

***Chenango County Industrial Development Agency***

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

Date: January 4, 2023

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 **Wednesday January 18, 2023**, 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: [commercechenango.com](http://commercechenango.com)

All Board members are asked to be present for this meeting.

Please RSVP at your earliest convenience by e-mail at [bknowles@chenangony.org](mailto:bknowles@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, 2023 | 8:00 a.m.  
 Commerce Chenango, Community Room**



- I. Roll Call (B. Burton)
- II. 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 24, 2022)
- III. Approval of Minutes
  - a. December 20, 2022, Meeting Minutes
- IV. Financial Report
  - a. December 31, 2022, Financial Statements
- V. Bills & Invoices

Warner’s Gas Service Inc: 5 Walnut Ave, Bainbridge	\$545.50
Town of Bainbridge	\$1,492.58
NYSEG: 5 Walnut Ave	\$1,011.31
NYSEG: Airport Utilities	\$1,755.35
Bond Schoeneck & King:	\$550.00
City of Norwich:	\$250.00
Town of North Norwich	\$2,000.00
<b>Total:</b>	<b>\$7,604.74</b>

- VI. PILOTs
  - a. Stephen Harris from Chenango County Real Property
  - b. NY Smyrna I, LLC – PILOT application
  - c. Norbut Solar update
- VII. Executive Director Update.
  - a. CCIDA April 2022 Audit Report
  - b. Sherburne Inn Restoration Project

- VIII. Old Business
  - a. Mission Statement
  - b. IDA Property Update:
    - i. Earl B. Clark Sale
    - ii. 5-7 Scott St., Bainbridge
- IX. New Business - None
- X. Adjournment

DRAFT



**Chenango County IDA  
Board Meeting Minutes  
December 20, 2022 | 8:00 a.m.**

Present: B. Burton; J. Blanchard; P. Raymond; R. Gibbon; M. Ryan arrived at 8:07am

Staff: S. Testani; B. Knowles; KathyJo Graves

Absent: T. Zieno; Michael Khoury

Guest: George Seneck

1. B. Burton called the regular board meeting to order at 8:01 am.
2. Roll call.
3. B. Burton waived the reading of the IDA Mission Statement. B. Burton read the proposed revised mission statement. J. Blanchard suggested that it should read “job growth and retention”. The revised mission statement will be voted on at the January meeting.
4. Upon review, motion to approve the November 16, 2022, meeting minutes made by P. Raymond seconded by R. Gibbon. B. Burton; J. Blanchard; P. Raymond; R. Gibbon Ayes. Approved.
5. KJ. Graves reviewed the November 30th Financial Statement.
  - a. Motion to approve the November 30th Financial Statement as presented made by J. Blanchard, seconded by P. Raymond. Ayes all. Approved.
6. Bills & Invoices were reviewed in detail:
  - a. Motion to approve the Bills & Invoices made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.
7. Executive Director Update
  - a. S. Testani gave an update on a new business coming to Greene in 2023.
  - b. Steve Harris from Chenango Real Property will be coming to the January meeting to discuss PILOT process.
  - c. S. Testani discussed the property on Mitchel St. in Norwich owned by Mirabito Fuel Group and the proposed project to construct affordable housing on that property. It was decided that that project would not fall under Development Chenango Corp or Chenango County Industrial Development Agency. This would be done by the City of Norwich.
  - d. S. Testani discussed the possibility of consolidating the DCC and the CCIDA boards into one. George Seneck said that he would check with the County’s Attorney to see if this is a possibility.
  - e. Railroad/Greenway Conservancy - S. Testani gave an overview of the discussion he had with Tom Holmes regarding the use of the railroad and ideas of the Greenway Conservancy. S. Testani will see if he can get Tom Holmes to come to a CCIDA Board meeting to discuss his proposals for recreational tourism.

8. B. Knowles gave an update on the PILOTs.
  - a. KJ. Graves has been in contact with Inero and set up the Annual Audit to begin in February 2023
  - b. NY Smyrna I, LLC – Nothing to report. Steve Harris from Chenango County Real Property will be attending the January 2023 Board meeting to discuss PILOT projects.
  - c. Norbut Solar – This project has new counsel, and they want to take time to review the current drafts of the PILOT/Straight Lease documents.
9. Old Business: IDA Property Update
  - a. Earl B. Clark sale – Attorneys are continuing to work out the details for this sale. K. Pole from Bond Schoeneck & King submitted an amended and restated lease this morning. A copy of this document was given to the Board for review.
  - b. 5-7 Scott St., Bainbridge – Coughlin and Gerhart advised that the owner of Afton Tent Rental would be stopping in their office today to sign the pre-possession agreement and provide a copy of the insurance binder.
  - c. CCIDA Mission Statement: This was discussed at the beginning of the meeting. B. Burton reiterated that “job growth and retention” would be included in the revised mission statement that will be voted on at the February meeting.
10. New Business
  - a. 2023 Meeting Schedule – Motion to approve the proposed CCIDA meeting schedule for 2023 was made by P. Raymond and seconded by M. Ryan. Ayes all. Approved
  - b. R. Gibbon asked when B. Knowles would be getting information from the PILOT projects regarding jobs etc. B. Knowles stated that this information would be gathered through the annual PILOT questionnaires that will be going out in January. This information will be presented at the March 2023 meeting.
11. Motion to adjourn made by J. Blanchard seconded by R. Gibbon. Ayes all. Approved. Meeting adjourned at 8:35 a.m.

