

Chenango County Industrial Development Agency

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

Date: December 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 November CCIDA Board meeting will begin at 8:00 a.m. on **Tuesday December 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 and if you have any questions, you may contact us at 607-334-5532.

Thank you.

**Chenango County IDA Board
 Regular Meeting Agenda
 December 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. November 16, 2022, Meeting Minutes
- IV. Financial Report
 - a. November 30, 2022, Financial Statements
- V. Bills & Invoices

Commerce Chenango, Inc: <i>Copies, postage & Contracted Services, Travel</i>	\$9,713.21
Philadelphia Insurance Companies	\$25.00
NYSEG: <i>Airport Utilities</i>	\$1,128.02
NYSEG: <i>5 Walnut Ave</i>	\$79.52
Bond, Schoeneck & King, PLLC: <i>Smyrna Solar</i>	\$262.50
Total:	\$ 11,208.25

- VI. Executive Director Update
 - a. Railroad
 - b. Greenway Conservancy
 - c. Stephen Harris from Chenango County Real Property
- VII. PILOTs
 - a. Update County 14, Smyrna Solar Farm
 - b. Update on Norbut Solar Farm

- VIII. Old Business
 - a. IDA Property Update:
 - i. Earl B. Clark Sale
 - ii. 5-7 Scott St., Bainbridge
 - b. CCIDA Mission Statement
- IX. New Business
 - a. 2023 Meeting Schedule
- X. Executive Session: As needed
- XI. Adjournment

DRAFT



**Chenango County IDA
Board Meeting Minutes
November 16, 2022 | 8:00 a.m.**

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

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

Absent: M Ryan

Guest: Kevin Pole – Bond Schoeneck & King

1. Motion to go into executive session at 8:00a.m. with attorney to discuss contract negotiations made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved.
2. Motion to exit executive session at 8:18a.m. made by P. Raymond seconded by J. Blanchard. Ayes all. Approved.
3. B. Burton called the regular board meeting to order at 8:20am.
4. Roll call.
5. B. Burton read the IDA Mission Statement. There was discussion regarding updating the mission statement. Motion to update the IDA Mission Statement to add green energy solutions made by P. Raymond, seconded by R. Gibbon. Discussion: M. Khoury suggested adding workforce development as well. After further discussion it was decided that B. Knowles will work with S. Testani to draft a revised mission statement for the board to review at the next meeting. P. Raymond no, J. Blanchard No, M. Khoury no, R. Gibbon no, T. Zieno No, B. Burton No. Motion denied.
6. Upon review, motion to approve the October 19, 2022, meeting minutes made by J. Blanchard seconded by P. Raymond. Ayes J. Blanchard, T. Zieno, P. Raymond, R. Gibbon, B. Burton, and M. Khoury abstained. Approved.
7. KJ. Graves reviewed the October 31st Financial Statement.
 - a. Motion to approve the October 31st Financial Statement as presented made by R. Gibbon, seconded by P. Raymond. Ayes all. Approved.
8. Bills & Invoices were reviewed in detail:
 - a. Motion to approve the Bills & Invoices made by J. Blanchard, seconded by M. Khoury. Ayes all. Approved.
9. B. Knowles gave an update on the PILOTs.
 - a. NY Smyrna I, LLC PILOT application was discussed, and it was decided that Sal will get together with Stephen Harris at the Chenango County Real Property office for guidance on the Real Property Tax Abatement Benefits and Percentage of Project Costs Financed from Public Sector Sources portion of the application.
 - b. Norbut Solar: No updates at this time.
 - c. The owners of Hidden Springs contacted the CCIDA to get information regarding a new solar project on their property.

10. Old Business:

IDA Property Update

- a. 5-7 Scott St, Bainbridge Sale: B. Knowles has been in contact with Coughlin and Gerhart and they provided a contract of sale and have ordered a 40 year abstract. B. Burton shared with the Board that the buyer asked the CCIDA if they could access the property prior to the closing to start clean-up. B. Burton has asked them to provide an insurance binder prior to starting the cleanup. Motion to have B. Burton sign the contract of sale made by P. Raymond, seconded by R. Gibbon. Ayes all. Approved
- b. 5 Walnut St., Bainbridge: B. Knowles will be meeting with the Bainbridge Assessor to discuss tax exemption for this property or any other possibilities. The owners of Everything Bagelry stopped by to make their first payment and stated that they will begin partial production today and hope to be at full capacity within 3 weeks.
- c. UTEP Policy: B. Knowles has asked Steve Harris from Chenango County Real Property to take a look at the UTEP Policy to make sure the Tax Abatement information is accurate.

11. New Business

- a. B. Burton gave an update of the CCIDA insurance proposal effective 2022-2023.
 - b. S. Testani and B. Burton gave an update on the Chobani Norwich facility that is for sale.
12. R. Gibbon asked about getting updates from the solar companies as far as production and job retention.
13. Motion to adjourn made by J. Blanchard seconded by M. Khoury. Ayes all. Approved. Meeting adjourned at 9:15a.m.

