

***Chenango County Industrial Development Agency***

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

Date: July 6, 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 July CCIDA Board meeting will begin at 8:00 a.m. on **Wednesday, July 20, 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 [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  
 July 20, 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 24, 2022)
- III. Approval of Minutes
  - a. June 15, 2022, Annual Meeting Minutes
- IV. Financial Report
  - a. June 30, 2022, Financial Statements
- V. Bills & Invoices

Commerce Chenango, Inc: <i>Copies, postage &amp; Contracted Services, Travel</i>	\$11,032.45
Bond, Schoeneck & King, PLLC: <i>Legal 5/31/22 General Matters</i>	\$187.50
Laughlin Lawn & Landscape: <i>Property Maintenance</i>	\$650.00
NYSEG: <i>Airport Utilities</i>	\$1,749.16
<b>Total:</b>	<b>\$13,619.11</b>

- VI. Executive Director Report
  - a. DRI update
  - b. Tourism update
- VII. PILOTs
  - a. Update Norbut Solar
  - b. Update High Bridge Wind
  - c. Update County 14, Smyrna Solar Farm
  - d. Review PILOT project spreadsheet
- VIII. Old Business

- a. Update FEMA Closeout – NYS&W
  - b. IDA Property Update
    - i. Airport Building
    - ii. Cascun
    - iii. Everything Baglery
- IX. New Business
- a. Agreement with Norwich Meadow Farms
  - b. Potential sale of 5-7 Scott St, Bainbridge
- X. Executive Session: Discuss legal issue
- XI. Adjournment

\*\*\*Please note that August's meeting has been changed to Tuesday August 23<sup>rd</sup>.



**Chenango County IDA  
Board Meeting Minutes  
June 15, 2022 | 8:00 a.m.**

Present: B. Burton; R. Gibbon; P. Raymond; T. Zieno; M. Ryan; Jeff Blanchard; Michael Khoury  
Staff: K. Green; B. Knowles  
Absent: None  
Guest: George Seneck; Shane Butler; Zaid Kurdieh- Norwich Meadow Farms

- B. Burton called the meeting to order at 8:00 a.m.
1. Roll call.
2. B. Burton read the IDA Mission Statement.
3. Upon review, motion to approve the May 18, 2022, meeting minutes made by M. Ryan seconded by P. Raymond. M. Khoury abstained. Ayes all. Approved.
4. Zaid Kurdieh from Norwich Meadow Farms gave an overview of their expansion project they would like to do for the property they lease from the IDA in the Earl B. Clark Business Park on Rt 12 in Norwich along with their desire to purchase this property from the IDA. Norwich Meadow Farms is growing and needs another building for general expansion for the farm. They are looking to hire more employees and working with local dairies. They would like to open opportunities that are currently dormant and diversify their markets.
  - a. Board will continue discussions in Executive Session regarding negotiations.
5. K. Green went over the May 31<sup>st</sup> Financial Statements.
  - a. Board discussed the aged receivable regarding outstanding PILOT payments and the process to get these cleaned up.
    - i. K. Green will draft a letter letting the project owners know they are in violation of their PILOT asking for reprimands ASAP.
  - b. CCIDA will be receiving a payment from FEMA for the administrative fees related to the Halloween 2019 disaster and application.
  - c. Motion to approve the May 31<sup>st</sup>, Financial Statement as presented made by R. Gibbon, seconded by P. Raymond. Ayes all. Approved.
6. Bills & Invoices were reviewed in detail:
  - a. Motion to approve the Bills & Invoices made by M. Ryan, seconded by T. Zieno. Ayes all. Approved.
7. K. Green provided an overview of the 2022-2024 Commerce Chenango Strategic Plan and answered questions from board members.
8. K. Green gave an update on the PILOTs
  - a. Norbut Solar- This project is on hold due to a national ongoing investigation of solar panels from China.
  - b. The High Bridge Wind PILOT project is scheduled to close on June 24, 2022.

