



Development Chenango Corporation
Quarterly Board Meeting
September 28th, 2022
Zoom link was emailed to your calendar

1. **Call Meeting to order**
2. **Approval of Meeting Minuets (*attached*)**
 - a. *Resolved* to approve the following meeting minutes
 - i. June 22, 2022 annual board meeting minutes
 - ii. September 1st, 2022 special board meeting minutes
3. **Finance Committee:**
 - a. *Resolved* to approve the Finance Committee minutes dated:
 - i. June 16, 2022 Regular Finance Committee meeting
 - b. For your review: Financial Report and Investment Reports
 - i. August 31, 2022 Financial Report and Investment Report.
 - ii. Approved by Finance committee 9.15.2022
 - c. For your review: DCC working Budget
 - d. Discussion on Profit and loss for DCC properties.
 - e. Discussion: Loans
 - i. Loan Approved:
 1. Hillcrest Lavender Farm LLC
 - a. (\$68,000) For business expansion
 2. Natural Beauty Breast Prosthesis
 - a. (\$25,000) for manufacturing start up
 - ii. Tentative:
 1. T- Squared - \$100,000 (pending approval)
4. **Economic Development Report**
 - a. See attached report
 - b. Project Discussion:
 - i. Cascun Farm lease has been terminated and recorded.
 - ii. 5 Walnut Ave Bainbridge purchase was finalized on August 25th
 1. IDA is currently working on leasing this property to Everything Bagelry.
 - c. Grant applications submitted
 - i. Community Foundation for South Central New York.
 1. Chobani grant- funding for the leadership Next Gen
 - ii. Restore NY Grant
 1. Application is being worked on for Gavins Pizzeria Mt. Upton
 2. Working with Greene on projects for the second round of funding
5. **Executive Director Report**
 - a. Update: City of Norwich DRI Process
 - i. Pending the states selection of projects

- b. Update: Hotel Project
 - i. Applied for NYMS Grant
 - ii. Applying for the Restore NY Grant w/ the City of Norwich
 - iii. Pending the states selection of projects
- c. Update: Childcare Initiatives
 - i. Assisting The Place in finding additional funding opportunities
 - ii. Possible reservation of spots for employers
 - iii. Donations from local businesses
 - iv. Sponsorship funding for targeted projects during construction

6. Workforce Development Initiatives

- a. Leadership Chenango: Next Gen-Pending timeline Adjustment?
- b. Women's Leadership Series & Mentoring Program
 - i. Working with in commerce to produce this event.
- c. Working with BOCES (Martha Ryan) on a workforce program

7. Executive Committee (as needed)

8. Adjournment

Next Meeting: December 21, 2022

Development Chenango Corporation

Finance Committee Meeting

June 16th, 2022| 8:15 a.m.



Present: S. Buter; S. Marshman; M. Branham; L. Halberg; C. Olin; M. Eldred

Absent: None

Contract Staff: K. Green; J. Ostrander

Guests: A. Hannan; K. Pole

1. M. Eldred called the meeting to order at 8:16 a.m.
2. Motion to approve Minutes from March 17th, 2022 meeting made by M. Branham
Seconded by C. Olin. Ayes all. Approved.
3. Motion to approve Minutes from May 16th, 2022 Special finance committee meeting
made by M. Branham; Seconded by C. Olin. Ayes all. Approved.
4. A. Hannan reviewed the investment portfolio.
5. K. Green reviewed Financial Report and Investment Summary ending May 31, 2022
 - a. Motion to approve the Financial Report and Investment Summary made by M.
Branham; Seconded by S. Butler. Ayes all. Approved.
6. K. Green and K. Pole went over possible options for a lease agreement between DCC and
Principle Design & Engineering. All agreed a lease was needed and will work out with
Principle Design & Engineering the terms of said agreement.
 - a. K. Green & J. Ostrander are working on a MOU (Memorandum Of
Understanding) with Principle design who were selected through the posting of
the RFQ.
7. K. Green shared the New Loan application for Natural Beauty Breast Prosthesis LLC for
\$25,000.
 - a. Motion to approve Loan Application made by M. Branham; Seconded by S.
Butler. Ayes all. Approved.
8. K. Green discussed Chenango Union and the status of their business struggles. There was
discussion of possible loan options for them.
9. K. Green reviewed a few updates for Development Chenango Corporation
 - a. K. Green and J. Ostrander distributed \$68,000 to Hillcrest Lavender Farms on
June 9th, 2022.
10. S. Butler reviewed request to apply for the ARC which was approved for the County
Planning department.
 - a. S. Butler also requested a commitment letter from K. Green as Executive Director
of Development Chenango Corporation.
11. K. Green discussed possible avenues for helping Stoney Creek castle owners with there
sprinkler system, offered possible funding from DCC's BALF Loan.
 - a. S. Butler also offered the county revolving loan fund as a funding option for
Stoney Creek Castle in collaboration with DCC.
12. Motion to Adjourn made by M. Branham. Seconded by S. Butler. Ayes all. Approved.