Respectfully Submitted,

Barbara Knowles

Barbara Knowles
IDA Board Recorder

County of Chenango IDA
Statement of Financial Position
November 30, 2022

	Note	November 30, 2022	December 31, 2021
ASSETS			
Current Assets			
Checking #6274	\$	341,298.84	\$ 58,956.48
Money Market #2574		535,547.34	688,267.58
RR Project Checking #6598		-	-
Accounts Receivable	(1)	13,598.45	3,375.63
Financing Lease	(2)	25,210.45	25,210.45
Prepaid Expense	(3)	4,622.36	4,622.36
Total Current Assets		920,277.44	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		\$ 1,521,465.74	\$ 1,381,620.80
LIABILITIES AND FUND BALANCE			
Current Liabilities			
Accounts Payable	(5)	\$ 492.59	\$ 2,942.98
Prepaid Rental Income	(6)	\$ 9,800.00	\$ 8,300.00
Total Current Liabilities		10,292.59	11,242.98
Long-Term Liabilities			
Total Liabilities		10,292.59	11,242.98
Fund Balance			
Fund Balance		1,370,377.82	1,361,907.34
Net Activity		140,795.33	8,470.48
Total Fund Balance		1,511,173.15	1,370,377.82
Total Liabilities & Fund Balance		\$ 1,521,465.74	\$ 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
Everything Bagelry Security Deposit

**County of Chenango IDA
Aged Receivables
As of November 30, 2022**

Customer		0-30	31-60	61-90	Over 90 days	Amount Due
Pro-Tel Properties LLC	Utility Reimbursement-pd 12/7	13,578.45				13,578.45
Tiffany Energy LLC	Annual Leaseback fee 2021-2022	20.00				20.00
						-
		13,598.45	-	-	-	13,598.45

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

Vendor		0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond, Schoeneck & King, PLLC	Legal - Smyrna Solar Project	262.50				262.50
NYSEG	Airport Utilities	125.57				125.57
NYSEG	5 Walnut Ave Utilities	79.52				79.52
Philadelphia Insurance Co	added Insurance for 115 Cty Rd 45	25.00				25.00
					-	-
		492.59	-	-	-	492.59

County of Chenango IDA
Statement of Activities
As of November 30, 2022

	Note	November 2022 Actual	November 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
Revenues							
Airport Building Rent	(1)		\$ 7,446.00	\$ 355,200.00	\$ 80,884.00	\$ 274,316.00	\$ 88,330.00
Clark Park Rent		450.00	450.00	4,950.00	4,950.00	-	5,400.00
On The Rail Processing Rent	(2)		406.52	813.04	4,471.72	(3,658.68)	4,878.24
Everything Bagelry Rent	(3)	1,500.00	-	1,500.00	-	1,500.00	-
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		20.00	-	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)		416.00	2,184.49	4,584.00	(2,399.51)	5,000.00
Interest Income		220.00	84.00	882.11	916.00	(33.89)	1,000.00
Other Revenues							
Total Revenues		2,190.00	8,802.52	515,289.79	290,438.93	224,850.86	299,241.45
Expenditures							
Contracted Services		9,530.40	10,789.33	113,528.48	118,682.63	5,154.15	129,471.96
Project Fees to DCC			4,049.65	32,091.24	44,546.15	12,454.91	48,595.80
Project Fees to Commerce			809.93	6,418.25	8,909.23	2,490.98	9,719.16
RR Project Eco Dev Srvc Fees			209.00	1,620.00	2,291.00	671.00	2,500.00
Advertising & Marketing			625.00	2,262.84	6,875.00	4,612.16	7,500.00
Office Supplies/Postage		47.67	59.00	622.86	641.00	18.14	700.00
Software & Equipment			-	1,784.52	-	(1,784.52)	-
Travel/Training			-	6,291.82	-	(6,291.82)	-
Auditing Expense			-	6,800.00	6,800.00	-	6,800.00
Insurance Expense	(2)	25.00	-	17,892.45	7,900.00	(9,992.45)	7,900.00
Legal Expense		2,762.50	166.00	4,193.00	1,834.00	(2,359.00)	2,000.00
N. Norwich Road Tax			-	2,000.00	2,000.00	-	2,000.00
BID Tax			-	250.00	250.00	-	250.00

