

Chenango County Industrial Development Agency

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

Date: August 9, 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 **Tuesday August 23, 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 and if you have any questions, you may contact us at 607-334-5532.

Thank you.

**Chenango County IDA Board
 Regular Meeting Agenda
 August 23, 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. July 20, 2022, Meeting Minutes
- IV. Financial Report
 - a. July 31, 2022, Financial Statements
- V. Bills & Invoices

Commerce Chenango, Inc: <i>Copies, postage & Contracted Services, Travel</i>	\$11,078.30
Commerce Chenango, Inc: <i>Puckett Solar & High Bridge Wind Project Fee</i>	\$6,418.25
Development Chenango Corp: <i>Puckett Solar & High Bridge Wind Project Fee</i>	\$32,091.24
Development Chenango Corp: <i>Travel & Membership Expense</i>	\$3,672.06
Bond, Schoeneck & King, PLLC: <i>Legal 6/30/2022 General Matters</i>	\$50.00
CNY Pomeroy Appraisers, Inc.: <i>Appraisal 5-7 Scott St, Bainbridge</i>	\$2,400.00
CNY Pomeroy Appraisers, Inc.: <i>Appraisal Norwich Meadows Farm</i>	\$2,400.00
Laughlin Lawn & Landscape: <i>Property Maintenance</i>	\$650.00
Norwich Copies Plus: <i>Project Postage – High Bridge Wind</i>	\$44.53
NYSEG: <i>Airport Utilities</i>	\$3,765.05
Total:	\$62,569.43

- VI. Executive Director Report
 - a. ACCE
 - b. NYATEP
 - c. Leadership Chenango: Next Gen
 - d. 2023 Budget

- VII. PILOTs
 - a. Update Norbut Solar
 - b. Update High Bridge Wind
 - c. Update County 14, Smyrna Solar Farm

Potential New PILOTs

- d. Project: Bainbridge NY
 - e. Solar project: Bainbridge NY
- VIII. Old Business
 - a. IDA Property Update:
 - i. Cascun Farms - Termination of lease update
 - ii. Railroad update
 - iii. Earl B. Clark Sale
 - iv. 5 Walnut Ave
 - v. Sale of 5-7 Scott St., Bainbridge

IX. New Business

X. Executive Session: As needed

XI. Adjournment



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

Present: B. Burton; R. Gibbon; P. Raymond; T. Zieno; M. Ryan; M. Khoury (arrived at 8:01)

Staff: K. Green; B. Knowles

Absent: Jeff Blanchard

Guest: George Seneck; Shane Butler; Nathan VanWhy-Coughlin & Gerhart

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 June 15, 2022, meeting minutes made by R. Gibbon seconded by M. Ryan. Ayes all. Approved.
4. K. Green reviewed the June 30th Financial Statement.
 - a. Aged Receivable – A strongly worded letter was sent to the companies we have PILOT programs with requesting the annual PILOT fee that is currently past due. We consulted with our Attorney on the wording of the letter. Copy of the letter was provided to the Board for review.
 - b. CCIDA received the closing fees from High Bridge Wind project. The worse than budget figure represents the amount budgeted for 2022 for the year two payment. As this project did not close at the end of 2021 as anticipated, we will receive the year two payment in 2023.
 - i. George Seneck gave an update on High Bridge Wind project. This project is on hold at this time due to current economic conditions. They assured the Town of Guilford that this project will move forward.
 - c. Motion to approve the June 30th, Financial Statement as presented made by M. Ryan, seconded by M. Khoury. Ayes all. Approved.
5. Bills & Invoices were reviewed in detail:
 - a. Motion to approve the Bills & Invoices made by M. Khoury, seconded by R. Gibbon. Ayes all. Approved.
 - b. K. Green mentioned an additional check for the insurance payment in the amount of \$2,350.00. Motion to approve payment of this invoice made by P. Raymond seconded by R. Gibbon. Ayes all. Approved.
6. Executive Director Report:
 - a. The DRI process has been completed. 15 projects have been submitted to the State and the State will now rate the project and announce this fall which projects will be funded. These projects will start in 2023 and should be completed within two years. All meetings have been recorded and are on the website. (norwichdri.com)

- b. Between Commerce Chenango and the City of Norwich, the projects are following the State guidelines. The city will monitor the projects pertaining to the City and Commerce Chenango will monitor the private projects.
 - c. K. Green gave a mid-year update on the Tourism program. A financial breakdown of allocated funds was given to the Board for review.
 - i. Due to a boost in tourism dollars, we implemented a tourism grant program. We were able to give out \$8,5000 to different agencies.
 - ii. Tourism has hired a photographer who will be taking professional live action photos at our events. He will be also going out with hunters this fall.
 - iii. Billboard advertisements have been used.
 - iv. K. Green went over the I Love NY matching funds program offered by Tourism.
7. K. Green gave an update on the PILOTs
- a. Norbut Solar- No updates
 - b. High Bridge Wind – Project closed on June 24, 2022.
 - c. County Rd. 14, Smyrna Solar Farm – S. Butler gave an overview of what CCIDA needs to do regarding becoming Lead Agency for this project.