Respectfully Submitted

Jenna Ostrander

Jenna Ostrander
Board Recorder



Development Chenango Corporation
Full Board Meeting Minutes
June 22, 2022| 8:30 a.m.

Present: B. Burton; P. Lopresti; M. Branham; P. Dewey; S. Marshman; J. Telesky; S. Butler; C. Paul; J. Miller; P. Komendarek; M. Flanagan; K. Smith; M. Stagnaro; L. Halberg; M. Eldred
Absent: B. Doliver; C. Olin; J. Hinman; T. Potter; G. Seneck
Contract Staff: K. Green; J. Ostrander
Guest: None

1. M. Branham called the meeting to order at 8:16 a.m.
2. Motion to approve March 23, 2022 annual board meeting minutes and May 23, 2022 special board meeting minutes made by S. Butler Seconded by K. Smith. Ayes all. Approved
3. Motion to approve March 17, 2022 regular finance committee meeting minutes, and May 16, 2022 special finance committee meeting minutes made by P. Dewey Seconded by J. Telesky. Ayes all. Approved.
4. K. Green reviewed the May 31, 2022 Financial & Investment report including:
 - a. Assets, Liabilities & Capital, Receivable Loans, Aged Receivables & Payables and Statement of Activities.
5. K. Green reviewed the recent loan activities
 - a. Closed on the Hillcrest Lavender Farm Loan (\$68,000) -For business expansion
 - b. Closed on Natural Beauty Breast Prosthesis (\$25,000)- For manufacturing start-up
6. K. Green Reviewed tentative loans
 - a. Stoney Creek Castle- \$100,000
 - b. T-Squared- \$100,000
 - c. Chenango Union Printing- TBD
7. J. Ostrander gave an overview the Natural Beauty Breast Prosthesis loan.
8. K. Green reviewed the meeting with G. Miner regarding REDEC Re-funding opportunities
9. K. Green reviewed the Economic development report and provided an update on IDA projects
 - a. Quarterly Economic Development report presented
 - b. High Bridge Wind PILOT project pending closing
 - c. Norbut Solar PILOT project pending closing- Delayed
 - d. Everything Bagelry- Mathias Wesner
 - i. Closing date to be scheduled
 - e. Sale of Airport Incubator building
 - i. working on a lease agreement with the county
 - f. Potential sale of Earl B Clark to Norwich Meadow Farms
 - i. 5 Year financing plan
10. K. Green gave an overview of the Commerce Chenango Strategic Plan
11. K. Green reviewed Executive Directors Report & Updates
 - a. DRI- Final meeting and public workshop: July 12, 2022
 - b. Hotel Norwich update
 - i. RFQ has been requested and Pinciple Design has been chosen

- ii. Working on a MOU with our attorneys
 - iii. Discussion was had about a lease agreement at DCC Finance committee
- c. Child Care
 - i. Held a meeting to host a discussion on childcare
 - ii. Grant awardees from childcare desert grant- TBD
- d. S. Butler reviewed status of the 2050 Vision plan
 - i. Pending grant submission.
- e. K. Green reviewed Workforce Development Initiatives
 - i. Route 12 STEAM initiatives- Next meeting for next stages
 - ii. Leadership NextGen- Curriculum formatting
 - iii. Women's Leadership Series & Mentoring program- awarded grant for implementation, professional development.

