**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**OTSEGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**Governance Committee**

**January 4, 2018**

**Agenda**

**CALL TO ORDER**

1. **Miscellaneous - 5 Minutes**
* **Quickbooks** – have had ISD “network” Meaghan and Jody’s computers together to access quickbooks by both.
* **Business Cards** – Jody has received his, Meaghan’s are ordered.
* **Administrative Position** – Meaghan Marino started work on December 27th.

- Working of Organizing Files; Reviewing Bills and Payments; Updating Quckbooks; Updating Webpage; Sending Request for Reimbursement to Hale Transportation; Preparing for Audit

* **Health Insurance Coverage** – at this time, no health insurance is provided to employees, a stipend of $1,000 should be made available to staff.
* **Report to Ethics Commission** – Waiver of late fees approved by Ethics Commission

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* **New Copy Machine** - New Proposal to Include Price from State Contract Received and we are Ordering the Less Expensive Copier

**II. Otsego County Chamber** – Rental of Space – see attached draft lease.

1. **Committee Meetings/Board Meetings**
* **Several of the Board Members Have Suggested Combining the Four Committee Meetings to the Same day. The Thought was to have a Board Meeting One Month and Committee Meetings the Next Month.**
1. **Delaware Engineering Contract**
* **Several Board Members Have Expressed Concern Over the Contract for GEIS Work Being Done by Delaware Engineering and Whether to Move the Project Along Further, change the scope of work, or terminate contract and hire new engineering firm.**
* **Presentation and Discussion with Mary Beth Bianconi, Partner in Delaware Engineering**

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**ADJOURNMENT**.