

Chenango County Industrial Development Agency

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

Date: December 1, 2021

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 December CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday, December 15, 2021** 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
December 15, 2021 | 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. November 17, 2021 Regular Meeting Minutes
- IV. Financial Report
 - a. November 30, 2021 Financial Statements
- V. Bills & Invoices

Commerce Chenango: <i>Copies, Postage, BST Services, Travel, Supplies</i>	\$522.46
Development Chenango Corporation: <i>Economic Dev. Contribution/ Economic Development PR, Training, Travel, Postage</i>	\$7,985.21
Bond, Schoeneck & King, PLLC: <i>Legal (Tecnofil Lease)</i>	\$ 150.00
NYSEG: <i>Airport Utilities</i>	\$ 1,528.38
Coughlin & Gearhart, LLP.: <i>Railroad Project Legal Fees</i>	\$ 1,125.00
Laughlin Lawn & Landscape: <i>Airport Maintenance</i>	\$975.00
New York Susquehanna & Western Railway: <i>FEMA Reimbursement</i>	\$5,530.00
Total:	\$ 17,816.05

- VI. Executive Director Report
 - a. Commerce Chenango
 - i. Strategic Plan
 - ii. U.S. Chamber Accreditation
 - iii. Leadership Chenango: Class of 2022
 - iv. Board Appreciation Luncheon
 - b. DCC
 - i. Creative Works (17-19 South Broad Street)
 - ii. Hotel Project
 - iii. DRI Application
 - iv. Loans and Funding

- VII. Old Business
 - a. Comptroller Process Audit
 - i. Meeting scheduled December 16th to review Summary of Findings
 - b. Solar 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: No longer going to utilize Bainbridge Facility
 - i. Discuss next steps for terminating PILOT
 - ii. Discuss other uses for property
 - b. Everything Bagelry
 - i. Currently located in Unadilla, NY
 - ii. Business has soared and expansion needed
 - iii. Discuss incubator options for food hub
 - c. Review of Mission Statement and Performance Goals
- IX. Misc:
 - a. Reminder to complete Annual Performance Survey by December 17th, 2021- See email
 - b. Notice of Sale: Incubator Property
 - i. Awaiting Notice of Sale from Attorney for Airport Incubator Building
 - ii. Any submitted BIDS will be reviewed at January 2022 meeting
 - 1. Discuss mission aligned opportunities available for use of proceeds
- X. Executive Session
- XI. Adjournment

Chenango County IDA
Board Meeting Minutes
November 17, 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, George Seneck, Jeffrey Nemeth, Rob Panasci, Canice Pullota,

1. Board Chair B. Burton called the meeting to order at 8:00 a.m.
2. Executive Director K. Green read the IDA mission statement
3. Motion to approve the October 20, 2021 Regular Meeting Minutes made by P. Raymond, seconded by R. Gibbon. Ayes all, approve, B. Burton abstained.
4. K. Green reviewed the October 31, 2021 Financial Statement.
 - a. Information reviewed included account receivables & payables to date as well as the statement of actives including revenues & expenditures to date.
 - b. Motion to approve the October 31, 2021 Financial Statements made by J. Blanchard, seconded by P. Raymond. Ayes all, approved.
5. Bills & Invoices were reviewed.
 - a. Motion to approve the Bills & Invoices made by P. Raymond, seconded by R. Gibbon. Ayes all, approved.
6. K. Green provided and Executive Director report:
 - a. Discussed Commerce Chenango's Strategic Plan
 - b. Discussed next 5:05 event at the Sherburne Inn
 - i. Event focused around Leadership Chenango program
 - c. Building next door owned by DCC is for sale (17-19 S. Broad Street)
 - i. Lease will be changing from Creative Works to Kate & Tabitha
 - d. Hotel Project: No new updates
 - e. Still awaiting results from DRI submission
 - f. DCC recently granted two new loans
 - i. Jerry's Inn- Bainbridge, NY
 - ii. Forged Brewing Company- Coventry, NY
 - g. Provided status updates for 2022 budgets
7. Old Business
 - a. K. Green provided an update on Norbut Solar:
 - i. Awaiting closing date via attorneys
 - b. K. Green provided updates on High Bridge Wind Project:
 - i. Public Hearing was completed Wednesday, October 27, 2021
 - ii. All letters received are available on website
 - iii. Reviewed next steps for High Bridge Wind Project.
 - iv. Reviewed letter submitted by Northland Power in response to questions raised at last meeting
 - A. Discussed the projects outcome should PILOT not be granted. Project has other avenues to move forward, however there would be limited local benefit if completed outside of CCIDA PILOT process.
 - v. Cost Benefit Analysis was reviewed
 - vi. Reviewed terms of the PILOT and disbursements to local municipalities and school districts
 - ii. **RESOLVED**, that the Chenango County IDA approve the proposed Final Authorizing Resolution for the High Bridge Wind PILOT application as presented.

- A. Motion made by P. Raymond seconded by J. Blanchard. Ayes all, approved.
R. Gibbon Abstains.

8. New Business

a. Comptroller Audit still active

- i. Area that seems to have to most room for improvement is monitoring of active projects
- ii. Changes are already being implemented to improve these processes
- iii. R. Gibbon & B. Burton both met with auditor, discuss the need for better documentation and review of our policies.

b. 2022 Budget

- i. Proposed 2022 IDA budget reviewed
- ii. Areas of review included changes to Administrative Service Agreement, Revenues, & Expenditures.
- iii. RESOLVED, that the Chenango County IDA approve the proposed 2022 Budget as presented.

- A. Motion made by R. Gibbon, seconded by M. Khoury. Ayes all, approved.

