

# **COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**January 28, 2016**

**Meeting Minutes**

## **CALL TO ORDER**

Chair Robert Hanft called to order the meeting of COIDA at 8:05 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Joseph Bernier, Jeffrey Lord, Craig Gelbsman, Robert Hanft, James Salisbury, Hugh Henderson, and James Jordan.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, Joe Hughes, and Dawn Rivers; and agency counsel A. Joseph Scott and Kurt Schulte.

## **MEETING MINUTES**

The Chair presented the Minutes from the December 17, 2015 meeting of COIDA to the Board. Mr. Jordan moved to approve the minutes. Mr. Henderson seconded and the motion passed by unanimous voice vote.

## **TREASURER'S REPORT**

Mr. Lord presented the financial reports. There was nothing remarkable in the financial reports. Mr. Lord noted the transfer of \$200,000 for each, Cooperstown and Richfield Springs Plan, between the OCCRC and the IDA. Mr. Jordan moved to approve the financials. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

## **BILLS TO BE PAID, PAYROLL REPORT and LOAN REPORT**

Ms. Horvath presented the Bills to be Paid to the Board and highlighted the fact that the Elan Planning and Clark Patterson Lee expenditures will be grant-reimbursed. After some discussion, Mr. Bernier moved to pay the bills. Mr. Salisbury seconded and the motion was approved unanimously by voice vote.

Ms. Horvath then presented the Loan Report, noting minimal changes from last month's report. The Board took no action.

Ms. Horvath presented the Payroll Report, indicating she will adopt the practice of presenting this report in the monthly Board Meetings. The Board took no action.

## **COMMITTEE REPORTS**

### **Audit and Finance Committee**

The Audit and Finance Committee met on January 14, 2016. Mr. Lord reported on the following matters discussed at the Audit and Finance meeting:

- Office Expenses
- CompDirectUSA
- Health Care Contribution
- CD's Maturing
- COIDA annual certified financial audit

### **Project Committee**

The Project Committee met on January 25, 2016. Mr. Mathes reported on the following matters discussed at the Project meeting:

- Oneonta Rail Yard
- Use agreement renewal with OYSA
- Lease renewal with IOXUS

## **CEO's REPORT**

Mr. Mathes updated the Board on the following matters:

- Broadband

### **Workforce Training Center Report**

Ms. Rivers updated the Board on the following matters:

- Business Outreach Survey
- Status of grant reimbursement

## **MOTIONS AND RESOLUTIONS**

Update Signatories for Checking Accounts

Ms. Horvath indicated to the Board that, with Mr. Marsh's departure from the Board, there is a need to replace Mr. Marsh as a check signer. Board agreed to appoint Mr. Gelbsman as the fourth authorized signatory on all Community Bank accounts, replacing Mr. Marsh. Mr. Salisbury moved to approve. Mr. Bernier seconded and the motion was passed by unanimous voice vote.

#### Assessment of Effectiveness of Internal Controls

Ms. Horvath recommended adopting a new report for the Assessment of the Effectiveness of Internal Controls. She presented the report which gives details of the IDA's purpose, Compliance assessment, and Internal Control descriptions. Audit Committee had reviewed and approved this document at their 1/14/16 meeting. Mr. Salisbury moved to approve adopting this report. Mr. Lord seconded and the motion was passed by unanimous voice vote.

#### Next Steps for CompDirectUSA

Ms. Horvath updated the Board on the possible next steps in pursuing action against CompDirectUSA. The Board decided that Audit Committee, at its next meeting, will discuss options and come to a recommendation.

#### Health Care Contribution: Joe Hughes

Ms. Horvath requested to increase Mr. Hughes' gross pay to adjust for running the \$250.00 monthly health-care contribution through taxable income. Board members discussed options, some maintaining that health-care monies can be run as non-taxable income through an employee's pay. Given this uncertainty, a motion was presented as follows: Should staff determine conclusively that Mr. Hughes' health-care contribution must be categorized as taxable income, the monthly amount will be adjusted upwards to net out at \$250.00 per month post-tax. Mr. Bernier moved to approve. Mr. Gelbsman seconded and the motion was passed by unanimous voice vote.

#### Snow-Plowing Contract with Onontio

Ms. Horvath presented a contract with Onontio for snow plowing at the Siemens site. Onontio would plow every 3" of snowfall for \$50.00 with each additional 6" costing \$25.00. Mr. Salisbury moved to approve. Mr. Lord seconded and the motion was passed by unanimous voice vote.

#### OYSA Use Agreement 2016

Mr. Mathes requested authorization to renew the use agreement with the Oneonta Youth Soccer Association. It would be a 1 year contract with the same terms as 2015's and 2014's agreements. Mr. Salisbury moved to approve. Mr. Morgan seconded and the motion passed by unanimous voice vote.

#### IOXUS Lease Renewal

As IOXUS's lease for 18 Stadium Circle expires 3/31/16, Mr. Mathes requested approval to renew the lease with IOXUS for 1 year under the same terms as the initial lease. During the discussion, the idea of adopting a repair/maintenance budget for the building was addressed, to be discussed at the next Audit and Finance Committee Meeting. Mr. Salisbury moved to

approve the one-year lease with IOXUS. Mr. Bernier seconded and the motion passed by unanimous voice vote.

#### Food Hub Consultant, Feasibility Study

Ms. Horvath discussed the selection process for a team to conduct the Oneonta Food Hub feasibility study, and presented the recommendation – approved by Project Committee on January 25, 2016 – to hire the Elan Planning team. After much discussion, a motion was presented as follows: to authorize the hiring of the Elan Planning team, and the initial expenditure of \$165,000 to perform the feasibility study, expecting \$150,000 in reimbursement from New York State per the grant agreement. Mr. Morgan moved to approve. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

#### **NEW BUSINESS**

Ms. Horvath updated the board on ABO filings and the Board was given Self Evaluations to complete.

#### **OLD BUSINESS**

Per prior discussions with the Board and various committees, Ms. Horvath presented an updated Consultant Tally and an updated Annuity Revenue spreadsheet.

#### **ADJOURNMENT**

**There being no further business, Mr. Hanft motioned to adjourn the meeting at 9:27 a.m., Mr. Salisbury seconded, and the meeting was adjourned.**

The next meeting of the COIDA Board will take place on February 25, 2016 at 8:00 a.m. at 189 Main Street, Oneonta, NY.