County of Chenango IDA
Statement of Activities
As of November 30, 2022

	Note	November 2022 Actual	November 2022 Budget	Year to Date Actual	Year to Date Budget	Better (Worse) Budget	2022 Budget
Airport Lease			-	874.00	-	(874.00)	-
Airport Repairs			-	521.10	-	(521.10)	-
Airport Maintenance	(5)	(1,300.00)	-	3,135.00	-	(3,135.00)	-
Airport Utilities	(5)	(9,956.38)	-	(2,258.27)	-	2,258.27	-
5 Walnut St Bainbridge - Purchase	(6)		-	153,602.35	-	(153,602.35)	-
5 Walnut St Bainbridge - Utilities/Insurance	(6)	79.52	-	6,927.52	-	(6,927.52)	-
On The Rail Repairs & Maintenance	(2)		-	477.77	-	(477.77)	-
Special Projects Fees Misc Exp	(7)		-	15,419.53	-	(15,419.53)	-
Bank Fees			9.00	40.00	91.00	51.00	100.00
Misc Expense			1,666.00	-	18,334.00	18,334.00	20,000.00
Depreciation Expense			-	-	-	-	26,683.76
Total Expenditures		1,188.71	18,382.91	374,494.46	219,154.01	(155,340.45)	264,220.68
Net revenues over expenditures		1,001.29	(9,580.39)	140,795.33	71,284.92	69,510.41	35,020.77
Other Sources (Uses)							
Net Activity		\$ 1,001.29	\$ (9,580.39)	\$ 140,795.33	\$ 71,284.92	\$ 69,510.41	\$ 35,020.77

Note

- (1) Tenant -- Pro-Tel Properties LLC -- Sale to Tenant
- (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
- (7) Appraisals/Inspections:
 - 115 County Rd 45, North Norwich
 - 5 Walnut Ave, Bainbridge
 - 5-7 Scott Street, Bainbridge
 - Norwich Meadow Farms Property, North Norwich



DEVELOPMENT CHENANGO CORPORATION

Mission Statement & Goals

Mission Statement

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.

Performance Goals

- Provide assistance to companies expanding in Chenango County
- Provide assistance to companies locating in Chenango County
- Provide assistance to companies to retain jobs in Chenango County
- Support projects that will increase available employment opportunities in Chenango County
- Facilitate an increase in the availability of a well-trained and skilled workforce in Chenango County
- Participate in downtown revitalization efforts throughout Chenango County
- Support efforts to attain necessary infrastructure to sustain business activity throughout Chenango County
- Reduce the number of dilapidated/blighted commercial properties throughout Chenango County

Our mission is to promote, develop, encourage, and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping, and furnishing industrial, manufacturing, warehousing, commercial, **agricultural**, research and recreation facilities including industrial pollution control facilities, **green energy solutions**, educational or cultural facilities, railroad facilities, and continuing care retirement communities. To provide financial assistance and thereby advance the job opportunities, **workforce development**, **job growth**, 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.”



Meeting Schedule 2023

Board & Committee Name	Start Time	Dates
Commerce Chenango *Annual / Reorg Meeting	8:30 AM	February 22, April 26*, (Thurs) June 29, August 23, October 25 Budget Meeting: December 13, 2023
Commerce Chenango Finance Committee	8:30 AM	January 19, April 20, July 20, September 28 Budget Review Meeting: November 16, 2023
Development Chenango *Annual / Reorg Meeting	8:30 AM	March 22*, June 28, September 27, December 20
DCC Finance Committee	8:30 AM	March 16, June 15, September 21, December 21
IDA Board *Annual / Reorg Meeting	8:00 AM	Jan. 18, Feb. 8, Mar. 15*, Apr. 19, May 17, June 21, July 19, Aug. 16, Sep. 20, Oct. 18, Nov. 15, (Tues) Dec. 19
Chenango Foundation Board	8:30 AM	Feb. 21, May 31, Aug. 30, Nov. 29

Boards and/or committee may choose to hold a special meeting in addition to those listed above. Notice will be sent to committee members in advance. Please make your designated board recorder aware (noted below) if you have a conflict in advance so we can ensure a quorum.

Commerce Chenango President & CEO

Sal Testani

stestani@chenangony.org

(607) 334-1404 | (607) 316-1767 (cell)

CCIDA Board Recorder:

Barb Knowles

bknowles@chenangony.org

(607) 334-5532

DCC Board Recorder:

Jenna Ostrander

jostrander@chenangony.org

(607) 334-1401

Commerce Chenango & Chenango Foundation Board Recorder:

Brianna Miner

bminer@chenangony.org

(607) 334-1400 ext. 1000

For your reference, Commerce Chenango's offices will be closed in observance of the following 2022 holidays:

December 23rd, 2022 - January 2nd, 2023 (Holiday Break)

May 29th (Memorial Day)

June 19th (Juneteenth)

July 4th (Independence Day)

September 4th (Labor Day)

November 23rd – 24th (Thanksgiving)

December 22nd – December 25th (holiday observed)

December 29th and January 1st, 2024 (New Year's)

Additional dates will be posted in our weekly update, as necessary. Our offices are open Monday – Thursday from 8:00 a.m. – 5:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.