

## **COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**March 24, 2016**

### **Meeting Minutes**

#### **CALL TO ORDER**

Chair Devin Morgan called to order the meeting of COIDA at 8:04 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Joseph Bernier, Craig Gelbsman, Rick Hulse, Hugh Henderson, Jeffrey Lord, James Jordan, and Devin Morgan. Robert Hanft entered the meeting at 8:47 a.m.

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

#### **CHAIRMAN'S REMARKS**

Mr. Morgan remarked that the adoption of the completed strategic plan will allow Otsego Now the opportunity to focus less on housekeeping and more on strategy, and to move from being a competent economic development organization to being an excellent one. He emphasized the importance of the role of committee work in this evolution, and the importance of the Governance Committee becoming more active.

#### **MEETING MINUTES**

The Chair presented the Minutes from the January 28, 2016 meeting of COIDA to the Board. Mr. Bernier moved to approve the minutes. Mr. Hulse seconded and the motion passed by unanimous voice vote.

#### **TREASURER'S REPORT**

Mr. Lord presented the Certified Financial Audit completed by Mostert, Manzanero & Scott. Of note was the auditor's Report to the Board. There were two procedural deficiencies. First, was the matter of grant funding in regards to unrecorded receivables and payables, and netting of grant revenue with grant expense. Second was the salary deferral and employer contribution to Simple IRA. To clarify Mr. Lord noted that both have since been corrected. Mr. Lord then presented the auditor's Financial Statements noting nothing significant. Mrs. Horvath added praise for the IDA's 2015 accomplishments regarding major projects and activities.

## **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, Davies Office, and Sweet Home Production expenditures will be grant-reimbursed. Mrs. Horvath also made note of Northern Eagle's pass-through expense with the Oneonta Youth Soccer Association. Several Board members requested a monthly report of services performed by Wilson, Elser, Moskowitz, Edelman & Dicker. After some discussion, Mr. Jordan moved to pay the bills. Mr. Bernier 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 the changes based on the Certified Financial Audit with the Simple IRA. The Board took no action.

## **COMMITTEE REPORTS**

### **Audit and Finance Committee**

The Audit and Finance Committee met on March 10, 2016. Joint Report with the Report of the Treasurer.

### **Project Committee**

The Project Committee met on March 21, 2016. Mr. Mathes reported on the following matters discussed at the Project meeting:

- City of Oneonta Airport Discussion
  - RFP for an Economic Development Plan and Professional Services
- Workforce Training Center
  - Patrick Doyle Contract
- Solar Project in Oneonta Business Park and Richfield Springs
- SUNY Oneonta Meeting
  - Regarding NYSEG "interruptible gas" service and the proposed rate hike

## **CEO's REPORT**

Mr. Mathes updated the Board on the following matters:

- Senator Schumer's Representative Amanda Spellicy – Otsego County Tour of the Day
- Travel plans for 2016
- Food Innovation District
- Meeting with developers

## **Workforce Training Center Report**

Ms. Rivers updated the Board on the following matters:

- Business Outreach Survey
- Education Outreach
- Patrick Doyle

## **MOTIONS AND RESOLUTIONS**

### Approve Certified Audit

Mr. Bernier moved to approve. Mr. Hulse seconded and the motion was passed by unanimous voice vote.

### Approve Measurement Report

Ms. Horvath presented the fy2015 Measurement Report. Mr. Hulse moved to approve. Mr. Jordan seconded and the motion was passed by unanimous voice vote.

### Approve Strategic Plan

Mr. Hulse moved to approve. Mr. Henderson seconded and the motion was passed by unanimous voice vote.

### CFO for Hire Accounting Contract

Mr. Mathes recommended hiring Jim Lozano of CFO for Hire at \$900/month. Mr. Lozano will perform 12 hours of work a month and if he exceeds the set hours, then COIDA would be billed his hourly rate of \$130. After much discussion, Mr. Lord moved to approve. Mr. Hanft seconded and with a voice vote (6 yes, 2 no [Mr. Gelbsman and Mr. Jordan] and 0 abstentions), the motion passed.

### Patrick Doyle Contract

Mr. Gelbsman moved to approve. Mr. Hulse seconded and the motion was passed by unanimous voice vote.

### Pinnacle HR

Ms. Horvath reminded the Board of Pinnacle HR's retainer of \$3,000 for the services of performing a global HR audit, and creating an Employee Handbook and Job Descriptions. She recommends spending an additional \$600-\$1200 for them to create a Performance Review System. Mr. Hulse moved to approve. Mr. Gelbsman seconded and the motion passed by unanimous voice vote.

### RFP Authorization

Mr. Mathes requested the board to approve a Request for Proposal for the City of Oneonta Municipal Airport Economic Development Study using the \$55,000 in grant money awarded in

the 2015 CFAs. Mr. Gelbsman moved to approve. Mr. Hulse seconded and the motion passed by unanimous voice vote.

### **Executive Session**

Mr. Hulse moved to enter into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Gelbsman seconded and the motion passed unanimously. The Board entered executive session at 9:53 a.m. The Board took no action during executive session.

Mr. Gelbsman moved to exit executive session. Mr. Bernier seconded and the motion passed unanimously, and the Board exited executive session at 10:23 a.m.

### **NEW BUSINESS**

No new business.

### **OLD BUSINESS**

No old business.

### **ADJOURNMENT**

**There being no further business, Mr. Morgan motioned to adjourn the meeting at 10:25 a.m., Mr. Lord seconded, and the meeting was adjourned.**

The next meetings of the COIDA Board will take place on April 14<sup>th</sup>, 2016, at 8:30am (special meeting due to anticipated absences on April 28<sup>th</sup>), and on April 28, 2016 at 8:00 a.m.; both meetings will take place at 189 Main Street, Oneonta, NY.