- c. County Rd. 14, Smyrna Solar Farm – The local planning board has asked that the Chenango County Industrial Development Agency act as lead agency on this project.
9. K. Green discussed old business
  - a. Update the FEMA closeout for NYS&W.
    - i. NYS&W has yet to complete the repairs they were paid for from the FEMA payout. K. Green has sent a formal request to NYS&W asking for the timeline and proof of completion to submit to FEMA.
  - b. The CCIDA board reviewed the Corrective Action Plan letter regarding the ABO Process Audit from fall 2021. Motion to approve the submission of the Corrective Action Plan letter with suggested changes was made by P. Raymond, seconded by M. Khoury. Ayes all. Approved.
    - i. K. Green thanked B. Knowles for her work on this and for drafting the CAP.
10. IDA Property Update:
  - a. Airport Building is in the final stages of Protel purchasing the property.
  - b. Appraisal on the Cascun property is being done today. We do have a person interested in purchasing this property. The Board agreed to go forward with selling this property, pending the outcome of the appraisal.
  - c. K. Green provided an update on sunsetting the Cascun PILOT.
    - i. We are waiting for D. Cascun to sign the termination paperwork. We will need to get our legal counsel involved if he does not sign.
  - d. We are close to closing on the purchase of the property in Bainbridge for the Everything Baglery relocation.
    - i. We will begin working on a lease and lease terms for the next board meeting.
11. Motion to go into Executive Session to discuss negotiations on a CCIDA property and legal issues with NYS&W made by M. Ryan seconded by M. Khoury at 9:16 a.m.
12. Motion to leave Executive Session made by M. Khoury seconded by J. Blanchard at 9:48 a.m.
13. Motion to adjourn made by M. Khoury seconded by M. Ryan. Ayes all. Approved. Meeting adjourned at 9:49 a.m.

Respectfully Submitted,

*Barbara Knowles*

Barbara Knowles  
IDA Board Recorder

County of Chenango IDA  
**Statement of Financial Position**  
June 30, 2022

	Note	June 30, 2022	December 31, 2021
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking #6274	\$	131,035.22	\$ 58,956.48
Money Market #2574		688,608.94	688,267.58
RR Project Checking #6598		-	-
Accounts Receivable	(1)	31,097.35	3,375.63
Financing Lease	(2)	25,210.45	25,210.45
Prepaid Expense	(3)	4,622.36	4,622.36
Total Current Assets		880,574.32	780,432.50
<b>Property and Equipment</b>			
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
<b>Total Assets</b>		<b>\$ 1,481,762.62</b>	<b>\$ 1,381,620.80</b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>Current Liabilities</b>			
Accounts Payable	(5)	\$ 1,936.66	\$ 2,942.98
Prepaid Rental Income	(6)	\$ 8,300.00	\$ 8,300.00
Total Current Liabilities		10,236.66	11,242.98
<b>Long-Term Liabilities</b>			
Total Liabilities		10,236.66	11,242.98
<b>Fund Balance</b>			
Fund Balance		1,370,377.82	1,361,907.34
Net Activity		101,148.14	8,470.48
Total Fund Balance		1,471,525.96	1,370,377.82
<b>Total Liabilities &amp; Fund Balance</b>		<b>\$ 1,481,762.62</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 12/31/21
- (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 June 30, 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>
Norwich Chenango Solar, LLC	Annual PILOT Fee for 2022				1,125.21	1,125.21
Pro-Tel Properties LLC	Utility Reimbursement	3,714.14				3,714.14
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
						-
		<b>3,714.14</b>	-	-	<b>27,383.21</b>	<b>31,097.35</b>

**County of Chenango IDA  
Aged Payables  
As of June 30, 2022**

<b>Vendor</b>		<b>0 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
Bond, Schoeneck & King, PLLC	Legal	187.50				187.50
NYSEG	Airport Utilities	1,749.16				1,749.16
						-
		<b>1,936.66</b>	-	-	-	<b>1,936.66</b>