Respectfully Submitted,

*Barbara Knowles*

Barbara Knowles  
IDA Board Recorder

County of Chenango IDA  
**Statement of Financial Position**  
December 31, 2022

	Note	December 31, 2022	December 31, 2021
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking #6274	\$	345,639.04	\$ 58,956.48
Money Market #2574		536,060.88	688,267.58
RR Project Checking #6598		-	-
Accounts Receivable	(1)	4,972.74	3,375.63
Financing Lease	(2)	24,423.18	25,210.45
Prepaid Expense	(3)	9,531.07	4,622.36
Total Current Assets		920,626.91	780,432.50
<b>Property and Equipment</b>			
Land - Industrial Parks		238,000.00	238,000.00
Building - Industrial Parks		156,402.35	683,505.63
Improvements - Buildings		-	240,401.40
Improvements-Property Devel.		-	60,841.40
Less: Accumulated Depreciation	(4)	(1,303.58)	(621,560.13)
Total Property and Equipment		393,098.77	601,188.30
<b>Total Assets</b>		<b>\$ 1,313,725.68</b>	<b>\$ 1,381,620.80</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Current Liabilities</b>			
Accounts Payable	(5)	\$ 3,862.16	\$ 2,942.98
Prepaid Rental Income	(6)	\$ 1,500.00	\$ 8,300.00
Total Current Liabilities		5,362.16	11,242.98
<b>Long-Term Liabilities</b>			
Total Liabilities		5,362.16	11,242.98
<b>Fund Balance</b>			
Fund Balance		1,370,377.82	1,361,907.34
Net Activity		(62,014.30)	8,470.48
Total Fund Balance		1,308,363.52	1,370,377.82
<b>Total Liabilities &amp; Fund Balance</b>		<b>\$ 1,313,725.68</b>	<b>\$ 1,381,620.80</b>

**Note**

- (1) See Aged Receivable Listing
- (2) Cascun Financing Lease from Property for Sale/Lease-ended 02.2022
- (3) Prepaid Insurance as of 12/31/22
- (4) Recorded Annual Depreciation thru 12/31/22 & Removed Incubator Building/Added 5 Walnut Ave
- (5) See Aged Payables Listing
- (6) Everything Bagelry Security Deposit

**County of Chenango IDA  
Aged Receivables  
As of December 31, 2022**

<b>Customer</b>	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
Everything Bagelty	2,089.37				2,089.37
Pro-Tel Properties LLC	2,883.37				2,883.37
	<b>4,972.74</b>	-	-	-	<b>4,972.74</b>

**County of Chenango IDA  
Aged Payables  
As of December 31, 2022**

Vendor	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond, Schoeneck & King, PLLC	550.00				550.00
NYSEG	1,755.35				1,755.35
NYSEG	1,011.31				1,011.31
Warner's Gas Service	545.50				545.50
					-
	<b>3,862.16</b>	-	-	-	<b>3,862.16</b>



County of Chenango IDA  
**Statement of Activities**  
As of December 31, 2022

	Note	December 2022		Year to Date Actual	Year to Date		Better (Worse)		2022	
		Actual	Budget		Budget	Budget	Budget	Budget		
<b>Revenues</b>										
Airport Building Sale	(1)	\$ (332,652.06)	\$ 7,446.00	\$ 22,547.94	\$ 88,330.00	\$ (65,782.06)	\$ 88,330.00			
Clark Park Rent		450.00	450.00	5,400.00	5,400.00	-	5,400.00			
On The Rail Processing Rent	(2)	(813.04)	406.52	-	4,878.24	(4,878.24)	4,878.24			
Everything Bagelery Rent	(3)	1,500.00	-	3,000.00	-	3,000.00	-			
Everything Bagelery Utility Reimb		2,089.37	-	2,089.37	-	2,089.37	-			
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				1,520.00	1,500.00	20.00	1,500.00			
Norbut Solar Coventry Project				-	1,500.00	(1,500.00)	1,500.00			
High Bridge Wind - Guilford Solar				106,606.94	150,000.00	(43,393.06)	150,000.00			
Other Income	(4)	539.31	416.00	2,184.49	5,000.00	(2,815.51)	5,000.00			
Interest Income			84.00	1,421.42	1,000.00	421.42	1,000.00			
<b>Other Revenues</b>										
Total Revenues		(328,886.42)	8,802.52	186,403.37	299,241.45	(112,838.08)	299,241.45			
<b>Expenditures</b>										
Contracted Services		9,484.73	10,789.33	123,013.21	129,471.96	6,458.75	129,471.96			
Project Fees to DCC			4,049.65	32,091.24	48,595.80	16,504.56	48,595.80			
Project Fees to Commerce			809.93	6,418.25	9,719.16	3,300.91	9,719.16			
RR Project Eco Dev Svc Fees			209.00	1,620.00	2,500.00	880.00	2,500.00			
Advertising & Marketing			625.00	2,262.84	7,500.00	5,237.16	7,500.00			
Office Supplies/Postage		47.67	59.00	670.53	700.00	29.47	700.00			
Software & Equipment				1,784.52	-	(1,784.52)	-			
Travel/Training		180.81	-	6,472.63	-	(6,472.63)	-			
Auditing Expense				6,800.00	6,800.00	-	6,800.00			
Insurance Expense	(2)	(4,908.71)	-	12,983.74	7,900.00	(5,083.74)	7,900.00			
Legal Expense		550.00	166.00	4,743.00	2,000.00	(2,743.00)	2,000.00			
N. Norwich Road Tax				2,000.00	2,000.00	-	2,000.00			

