

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

**AUDIT & FINANCE COMMITTEE
OCTOBER 8, 2020
MEETING MINUTES**

Due to the Coronavirus (COVID-19), Federal and State emergency bans on large meetings or gatherings, and pursuant to Governor Cuomo's Executive Order 220.1, issued on March 12, 2020 suspending the Open Meetings Law, this COIDA/OCCRC Audit & Finance Committee meeting was held via video conferencing, instead of an open meeting for the public to attend. Members of the public were given instructions on how to join the meeting.

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:03am via video conferencing app, GoToMeeting. Committee members present were:

Jeffrey Lord
Andrew Marietta*
Cheryl Robinson
David Rowley
Joshua Edmonds

Patricia Kennedy
Jeffery Joyner
Tom Armao
Craig Gelbsman*

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**
Kurt Schulte, **Agency Counsel**

*Arrived after start of meeting

CHAIRMAN'S COMMENTS

Jeff Lord, Chair of the Audit & Finance Committee welcomed fellow committee members and staff, and moved immediately into the agenda.

MEETING MINUTES

J. Lord requested a motion to approve the meeting minutes from the September 10th Audit & Finance Committee meeting. Board members were given the draft minutes prior to the meeting for review. There being no corrections, D. Rowley made a motion to approve the meeting minutes. P. Kennedy seconded, and the motion was approved by remaining members.

PAYMENT OF BILLS

J. Lord reviewed the bills and deposits since the September 24th Board meeting. J. Lord noted the following expenses to the board; a payment to Prolifiq to replace a damaged sign and reinstall it off I-88 in the Oneonta Business Park. Other expenses listed were normal operating expenses for the IDA. J. Lord also reviewed deposits that were made to the agency in that time, including funds from Southern Tier 8 for support on the IDA's marketing campaign.

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

REVIEW OF FINANCIALS

Committee members reviewed CFO, Jim Lozano's September financial reports, which included a YTD income statement, balance sheet, and the loan portfolio. Members also received J. Zakrevsky's YTD budget. Members were given copies of the reports prior to the meeting, so J. Lord asked if there were any questions in relation to the financial statements. There were none.

NEW AND UNFINISHED BUSINESS

4th Round of PPE Applicants – There were only three PPE applicants in this round, with the total requested amount being \$366, which leaves the total available funds remaining at \$35,000. Originally, the program was set to expire on September 30th, but because we didn't exhaust funds, we continued accepting applications. M. Marino asked for possible other uses of funds, or if the committee would prefer to just extend the program another six months, and possibly allow previous applicants to apply a second time if they have new receipts for PPE. J. Lord asked for a recommendation from J. Zakrevsky or M. Marino. M. Marino advised that it should be extended, and advertise again that we're accepting applications past September 30th. J. Lord asked if there was a timeline of when the funds need to be given out by. J. Zakrevsky confirmed that there is not, and agreed with M. Marino that we should extend the program another six months, especially since there has been a resurgence in COVID-19 cases in NYS. J. Lord asked about the advertising methods of the program. M. Marino noted that both Chambers have been including it in their emails to members and on their Facebook pages. The Hometown paper also posted it for us, and we've been posting it regularly on Otsego Now's Facebook page. T. Armao asked if there were other avenues of advertising that could be explored, like radio.

Draft 2021 Budget – J. Zakrevsky reviewed his draft 2021 budget with the Audit & Finance Committee. Committee members were given the budget prior to the meeting to review. Due to COVID-19, there are still many unknowns when it comes to forecasting the budget, so J. Zakrevsky advised that he's taken a conservative approach. There was a question of whether Systematic Power Manufacturing (IOXUS) would move forward with purchasing the IDA-owned building or continue to lease it. At this time, the owner has indicated that he would like to lease the building for at least one more year, so he has added the rental revenue for that building into the budget. The Skyline Hospitality project (Hampton Inn in Hartwick, NY) is on hold for now, and we will only know if they are moving forward at the end of 2020 or beginning of 2021. Because of this, J. Zakrevsky budgeted no revenue off the PILOT for that project. The same can be said for the Ford Sales Building/Springbrook project and the Corning expansion.

project, and the PILOT revenues for that projects. The future of the IDA-owned building at 139 Commerce Road is still unknown for now. Hale Transportation moved out in August, and there are currently two prospective buyers that have toured the property several times, but have made no commitments to purchase or lease, as of yet. Otsego County has appropriated funds to the IDA over the last two years, but due to COVID-19, and their own budget issues, J. Zakrevsky dropped the amount from \$75,000 to \$63,750. This was the amount that the IDA received in 2020, which was a 15% reduction from the year before. He noted that County Treasurer, Allen Ruffles, did advise him that he left \$75,000 in the County's draft 2021 budget for the IDA, but that could obviously change depending on the County board. J. Zakrevsky also removed the Halal Meat Processing facility from the budget and the revenue that would have been generated from selling land to them in the Oneonta Business Park. This was a priority project for 2020, but as of now, this project is not moving forward. The IDA is expected to receive a \$150,000 grant reimbursement for work on the Oneonta Rail Yards study, however, J. Zakrevsky dropped the amount to \$100,000 on the chance that New York State decides to restrict those funds due to its own fiscal crisis. However, for the Route 205 Traffic study, he included the full \$30,000 grant reimbursement, as M. Marino has been in contact with Empire State Development, and they are already processing these funds. It is possible that those funds will be received in 2020. On the expenses side, J. Zakrevsky dropped the NYS EDC Conference reception fee from the budget, assuming that they will again cancel the conference in 2021. J. Zakrevsky noted the \$5,000/each for MVEDD and ST8. Generally, Otsego County matches the IDA's \$5,000/each agency, and J. Zakrevsky left those line item as is, assuming the County will do that again for 2021, but that's still undecided at this time. J. Zakrevsky added \$50,000 for marketing to continue the marketing campaign that the IDA is currently working on, into next year. Continuing the campaign in 2021 and putting more funds into it is dependent on the success of the current campaign. With J. Zakrevsky's conservative budget, the net at the end of the year would be approximately \$25,822. J. Lord questioned maintenance costs, if we don't sell the IOXUs building or the 139 Commerce Road building. J. Zakrevsky noted that when Hale Transportation left 139 Commerce Road, they had the electric and gas shut off. We had those both turned back on last week, so he's hoping that we can sell the building before winter comes in order to offset the costs of heating and maintenance for that building. A. Marietta questioned \$1,000 in insurance that was budgeted for the MidTel WiFi project in Cooperstown. Based on the line item for insurance, he asked if that meant that this project was moving forward. J. Zakrevsky noted that K. Schulte reviewed the lease agreement for the equipment with MidTel, and indicated that he was satisfied with the language, so now it's just a matter of the Village of Cooperstown signing off. The last issue with the project was what would happen to the equipment when it's no longer useful, and MidTel agreed to take the equipment down after its useful life.

RESOLUTIONS AND MOTIONS

Cooperstown Foundation/Otsego Now PPE Recovery Fund – 4th Round of Applicants

Strawberry & Vine, LLC.	Morris	\$88.50
Calcio United Soccer	Oneonta	\$221.09
Doubleday Batting Range	Cooperstown	\$80.98
Total Requested Funding		\$391.07

P. Kennedy made a motion to approve funding the 4th round of applicants for the PPE Recovery Fund. T. Armao seconded the motion, and it was approved by remaining members.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:21am. C. Robinson seconded the motion, and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is November 12th, 2020.