RESOLUTION DESIGNATING CHENANGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY AS LEAD AGENCY WITH RESPECT TO POTENTIAL DEVELOPMENT OF A SOLAR FARM LOCATED AT 471 COUNTY RD 14 IN SMYRNA NY

WHEREAS, the Town of Smyrna desires to explore potential development of a solar farm located at 471 County Rd 14, Smyrna, NY.

WHEREAS, it has been determined that such development is subject to the requirements of the State Environmental Quality Review Act, and it is therefore necessary to initiate procedures with respect thereto, and

WHEREAS, the CCIDA has determined that it is the agency with the broadest governmental powers for investigation of the impact of the proposed action and has the greatest capability for providing the most thorough environmental assessment of the project, and

WHEREAS, this CCIDA is an involved agency, as defined in the State Environmental Quality Review Act, reviewing the aforementioned project, and

WHEREAS, said development may have an impact on the environment, now, therefore, be it

RESOLVED, that this CCIDA declares its intention to seek lead agency status with respect to the environmental review of potential development of a solar farm located at 471 County Rd 14, Smyrna NY

Motion made by P. Raymond, seconded by T. Zieno. M. Khoury abstained. Ayes all. Approved.

- d. PILOT project spreadsheet was given to the Board for review. B. Knowles gave an overview of this spreadsheet.
8. Old Business
 - a. Update the FEMA closeout for NYS&W. NYS&W notified us that they completed the work. This project has been closed out. We received our admin fee as well.
9. IDA Property Update:
 - a. Airport Building: We are waiting on the attorneys. Nathan VanWhy from Coughlin & Gerhart gave an update, and we are close to closing on this property.
 - b. Cascun building (9 Scott St, Bainbridge NY) will be discussed in executive session.
 - c. Everything Baglery project: The abstract has been ordered and hopefully closing on this property soon.
10. New Business:
 - a. Agreement with Norwich Meadows Farm: A copy of the letter outlining what the CCIDA expects from Norwich Meadows Farm regarding their responsibilities regarding the legal fees was in the Board packets for review. K. Green in anticipation of the Board agreeing with this letter, she contacted the appraiser to set up getting the appraisal done. There were no questions regarding this letter so K. Green will go ahead and get this letter signed and notarized by Norwich Meadows Farm.
11. Motion to go into Executive Session to discuss legal issues and negotiations made by M. Khoury, seconded by P. Raymond at 8:42 Ayes all. Approved.
12. Motion to leave Executive Session made by M. Khoury seconded by P. Raymond at 9:24. Ayes all. Approved.
13. Motion to move forward with the sale of 9 Scott St., Bainbridge, NY made by P. Raymond, Seconded by R. Gibbon. Ayes all. Approved.
14. Motion to adjourn made by P. Raymond seconded by M. Khoury. Ayes all. Approved. Meeting adjourned at 9:25 a.m.

Respectfully Submitted,

Barbara Knowles

Barbara Knowles
IDA Board Recorder

County of Chenango IDA
Statement of Financial Position
July 31, 2022

	Note	July 31, 2022	December 31, 2021
ASSETS			
Current Assets			
Checking #6274	\$	128,313.24	\$ 58,956.48
Money Market #2574		688,667.42	688,267.58
RR Project Checking #6598		-	-
Accounts Receivable	(1)	30,183.67	3,375.63
Financing Lease	(2)	25,210.45	25,210.45
Prepaid Expense	(3)	4,622.36	4,622.36
Total Current Assets		876,997.14	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		\$ 1,478,185.44	\$ 1,381,620.80
LIABILITIES AND FUND BALANCE			
Current Liabilities			
Accounts Payable	(5)	\$ 44,769.07	\$ 2,942.98
Prepaid Rental Income	(6)	\$ 8,300.00	\$ 8,300.00
Total Current Liabilities		53,069.07	11,242.98
Long-Term Liabilities			
Total Liabilities		53,069.07	11,242.98
Fund Balance			
Fund Balance		1,370,377.82	1,361,907.34
Net Activity		54,738.55	8,470.48
Total Fund Balance		1,425,116.37	1,370,377.82
Total Liabilities & Fund Balance		\$ 1,478,185.44	\$ 1,381,620.80

