

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**AUDIT & FINANCE COMMITTEE
OCTOBER 10, 2019
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 7:59am at the Otsego Now offices located at 189 Main Street, Suite 500, Oneonta, New York. Committee members present were:

Patricia Kennedy
David Rowley
Cheryl Robinson

Jeffery Joyner
Tom Armao

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**

COUNSEL

Joe Scott, **Bond Counsel**

CHAIRMAN'S COMMENTS

Jeff Lord, Chair of the Audit & Finance Committee, was absent from the meeting. As such, Vice Chair of the Audit & Finance Committee, Patricia Kennedy, welcomed fellow committee members, staff, and counsel.

MEETING MINUTES

P. Kennedy requested a motion to approve the September 12th Audit & Finance Committee meeting minutes. Board members were given the draft minutes prior to the meeting for review. There being no corrections, J. Joyner made a motion to approve the meeting minutes. D. Rowley seconded, and the motion was approved by remaining members.

PAYMENT OF BILLS

P. Kennedy reviewed the bills and deposits since the September 26th Board meeting. Because there was a lack of quorum at the August 22nd board meeting, there were more bills than usual to approve. J. Zakrevsky pointed out an invoice from Delaware Engineering for the Route 205 Traffic Study. He

advised that this would be the final invoice for this study. He also pointed out an invoice from Young and Sommer, LLC. for their work on the Rail Yards study. He noted that this should be their final invoice for the time being. All other expenses were normal operating expenses. M. Marino advised the board that the City of Oneonta also reimbursed the IDA \$20,000 for the repaving of Roundhouse Road. The IDA already paid Hanson Aggregates and the Otsego Co. Highway Department for their work.

T. Armao made a motion to approve payment of the expenses listed. J. Joyner seconded the motion, and it was approved by remaining members.

REVIEW OF FINANCIALS

Board members reviewed the September financial reports provided by CFO, Jim Lozano. The reports included the balance sheet, profit and loss statement, and loan portfolio. Jim also provided a year-to-year comparison from September 2018 to September 2019. Board members also reviewed J. Zakrevsky's YTD budget.

NEW AND UNFINISHED BUSINESS

Oneonta Rail Yard Budget Transfers – J. Zakrevsky updated the committee on the history of the LDC and the funds that were expensed by the IDA on Rail Yard related projects (see also: September 25th OCCRC board meeting minutes). J. Zakrevsky explained that he drafted a resolution, based on past meeting minutes, that would have the CRC reimburse the IDA for all Rail Yard expenses, and that it would be up to the board at the October board meeting to determine if they want to reimburse the funds from CRC to IDA, or if they would like to disband the LDC. Committee members questioned both J. Zakrevsky and bond counsel, Joe Scott, on what their recommendations are. J. Zakrevsky recommended keeping the CRC as it has been traditionally used; issuing bonds to non-profits, using the IDA as the administrative arm of Otsego Now, and using the LDC as the development arm for the County, not just for the Rail Yards. Joe Scott advised the board that the reason the LDC was created was to isolate liability from the IDA and the CRC for the development of the Rail Yards. He recommends keeping the LDC, holding quarterly meetings, auditing the LDC, and filing PARIS and other state reports. P. Kennedy questioned whether it is ok to have three different organization under the same umbrella with mirror boards? J. Scott advised that because all agencies are focused on economic development, the mirror boards are acceptable. There was also a question of if the CRC could be rolled in the LDC, but J. Zakrevsky explained that it could potentially affect the CRCs ability to grant bonds. J. Scott advised that he will prepare a 2-page summary of comparison/contrasts of the three organizations and provide to board members at the October board meeting.

Richfield Springs EDA Grant – J. Zakrevsky advised the committee that he would like to hire Thoma Associates to complete the EDA grant. The cost will likely be between \$3,000-\$5,000. He will request approval from the full board at the October board meeting.

Corning – J. Zakrevsky advised the committee that as of now we still have not received our annual payment for Corning's expansion PILOT. We first invoiced them in March 2019. J. Scott advised the board that he feels confident that Corning will pay any outstanding invoices to the agency at the closing of their solar PILOT in December. He will update the board at the October board meeting.

Draft 2020 Budget – J. Zakrevsky provided a draft 2020 budget for the Committee to review. Although Audit & Finance Chair, and IDA/CRC Treasurer, J. Lord was not at the committee meeting, J. Zakrevsky advised that he has previously met with J. Lord and provided some of his feedback to the committee.

ADJOURNMENT

There being no further business to discuss, C. Robinson made a motion to adjourn the Audit & Finance committee meeting at 9:17am. D. Rowley seconded the motion, and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting will be held on November 14th, 2019 at 8:00am.