12. Motion to adjourn made by M. Stagnaro Seconded by M. Flanagan. Ayes all. Approved

Respectfully Submitted,

Jenna Ostrander

Jenna Ostrander
Board Recorder



**Development Chenango Corporation
Full Board Special Meeting Minutes
September 1, 2022| 10:00 a.m.**

Present: J. Telesky; M. Branham; S. Marshman; S. Butler, M. Eldred; J. Miller; G. Seneck; P. Komendarek; M. Flanagan; C. McAvoy Paul; P. LoPresti; J. Hinman; M. Stagnaro; K. Smith

Absent: P.Dewey; B.Burton; G.Seneck; C.Olin; T.Potter; L.Halberg; B.Doliver

Contract Staff: J. Ostrander

Guest: None

1. M. Branham called the meeting to order at 10 a.m.
2. J. Miller informed the board Kerri Green's President and CEO had been dismissed
3. M. Branham introduced the Resolution for DCC's signature authority.
 - a. Motion to approve made by S. Butler; Seconded by P. LoPresti. Ayes all. Approved.
4. M. Branham reviewed next steps on working with DCC
 - a. J. Ostrander will be the point of contact for DCC for Loans, Financials, and Budget.
5. M. Branham reviewed DRI & Hotel status currently both waiting for the state's allocations for the projects.
6. M. Branham asked if the board members had any questions or concerns
7. Motion to Adjourn made by M. Branham. Seconded by M. Flanagan. Ayes all. Approved.

Respectfully Submitted,

Jenna Ostrander

Jenna Ostrander
Board Recorder

Development Chenango Corporation
Statement of Financial Position

August 31, 2022

	Note	August 31, 2022		December 31, 2021
ASSETS				
Current Assets				
Cash & Checking		\$ 67,373.09	\$	34,748.00
Revolving Loan Fund		113,132.46		91,738.95
Accounts Receivable (Net)	(1)	100.00		666.00
Prepaid Expenses		1,030.12		1,030.12
		181,635.67		128,183.07
Receivable Loans				
BALF Loan Rec	(2)	464,608.02		554,164.26
ME Loan Rec	(3)	-		27,868.77
ARLF Loan Rec	(4)	254,068.48		193,752.59
COVID Loan Rec		46,146.29		23,114.53
Other Receivables		828.68		53.44
Allowance for bad debts		3,756.00		3,756.00
Allowance for ME bad debts		(1.46)		(27,870.23)
Allowance for BALF bad debts		(169.69)		(169.69)
		769,236.32		774,669.67
Receivable Loans				
		950,871.99		902,852.74
Long-term Assets				
NBT Invest- 007831- Cash	(5)	1,445,581.58		1,682,446.29
NBT Invest- 017831- Cash		243,745.13		248,890.21
		1,689,326.71		1,931,336.50
Other Assets				
Building- 17-19 S Broad		509,463.92		509,463.92
Building- 14-16 S Broad		506,541.12		506,541.12
Leasehold improvements		116,072.13		116,072.13
Equipment and Furniture		7,078.51		7,078.51
Accumulated depreciation		(130,287.89)		(130,287.89)
		1,008,867.79		1,008,867.79
Total Other Assets				
		1,008,867.79		1,008,867.79
Total Assets		\$ 3,649,066.49	\$	3,843,057.03
LIABILITIES AND CAPITAL				
Current Liabilities				
Accounts payable	(6)	\$ 3,205.00	\$	2,223.54
Loan Escrow		-		-
Tenant Security Deposit	(7)	-		1,500.00
		3,205.00		3,723.54
Total Current Liabilities				
		3,205.00		3,723.54
Long-Term Liabilities				
Loan Payable	(8)	154,730.78		161,851.62
		154,730.78		161,851.62
Total Liabilities				
		157,935.78		165,575.16
Capital				
Fund Balance		3,677,481.87		3,545,385.95
Net Income		(186,351.16)		132,095.92
		3,491,130.71		3,677,481.87
Total Capital				
		3,491,130.71		3,677,481.87
Total Liabilities & Capital		\$ 3,649,066.49	\$	3,843,057.03

