 IDA & DCC Budget Reports*