County of Chenango IDA  
**Statement of Activities**  
As of December 31, 2022

	Note	December 2022		December 2022		Year to Date		Year to Date		Better (Worse)		2022	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
BID Tax			-	250.00	-	250.00	-	-	-	-	-	-	250.00
Airport Lease			-	874.00	-	874.00	-	-	-	(874.00)	-	-	-
Airport Repairs			-	521.10	-	521.10	-	-	-	(521.10)	-	-	-
Airport Maintenance	(5)	(125.57)	-	3,135.00	-	3,135.00	-	-	-	(3,135.00)	-	-	-
Airport Utilities	(5)	(153,602.35)	-	(2,383.84)	-	(2,383.84)	-	-	-	2,383.84	-	-	-
5 Walnut St Bainbridge - Purchase	(6)	1,556.81	-	8,484.33	-	8,484.33	-	-	-	(8,484.33)	-	-	-
5 Walnut St Bainbridge - Utilities/Insurance	(6)	(2,800.00)	-	477.77	-	477.77	-	-	-	(477.77)	-	-	-
On The Rail Repairs & Maintenance	(2)		-	12,619.53	-	12,619.53	-	-	-	(12,619.53)	-	-	-
Special Projects Fees Misc Exp	(7)		-	40.00	-	40.00	-	-	-	60.00	-	-	100.00
Bank Fees			9.00	-	-	-	-	100.00	100.00	-	-	-	-
Misc Expense			1,666.00	-	-	-	-	20,000.00	20,000.00	-	-	-	20,000.00
Depreciation Expense			23,539.82	23,539.82	26,683.76	26,683.76	26,683.76	26,683.76	26,683.76	3,143.94	3,143.94	26,683.76	26,683.76
<b>Total Expenditures</b>			<b>(126,076.79)</b>	<b>45,066.67</b>	<b>248,417.67</b>	<b>264,220.68</b>	<b>264,220.68</b>	<b>15,803.01</b>	<b>264,220.68</b>	<b>15,803.01</b>	<b>15,803.01</b>	<b>264,220.68</b>	<b>264,220.68</b>
<b>Net revenues over expenditures</b>			<b>(202,809.63)</b>	<b>(36,264.15)</b>	<b>(62,014.30)</b>	<b>35,020.77</b>	<b>35,020.77</b>	<b>(97,035.07)</b>	<b>35,020.77</b>	<b>(97,035.07)</b>	<b>(97,035.07)</b>	<b>35,020.77</b>	<b>35,020.77</b>
<b>Other Sources (Uses)</b>													
<b>Net Activity</b>			<b>\$ (202,809.63)</b>	<b>\$ (36,264.15)</b>	<b>\$ (62,014.30)</b>	<b>\$ 35,020.77</b>	<b>\$ 35,020.77</b>	<b>\$ (97,035.07)</b>	<b>\$ (97,035.07)</b>	<b>\$ (97,035.07)</b>	<b>\$ (97,035.07)</b>	<b>\$ 35,020.77</b>	<b>\$ 35,020.77</b>

**Note**

- (1) Tenant -- Pro-Tel Properties LLC -- Sale to Tenant -- removed fixed asset -- gain on sale \$22,547.94
- (2) Cascun left building-added insurance and maintenance to secure building
- (3) Everything Bagelry new tenant 5 Walnut Ave Bainbridge
- (4) 2019 Halloween Flooding Admin portion
- (5) Maintenance/Utilities will be reimbursed from Tenant
- (6) Purchase: 5 Walnut Street Bainbridge & Utilities Security Deposit/Insurance -- moved to fixed assets
- (7) Appraisals/Inspections:  
115 County Rd 45, North Norwich  
5 Walnut Ave, Bainbridge -- moved to fixed assets  
5-7 Scott Street, Bainbridge  
Norwich Meadow Farms Property, North Norwich