Note

Statement of Financial Position

August 2022

Receivable Loans

Other Loans Receivable	\$	-	
BALF Loan Rec: Giltner		-	
BALF Loan Rec: Stony Ridge Maples		-	
BALF Loan Rec: Value Holding		13,529.82	
BALF Loan Rec: Hidden Springs Brew		44,747.39	
BALF Loan Rec: Otsego Medical		37,373.11	
BALF Loan Rec: Grateful Grub		13,438.46	
BALF Loan Rec: Beers Rentals		25,652.81	
BALF Loan Rec: Sherwood Group		88,539.33	
BALF Loan Rec: 41 North Salon		101,663.19	
BALF Loan Rec: Jerry's Inn		27,100.50	
* BALF Loan Rec: Sherwood Combined		(19.69)	
BALF Loan Rec: Forged Brewing		51,115.80	
BALF Loan Rec: Giltner Loan 2		35,502.33	
BALF Loan Rec: Natural Beauty Breast Prosthesis		25,964.97	
BALF Loans Receivable		464,608.02	-
** ME Loan Rec: Maynard		-	
ME Loans Receivable		-	
ARLF Loan Rec: Sunrise Family		36,395.18	
*** ARLF Loan Rec: Proskine 2		50,000.00	
ARLF Loan Rec: Collier		96,794.30	
ARLF Loan Rec: Hillcrest Lavender Farm LLC		70,879.00	
ARLF Loans Receivable		254,068.48	
COVID Loan Rec: Galaxy Bowl		21,146.29	
COVID Loan Rec: Giltner		25,000.00	
COVID Loans Receivable		46,146.29	
Other Receivables		828.68	
Allowance for bad debts		3,756.00	
Allowance for ME bad debts		(1.46)	
Allowance for BALF bad debts		(169.69)	
Allowance for Bad Debts		4,413.53	
	\$	769,236.32	

(1) See Aged Receivables Report

(2) BALF Loan: *Sherwood Restaurant and 25 Genesee St [combined into one loan] overpaid

(3) ME Loan: **Maynard [no activity since 2013] has been written off

(4) ARLF Loan: ***Proskine 2 [Loan disbursed Feb 2019-no payments received]

(5) See Investment Report

(6) See Aged Payables Report

(7) Tenant security deposit paid back to Creative Works

(8) STREDC Loan payable (principal & interest payments started 09-2017)
Monthly Payment \$1,022.39 Nominal Annual Rate 1%

Development Chenango Corporation
Aged Receivables
As of August 31, 2022

Customer	Note	0-30	31-60	61-90	Over 90 days	Amount Due
Chenango Foundation * 2 gift cards purchased on DCC credit card		100.00				100.00
		100.00	-	-	-	100.00

Development Chenango Corporation
Aged Payables
As of August 31, 2022

Vendor	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Bond, Schoeneck & King, PLLC	97.50				97.50
Philadelphia Insurance Company	3,107.50				3,107.50
	3,205.00	-	-	-	3,205.00