County of Chenango IDA  
**Statement of Activities**  
As of June 30, 2022

	Note	June 2021 Actual	June 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
<b>Revenues</b>							
Airport Building Rent	(1)	\$ 7,300.00	\$ 7,300.00	\$ 43,800.00	\$ 43,800.00	\$ -	\$ 88,330.00
Clark Park Rent		450.00	450.00	2,700.00	2,700.00	-	5,400.00
On The Rail Processing Rent	(2)		406.52	813.04	2,439.12	(1,626.08)	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		106,606.94	-	106,606.94	150,000.00	(43,393.06)	150,000.00
Other Income			417.00	-	2,502.00	(2,502.00)	5,000.00
Interest Income		56.59	83.00	341.36	498.00	(156.64)	1,000.00
<b>Other Revenues</b>							
Total Revenues		114,413.53	8,656.52	197,394.55	246,572.33	(49,177.78)	299,241.45
<b>Expenditures</b>							
Contracted Services		10,789.33	10,789.33	64,735.98	64,735.98	-	129,471.96
Project Fees to DCC			4,049.65	-	24,297.90	24,297.90	48,595.80
Project Fees to Commerce			809.93	-	4,859.58	4,859.58	9,719.16
RR Project Eco Dev Srvc Fees			208.00	50.00	1,248.00	1,198.00	2,500.00
Advertising & Marketing		208.34	625.00	1,076.59	3,750.00	2,673.41	7,500.00
Office Supplies/Postage		47.67	58.00	384.51	348.00	(36.51)	700.00
Software & Equipment			-	1,784.52	-	(1,784.52)	-
Travel/Training		160.29	-	2,719.26	-	(2,719.26)	-
Auditing Expense			-	6,800.00	6,800.00	-	6,800.00
Insurance Expense	(2)		2,400.00	2,664.60	2,400.00	(264.60)	7,900.00
Legal Expense		187.50	167.00	187.50	1,002.00	814.50	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 June 30, 2022

	Note	June 2021 Actual	June 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
Airport Repairs			-	-	-	-	-
Airport Maintenance	(3)	650.00	-	7,035.00	-	(7,035.00)	-
Airport Utilities	(3)	(1,964.98)	-	(4,534.32)	-	4,534.32	-
On The Rail Repairs & Maintenance	(2)	277.77	-	477.77	-	(477.77)	-
Special Projects Fees Misc Exp	(4)		-	10,575.00	-	(10,575.00)	-
Bank Fees		15.00	8.00	40.00	48.00	8.00	100.00
Misc Expense			1,667.00	-	10,002.00	10,002.00	20,000.00
Depreciation Expense			-	-	-	-	26,683.76
<b>Total Expenditures</b>		<b>10,370.92</b>	<b>20,781.91</b>	<b>96,246.41</b>	<b>121,741.46</b>	<b>25,495.05</b>	<b>264,220.68</b>
<b>Net revenues over expenditures</b>		<b>104,042.61</b>	<b>(12,125.39)</b>	<b>101,148.14</b>	<b>124,830.87</b>	<b>(23,682.73)</b>	<b>35,020.77</b>
<b>Other Sources (Uses)</b>							
<b>Net Activity</b>		<b>\$ 104,042.61</b>	<b>\$ (12,125.39)</b>	<b>\$ 101,148.14</b>	<b>\$ 124,830.87</b>	<b>\$ (23,682.73)</b>	<b>\$ 35,020.77</b>

**Note**

- (1) Tenant -- Pro-Tel Properties LLC
- (2) Cascun left building-added insurance and maintenance to secure building
- (3) Maintenance/Utilities will be reimbursed from Tenant
- (4) Appraisals/Inspections: 115 County Rd 45, North Norwich & 5 Walnut Ave, Bainbridge