9. Future Business

a. December 2021 Meeting

- i. Will be reviewing mission statements & performance goals for 2022
- ii. Will discuss any offers received for Incubator Building should the decision be made to sell.

10. Motion to move into Executive Session for legal discussion at 8:41 a.m. made by P. Raymond, seconded by J. Blanchard. Ayes all, approved.

11. Motion to leave Executive Session at 9:05 a.m. made by J. Blanchard, seconded by P. Raymond. Ayes all, approved.

12. Motion to adjourn the meeting at 9:05 a.m. made by R. Gibbon, seconded by J. Blanchard. Ayes all, approved.

Respectfully Submitted,

KarriAnn O'Connor

KarriAnn O'Connor
Economic Development Assistant
IDA Board Recorder

County of Chenango IDA
Statement of Financial Position
November 30, 2021

	Note	November 30, 2021	December 31, 2020
ASSETS			
Current Assets			
Checking #6274	\$	67,059.00	\$ 302.89
Money Market #2574		688,209.13	701,458.92
RR Project Checking #6598		-	-
Accounts Receivable	(1)	3,404.26	-
Financing Lease	(2)	29,900.01	34,188.98
Prepaid Expense	(3)	4,423.78	4,498.10
Total Current Assets		792,996.18	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		\$ 1,420,868.24	\$ 1,395,004.71
LIABILITIES AND FUND BALANCE			
Current Liabilities			
Accounts Payable	(5)	\$ 9,081.09	\$ 2,050.32
Prepaid Rental Income	(6)	\$ 8,300.00	-
Total Current Liabilities		17,381.09	2,050.32
Long-Term Liabilities			
Total Liabilities		17,381.09	2,050.32
Fund Balance			
Fund Balance		1,361,907.34	1,458,983.68
Net Activity		41,579.81	(66,029.29)
Total Fund Balance		1,403,487.15	1,392,954.39
Total Liabilities & Fund Balance		\$ 1,420,868.24	\$ 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 November 30, 2021**

Customer	0-30	31-60	61-90	Over 90 days	Amount Due
Baker and McKenzie	28.63				28.63
***Reimb. Of FedEx mailing Tecnofil					
Norwich Chenango Solar, LLC				3,375.63	3,375.63
***Annual PILOT Fee for 2019/2020/2021					
	28.63	-	-	3,375.63	3,404.26

**County of Chenango IDA
Aged Payables
As of November 30, 2021**

Vendor		0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond, Schoeneck & King, PLLC	Legal	150.00				150.00
DCC	credit card reimb.	1,547.71				1,547.71
Laughlin Lawn & Landscape	Airport Maintenance	325.00				325.00
NYS&W Railway	Reimb. FEMA payment	5,530.00				5,530.00
NYSEG	Airport Utilities	1,528.38				1,528.38
		9,081.09	-	-	-	9,081.09

County of Chenango IDA
Statement of Activities
As of November 30, 2021

	Note	November 2021 Actual	November 2021 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2021 Budget
Revenues							
Airport Building Rent	(1)	\$ 7,300.00	\$ -	\$ 25,740.00	\$ -	\$ 25,740.00	\$ -
Clark Park Rent		450.00	450.00	4,950.00	4,950.00	-	5,400.00
On The Rail Processing Rent		406.52	406.52	4,471.72	4,471.72	-	4,878.24
New Project Fees		-	-	-	3,750.00	(3,750.00)	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		-	-	-	3,750.00	(3,750.00)	5,000.00
Interest Income		56.56	100.00	750.21	1,100.00	(349.79)	1,200.00
Other Revenues							
Total Revenues		8,213.08	956.52	185,676.17	160,271.72	25,404.45	163,728.24
Expenditures							
Economic Development		6,437.50	6,437.50	70,812.50	70,812.50	-	77,250.00
Other Project Eco Dev Srvs Fees		-	-	-	14,062.50	14,062.50	18,750.00
RR Project Eco Dev Srvs Fees		-	-	1,250.00	1,875.00	625.00	2,500.00
Advertising & Marketing		2,500.00	416.66	5,591.75	4,583.34	(1,008.41)	5,000.00
Office Supplies/Postage		83.68	48.34	687.36	531.66	(155.70)	580.00
Software & Equipment		426.80	216.66	2,609.00	2,383.34	(225.66)	2,600.00
Travel/Training	(3)	1,673.69	-	1,877.99	-	(1,877.99)	-
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		150.00	62.50	1,953.05	687.50	(1,265.55)	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	-	916.66	916.66	1,000.00
Airport Maintenance	(4)	325.00	400.00	1,050.00	4,400.00	3,350.00	4,800.00

County of Chenango IDA
Statement of Activities
As of November 30, 2021

	Note	November 2021 Actual	November 2021 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2021 Budget
Airport Utilities		289.26	625.00	7,632.03	6,875.00	(757.03)	7,500.00
Special Projects	(5)	-	-	32,997.89	-	(32,997.89)	-
Bank Fees	(6)	-	-	30.00	-	(30.00)	-
Misc Expense	(7)	(28.63)	2,158.18	-	23,740.06	23,740.06	25,898.24
Total Expenditures		11,857.30	10,448.18	144,096.36	147,967.56	3,871.20	163,728.24
Net revenues over expenditures		(3,644.22)	(9,491.66)	41,579.81	12,304.16	29,275.65	-
Other Sources (Uses)							
Net Activity		\$ (3,644.22)	\$ (9,491.66)	\$ 41,579.81	\$ 12,304.16	\$ 29,275.65	\$ -

Note

- (1) New Tenant -- Pro-Tel Properties LLC
- (2) Annual PILOT Fee for 2019/2020/2021
- (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
- (7) FedEx mailing for Tecnofil Termination paperwork