Statement of Activities

Ending August 31, 2022

	Note	1st Qtr			2nd Qtr			3rd Qtr			Year to Date		Year to Date		Better (Worse)		Budget	
		Jan-Feb Actual	Mar-May Actual	Jun-Aug Actual	Jun-Aug Actual	3rd Qtr Actual	Year to Date Actual	Year to Date Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Revenues																		
County Eco Dev contract rev		\$ 38,105.00	\$ 38,105.00	\$ 38,105.00	\$ 114,315.00	\$ 114,300.00	\$ 15.00	\$ 152,400.00										
Rental income		4,200.00	6,300.00	6,300.00	16,800.00	20,976.00	(4,176.00)	31,464.00										
Fees Earned - IDA Projects				32,091.24	32,091.24	36,446.85	(4,355.61)	48,595.80										
Interest earned- Money Market		0.42	0.65	0.65	1.72	1.68	0.04	2.50										
Misc Income					-	375.00	(375.00)	500.00										
Other Revenues																		
Transfer from Other Funds	(1)	3,000.00	3,000.00	3,000.00	6,000.00	9,000.00	(3,000.00)	12,000.00										
Transfer from Investments	(2)	30,000.00			30,000.00	30,000.00	-	30,000.00										
Total Revenues		75,305.42	44,405.65	79,496.89	199,207.96	211,099.53	(11,891.57)	274,962.30										
Direct Costs																		
Marketing		281.48	1,131.97	754.55	2,168.00	4,833.33	2,665.33	7,250.00										
Special project Exp					-	3,750.00	3,750.00	5,000.00										
Property Maint- 14-16 S Broad		8,953.58	10,012.69	2,318.70	21,284.97	8,533.33	(12,751.64)	12,800.00										
Property Maint- 17-19 S Broad		2,408.90	1,880.33	3,179.04	7,468.27	9,783.33	2,315.06	13,750.00										
Total Direct Costs		11,643.96	13,024.99	6,252.29	30,921.24	26,899.99	(4,021.25)	38,800.00										
Gross		63,661.46	31,380.66	73,244.60	168,286.72	184,199.54	(15,912.82)	236,162.30										
Expenditures																		
Contracted Services		20,784.22	31,176.33	31,176.33	83,136.88	83,136.85	(0.03)	124,705.27										
Administration		1,117.80	1,676.70	1,676.70	4,471.20	4,471.23	0.03	6,706.85										
Travel/Training		2,456.15	2,038.08	1,204.14	5,698.37	-	(5,698.37)	-										
Technology/Equipment	(3)		1,784.52	1,784.52	1,784.52	-	(1,784.52)	-										
Other Bank Charges			47.67	47.67	47.67	37.50	(10.17)	50.00										
Dues and subscriptions		1,202.49	193.28	134.99	1,530.76	750.00	(780.76)	1,000.00										
Meeting Expense			147.62	1,083.10	1,230.72	187.50	(1,043.22)	250.00										
Office Supplies/Postage		295.96	274.20	260.70	830.86	833.33	2.47	1,250.00										
Legal/Accounting fees		2,050.00	3,160.00	3,075.00	8,285.00	8,200.00	(85.00)	12,300.00										
Audit fees			6,300.00		6,300.00	6,300.00	-	6,300.00										
Insurance			260.25	1,814.00	2,074.25	1,860.00	(214.25)	2,400.00										
Rent/Utilities		1,997.42	2,996.13	2,996.13	7,989.68	7,696.00	(293.68)	11,544.00										
Repairs/Maintenance					-	333.33	333.33	500.00										
Interest		269.02	397.97	391.29	1,058.28	1,066.67	8.39	1,600.00										
Miscellaneous		707.83	659.31	2,909.28	4,276.42	18,750.00	18,750.00	25,000.00										
Uncategorized Expenses	(4)				-	-	(4,276.42)	-										

Development Chenango Corporation

Statement of Activities

Ending August 31, 2022

	1st Qtr		2nd Qtr		3rd Qtr		Year to Date		Year to Date		Better (Worse)		Budget	
	Jan-Feb	Actual	Mar-May	Actual	Jun-Aug	Actual	Year to Date	Actual	Budget	Budget	Budget	Budget	Budget	2022
Total Expenses	30,880.89		51,112.06		46,721.66		128,714.61		133,622.41			4,907.80		193,606.12
Net revenues over expenditures	32,780.57		(19,731.40)		26,522.94		39,572.11		50,577.13			(11,005.02)		42,556.18
Loan Fund Activity														
Fees earned- BALF loans	3,247.24		5,978.11		5,771.95		14,997.30		14,175.00			822.30		20,600.00
Fees earned- ARLF Loans	604.22		824.64		5,344.00		6,772.86		6,750.00			22.86		9,500.00
Fees earned- COVID Loans	180.76		99.38		133.72		413.86		387.50			26.36		575.00
Transfer from Investments							-		-			-		-
Legal Fees Reimbursed							-		-			-		-
Loan Late Fees Forgiven							-		-			-		-
Loan Legal Fees					(97.50)		(97.50)		(1,125.00)			1,027.50		(1,500.00)
Transfer to Operations	(3,000.00)				(3,000.00)		(6,000.00)		(9,000.00)			3,000.00		(12,000.00)
Net Loan Fund Activity	1,032.22		6,902.13		8,152.17		16,086.52		11,187.50			4,899.02		17,175.00
Capital Project Activity														
Net Capital Project Activity	-		-		-		-		-			-		-
Investment Activity														
Investment Dividends earned	1,869.13		6,173.25		8,005.07		16,047.45		16,047.45			16,047.45		-
Investment Interest earned	94.20		979.99		356.13		1,430.32		1,430.32			1,430.32		-
Capital gains distributions					63.75		63.75		63.75			63.75		-
Realized gains on invest.	(79,409.93)		4,724.53		(1,746.36)		2,978.17		2,978.17			2,978.17		-
Unrealized gains on invest.	(1,806.43)		(75,511.97)		(70,631.16)		(225,553.06)		(225,553.06)			(225,553.06)		-
Invest Mgmt Fees	(1,806.43)		(2,621.80)		(2,548.19)		(6,976.42)		(6,976.42)			(6,976.42)		-
Transfer to Operations	(30,000.00)				(30,000.00)		(30,000.00)		(30,000.00)			-		(30,000.00)
Transfer to RLF							-		-			-		-
Net Investment Activity	(109,253.03)		(66,256.00)		(66,500.76)		(242,009.79)		(30,000.00)			(212,009.79)		(30,000.00)
Other Non-Cash Items														
Net Income	\$ (75,440.24)		\$ (79,085.27)		\$ (31,825.65)		\$ (186,351.16)		\$ 31,764.63			\$ (218,115.79)		\$ 29,731.18

