

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

**AUDIT & FINANCE COMMITTEE
APRIL 8TH, 2021
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 8:07am via video conferencing app, GoToMeeting. Committee members present were:

Jeffrey Lord
Joshua Edmonds
Andrew Marietta

Tom Armao
Patricia Kennedy
David Rowley

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**

GUESTS

Larry Frigault, **Town of Richfield Springs Board Member**

CHAIRMAN'S COMMENTS

J. 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 March 11th 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. T. Armao seconded, and the motion was approved by remaining members.

PAYMENT OF BILLS

J. Lord reviewed the bills and deposits made since the March 25th board meeting. Most were normal operating expenses. He did point out the 2020 financial audit expense paid to Mostert, Manzanero, & Scott, LLP and a liability insurance premium to Philadelphia Insurance. D. Rowley asked if Congressman Delgado had moved into the bigger space and paying the increased rent. M. Marino explained that they did resign the new lease, but they have not moved their office items from their current office to the new one. She also explained that we haven't received rent from their office for January 2021-March 2021, but she is in contact with his team and they're working to rectify the situation.

T. Armao made a motion to approve paying the bills provided. D. Rowley seconded the motion, and it was approved by remaining members.

REVIEW OF FINANCIALS

J. Lord reviewed the March financial reports, which included the balance sheet, the profit and loss statement, and the loan portfolio. Members were also provided J. Zakrevsky's YTD budget. Committee members were provided these reports prior to the meeting to review. He made a minor correction to the budget; rental revenue was still listed under "Hale Transportation" but should be listed with "Burr Truck" as income came in from both in 2020 and 2021. He also noted an adjustment made to the insurance costs to the agency increasing by approximately \$12,000. He advised that this is due to the agency picking up the property insurance for 18 Stadium Circle. These costs were previously incurred by IOXUS, but are not being paid by Systematic Power Manufacturing. J. Zakrevsky advised that the agency will be covering the property insurance on this building for at least a year and was already paying them last year. D. Rowley questioned when the agency started paying these costs. J. Zakrevsky advised that their lease started in April, 2020, and was renewed this month, so the agency has been paying since the start. On the balance sheet, J. Lord questioned the balance on the Accrued Interest Receivable (interest earned on loan payments) that is identical in both 2020 and 2021 (\$1,390.54). He also asked about \$35,009.71 listed under Unearned Revenue that was previously \$0 in 2020. As these reports are run by the CFO, M. Marino advised that she would consult with him. On the profit & loss statement, J. Lord questioned why there was a significant increase in grants/economic development expenses for the month of March. M. Marino explained that this was the increased amount of PPE and working capital grants provided under the Recovery Fund. The highest amount of awards in the program were paid out in March, 2021. He also asked about utility expenses increasing 3x between March 2020 and March 2021. M. Marino explained that this because Hale Transportation paid the utility bills on 139 Commerce Road. When they moved out in August 2020, the IDA took over the gas and electric expenses.

NEW AND UNFINISHED BUSINESS

Burr Truck Insurance – J. Zakrevsky advised the committee that Burr Truck has put insurance on the building in the amount of \$800,000. The coverage limit on the insurance held by the IDA was in the amount of \$1,660,000. J. Zakrevsky reminded the committee that the appraisal that was done on the building was for \$725,000. J. Zakrevsky asked the committee if they were ok with the limit that Burr Truck has put on the building. J. Lord noted that the insurance company wants you to insure it for replacement costs, which would likely be higher than both limits. He added that in the event something were to happen to the building that would require it to be demolished, you would still have the land. J. Zakrevsky advised that he is recommending to allow Burr Truck to keep the \$800,000 policy they obtained, and committee members agreed.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:20am. J. Edmonds seconded the motion, and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is May 14th, 2021.