

**County of Otsego IDA and OCCRC
AUDIT & FINANCE COMMITTEES
November 10, 2016 Meeting Minutes**

CALL TO ORDER

COIDA's and OCCRC's joint Audit & Finance Committee meeting was called to order at 7:39 a.m. at the offices located at 189 Main Street, Suite 500, Oneonta, NY. Committee Chair Jeff Lord was present, as was member Hugh Henderson; Bob Hanft joined the meeting at 7:41 a.m. Staff members Sandy Mathes and Elizabeth Horvath were present as well.

The following topics were discussed, not necessarily in this order:

- The committee discussed the loan assumption application filed by Chuck Jones, purchaser of the Rees Marine business. The committee determined that Mr. Jones' financial documents are in order and approved his loan application with a motion by Mr. Henderson, second by Mr. Hanft and a unanimous voice vote. As the loan assumption had been approved by the full board in October, contingent upon receipt of an application and analysis of financials, Ms. Horvath will contact Mr. Schulte to move the matter forward with both attorneys, reiterating the fact that the interest rate will be 4%, and that Mr. Rees will remain on the note as an obligor until the note is paid in full.
- The committee discussed an active loan for a Town of Oneonta client. The client has made all loan payments on time or prior to due date, and is a major Oneonta employer faced with multiple business stressors, including health-care cost increases, impending lay-offs due to the legislated minimum wage increase, and significant operating costs and debt service related to the failure of the Town to provide water and sewer to the many businesses along the commercial corridor of Route 7. Recognizing that the financial burden of providing water and sewer to active and profitable employers should rest on the Town, not individual business people, the committee voted to recommend reducing the client's current interest rate from 4% to 2%, the interest rate granted to the most recent new loan client of the agency. Mr. Hanft so moved, Mr. Lord seconded, and the committee unanimously voted to recommend such to the full board at its next convening.
- The committee reviewed two sets of expense reports for Mr. Mathes, covering the period from late July to early November, 2016. Discussion revolved around capturing details concerning the purpose of the various expense line items, and the follow-up that should result from each activity. The committee voted unanimously to approve the expense reports.
- Now that the 2017 budgets have been adopted, Ms. Horvath presented her CEcD training budget for 2017, totaling approximately \$6,100 of the \$15,000 budgeted for training. The committee voted unanimously to recommend the training budget to the full board at its November meeting.
- The committee reviewed October's minutes, the Audit "dashboard" (all is on track), the credit-card bill, bills to be paid, the loan report, and the financials of both organizations.

NEXT STEPS

- Mr. Schulte to contact attorneys for Chuck Jones and Dave Rees regarding the loan assumption and conditions.
- Board votes concerning loan client interest-rate reduction and Horvath training budget.
- Items not addressed due to time constraints will be addressed at December's committee meeting.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 9:00 a.m.