(1) Quarterly Admin transfer from Revolving Loan to Operating [3rdQtr processed in Sept]

(2) Board Approved Annual Transfer from Investments to Operating

(3) New Laptops purchased and split with DCC/IDA/Commerce

(4) Credit Card charges not allocated



August 01, 2022 through August 31, 2022

Consolidation: Kerri Green Statements

Consolidated Statement

08/01/2022 - 08/31/2022

Customer Statement - Individual Reports Kerri Green Statements

Comprised Of The Following Accounts :

Account Number	Account Name	Market Value	Account Number	Account Name	Market Value
007831	Dev Chenango Corp	1,445,581.58	017831	Dev Chen Revolving	243,745.13

Total Market Value : 1,689,326.71

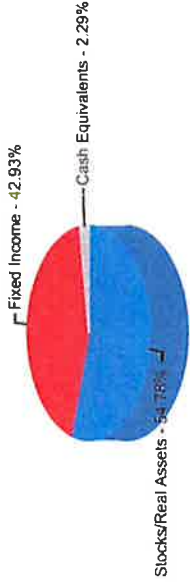
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Account Name : Dev Chenango Corp

Account Number : 007831

	Percent of Portfolio	Market Value
Cash Equivalents	2.29%	\$ 33,072.17
Fixed Income	42.93%	\$ 620,516.65
Stocks/Real Assets	54.78%	\$ 791,992.76
	100.00%	\$ 1,445,581.58



Account Summary

Statement Period
(08/01/2022-08/31/2022)

Year-To-Date
(01/01/2022-08/31/2022)

Beginning Market Value	\$ 1,488,574.65	\$ 1,682,446.29
Cash Deposits	42.50	42.50
Asset Deposits	0.00	0.00
Cash Withdrawals & Distributions	0.00	(30,000.00)
Asset Withdrawals & Distributions	0.00	0.00
Administrative Expenses	(733.65)	(6,018.02)
Tax Free Interest & Dividends	0.00	0.00
Taxable Interest & Dividends	1,044.30	15,275.16
Realized Gain/(Loss)	231.24	3,241.93
Market to Market Gain/(Loss)	(43,577.46)	(219,406.28)
Ending Market Value	\$ 1,445,581.58	\$ 1,445,581.58

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	Percent of Portfolio	Market Value
Cash Equivalents	3.89%	\$ 9,481.04
Fixed Income	96.11%	\$ 234,264.09
	100.00%	\$ 243,745.13



Account Summary

Statement Period
(08/01/2022-08/31/2022)

Year-To-Date
(01/01/2022-08/31/2022)

Beginning Market Value	\$ 244,146.23	\$ 248,890.21
Cash Deposits	21.25	30,021.25
Asset Deposits	0.00	0.00
Cash Withdrawals & Distributions	0.00	(30,000.00)
Asset Withdrawals & Distributions	0.00	0.00
Administrative Expenses	(120.33)	(958.40)
Tax Free Interest & Dividends	0.00	0.00
Taxable Interest & Dividends	150.08	2,202.61
Realized Gain/(Loss)	0.00	(263.76)
Market to Market Gain/(Loss)	(452.10)	(6,146.78)
Ending Market Value	\$ 243,745.13	\$ 243,745.13

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2022 – Economic Development Report

July 1st, 2022 – September 15th, 2022

Economic Development Team: Barbara Knowles & Jenna Ostrander



Training & Certifications

- ❖ N/A

Community, Loans, PILOTS, & Grants

Community/Loan Meetings (and calls)

Meetings with community members in person and virtually to assess their needs for upcoming projects. Support ranges from assistance with DCC loan fund applications to research about their specific projects.