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 July 31, 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
Pro-Tel Properties LLC	Utility Reimbursement	4,300.46				4,300.46
Puckett Solar	2022 PILOT Fee [payment 2]				24,758.00	24,758.00
						-
		4,300.46	-	-	25,883.21	30,183.67

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

Vendor		0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond, Schoeneck & King, PLLC	Legal	50.00				50.00
CNY Pomeroy Appraisers, Inc	Appraisals	2,400.00				2,400.00
Commerce Chenango	Project Fee	6,418.25				6,418.25
Development Chenango Corp	Project Fee	32,091.24				32,091.24
Norwich Copies Plus	Postage	44.53				44.53
NYSEG	Airport Utilities	3,765.05				3,765.05
						-
		44,769.07	-	-	-	44,769.07

County of Chenango IDA
Statement of Activities
As of July 31, 2022

	Note	July 2022 Actual	July 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	\$ 51,100.00	\$ 51,100.00	\$ -	\$ 88,330.00
Clark Park Rent		450.00	450.00	3,150.00	3,150.00	-	5,400.00
On The Rail Processing Rent	(2)		406.52	813.04	2,845.64	(2,032.60)	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	150,000.00	(43,393.06)	150,000.00
Other Income	(3)	2,184.29	417.00	2,184.29	2,919.00	(734.71)	5,000.00
Interest Income		58.48	83.00	399.84	581.00	(181.16)	1,000.00
Other Revenues							
Total Revenues		9,992.77	8,656.52	207,387.32	255,228.85	(47,841.53)	299,241.45
Expenditures							
Contracted Services		10,789.33	10,789.33	75,525.31	75,525.31	-	129,471.96
Project Fees to DCC		32,091.24	4,049.65	32,091.24	28,347.55	(3,743.69)	48,595.80
Project Fees to Commerce		6,418.25	809.93	6,418.25	5,669.51	(748.74)	9,719.16
RR Project Eco Dev Srvcs Fees			208.00	50.00	1,456.00	1,406.00	2,500.00
Advertising & Marketing		166.67	625.00	1,243.26	4,375.00	3,131.74	7,500.00
Office Supplies/Postage		47.67	58.00	432.18	406.00	(26.18)	700.00
Software & Equipment			-	1,784.52	-	(1,784.52)	-
Travel/Training		28.78	-	2,748.04	-	(2,748.04)	-
Auditing Expense			-	6,800.00	6,800.00	-	6,800.00
Insurance Expense	(2)	2,350.00	-	5,014.60	2,400.00	(2,614.60)	7,900.00
Legal Expense		50.00	167.00	237.50	1,169.00	931.50	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 July 31, 2022

	Note	July 2022 Actual	July 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
Airport Repairs		-	-	-	-	-	-
Airport Maintenance	(4)	650.00	-	7,685.00	-	(7,685.00)	-
Airport Utilities	(4)	1,365.89	-	(3,168.43)	-	3,168.43	-
On The Rail Repairs & Maintenance	(2)	-	-	477.77	-	(477.77)	-
Special Projects Fees Misc Exp	(5)	2,444.53	-	13,019.53	-	(13,019.53)	-
Bank Fees			8.00	40.00	56.00	16.00	100.00
Misc Expense			1,667.00	-	11,669.00	11,669.00	20,000.00
Depreciation Expense			-	-	-	-	26,683.76
Total Expenditures		56,402.36	18,381.91	152,648.77	140,123.37	(12,525.40)	264,220.68
Net revenues over expenditures		(46,409.59)	(9,725.39)	54,738.55	115,105.48	(60,366.93)	35,020.77
Other Sources (Uses)							
Net Activity		\$ (46,409.59)	\$ (9,725.39)	\$ 54,738.55	\$ 115,105.48	\$ (60,366.93)	\$ 35,020.77

Note

- (1) Tenant -- Pro-Tel Properties LLC
- (2) Cascun left building-added insurance and maintenance to secure building
- (3) 2019 Halloween Flooding Admin portion
- (4) Maintenance/Utilities will be reimbursed from Tenant
- (5) Appraisals/Inspections:
 - 115 County Rd 45, North Norwich
 - 5 Walnut Ave, Bainbridge
 - 5-7 Scott Street, Bainbridge
 - Norwich Meadow Farms Property, North Norwich