2022 Projects:

- ❖ **Alan Lindenthaler**- Inquired about grant opportunities for façade improvements to his build.
- ❖ **Elizabeth Maley**- Reviewing Restore NY Grant
- ❖ **Armando Petruccelli**- Assisted with looking for funding opportunities, connected him to local government entity to submit an LOI with the Town of Bainbridge
- ❖ **Karman Harrington**- Reviewing the Restore NY Grant
- ❖ **Mike Gavin**- Submitting an application for the Restore NY Grant
- ❖ **Eric Larsen**- connected with him to see who would be interested in his Non-for-Profit project

As of July 1st, 2022, we have connected with 30 individuals who have come to us looking for help, support, or advice.

- ✓ Comparable to a total of 27 individuals in 2021 (Jan – Dec)

PILOT

Administrative and process support for PILOT projects. Assistance includes scheduling meetings, submitting legal notices, note-taking, research as needed.

- ❖ N/A

Grants

Grant support includes researching funding opportunities available for Commerce Chenango, IDA & DCC as well as community members and county municipalities.

- ❖ *Various Grant research conducted.*
- ❖ *Restore NY grant*
 - *Assisting multiple entities with their Letter's of Intent, and application process.*
- ❖ *Chobani Community Impact Fund*
 - *Submitted the Letter of Intent for Funding.*
- ❖ *Fast Grant*
 - *Researching the needed documentation for the application for this grant. Pending the official timeline release.*
- ❖ *NY Forward*
 - *Assisting entities with their application process.*
- ❖ *Workforce Development grant*
 - *Pending release from ESD.*

Board Support

Transcribing Assist with IDA and DCC boards. Primarily responsible for sending meeting packets, taking, and meeting minutes.

❖ CCIDA

- *Completed & disbursed meeting packets for CCIDA meetings on July 20, 2022, August 23, 2022, and September 27, 2022.*
- *Documented and transcribed meeting minutes*
- *Conducted & posted livestream as required*
- *Posted documents as required*
- *Reworked the CCIDA Project Annual Report questionnaire to make it easier for the PILOT projects to complete.*

❖ DCC

- *Completed and Uploaded meeting packets for Finance Committee Meeting March 17, 2022*
- *Completed & Uploaded meeting packets for DCC March 23, 2022, Regular Meeting and Annual Meeting.*
- *Documented and transcribed meeting minutes for both Quarterly Board meetings and Finance Committee meetings.*
- *Completed Business plan on behalf of Principle Engineering & Design for 'The Hotel Project'.*
- *Completed and submitted NYMS Grant on behalf of 'The Hotel Norwich" project.*
- *Met with Village of Greene Board to go over their support and involvement with the Restore NY grant for the Bonnie's restaurant project.*
- *Assisted Bonnies owner Elizabeth in Letter of intent for the Restore NY Grant.*
- *Met with Town of Guilford Board to go over their support and involvement with the Restore NY grant for the Pizzeria in Mt. Upton project.*
- *Assisted Mike Gavin with Letter of intent for the Restore NY Grant.*
- *Approved to submit an application to Restore NY on behalf of Mike Gavin*
- *Continued research on other grant opportunities*
- *Met with Town of oxford as a collaboration with the Kerri & the mayor of oxford in the NY Forward grant process*
- *Met the Town Board of Greene to go over the submission of a Letter of Intent*
- *Met with Martha Ryan for collaboration on her Workforce Initiative*
- *Met with Eric Larsen on behalf of a Non-for-Profit project*

Website Support

Maintain Economic Development pages on the Commerce Chenango Website. Includes ensuring ABO website compliance, upload live-stream meeting links.

- ❖ N/A

Notable Projects

- *Purchase of the property at 5 Walnut Ave, Bainbridge was finalized and a lease with Everything Baglery is completed and will start November 1, 2022.*
- *Working with Norwich Meadows Farms to purchase the Earl B. Clark property.*
- *Working with Pro-Tel to purchase the incubator building at the Norwich Airport.*
- *CCIDA was designated lead agency for a solar project coming to Smyrna, NY.*