County of Otsego IDA

Audit & Finance Committee Meeting May 12th, 2022 8:00 A.M.

Jeff Lord, Chair • Craig Gelbsman, Vice Chair • Patricia Kennedy • Andrew Marietta Jeff Joyner • Tom Armao • Cheryl Robinson • David Rowley • James Seward

Jody Zakrevsky, CEO • Meaghan Marino, Director of Finance and Administration Joseph Scott, Bond Counsel • Kurt Schulte, Agency Counsel

- 1. Chairman's Comments
- 2. Approval of April 14th Audit & Finance Committee Minutes
- 3. Payment of Bills
- 4. Review of Financials
- 5. New and Unfinished Business
 - Update on Enviro Energy
- 6. Executive Session to Discuss the Financial History of Foothill Performing Arts Center

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY OTSEGO COUNTY CAPITAL RESOURCE CORPORATION

AUDIT & FINANCE COMMITTEE APRIL 14[™], 2022 MEETING MINUTES

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:06am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members were given the option to attend the meeting virtually (v) or in-person. Members present included:

Jeffrey Lord (v)* Andrew Marietta (v) James Seward Patricia Kennedy (v) David Rowley

Also, in attendance:

<u>STAFF</u> Jody Zakrevsky, **CEO** Meaghan Marino, **Dir. of Finance and Admin.**

(v) – virtual * arrived after start of meeting.

CHAIR'S COMMENTS

Because of the absence of the Chair and Vice Chair, board member, David Rowley welcomed fellow committee members and staff and moved immediately into the agenda. As he moved to the meeting minutes, Chair of the Audit & Finance Committee, J. Lord, arrived to the meeting. J. Lord also skipped the Chair's remarks, but did note that the IDA and CRC financial audits went well.

MEETING MINUTES

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

PAYMENT OF BILLS

J. Lord reviewed the bills and deposits made since the March 10th Audit & Finance Committee meeting. Committee members received a report of the expenses and deposits prior to the meeting to review. He noted that there were no expenses out of the ordinary. He did note that the largest expense was to Paperkite for the marketing campaign. J. Lord asked for a brief update on the marketing campaign. M. Marino advised that the campaign just restarted for the Spring/Summer months. The campaign will now be more targeted towards business relocation but will still have a small focus on individuals looking to relocate. The heavier emphasis on business will focus more ads to LinkedIn and Google. J. Lord asked for a general overview of the campaign from Paperkite.

D. Rowley made a motion to approve paying the expenses presented to the committee. J. Seward seconded the motion, and it was approved by remaining members.

REVIEW OF FINANCIALS

J. Zakrevsky reviewed his YTD budget with members. He advised that he failed to add Paperkite to the budget, but would make that correction. He noted that, as of now, the agency is approximately \$63,000 over in expenditures, but once we voucher for the County appropriation, that number will even out.

NEW AND UNFINISHED BUSINESS

27 Market Street – J. Zakrevsky advised the board that he received an email from Judy Pangman, City of Oneonta Community Development Director, asking for a support letter from the IDA for an ESD grant application the City is working on for funding to demolish the building at 27 Market Street. In the information sent to the IDA for the support letter, it noted that \$53,000 would come from the IDA. J. Zakrevsky advised the City that he was unaware the IDA has committed these funds. After doing some internal research, J. Zakrevsky found that, prior to his employment with the IDA, in 2016 the IDA had applied for funding for the Food and Innovation Hub, to be located at 27 Market Street. The IDA was awarded \$3 million for funding for that project which would be matched by a private developer, however over time, that project never materialized. As part of the project, the City of Oneonta applied for a Restore NY grant with the help of Delaware Engineering. The day prior to submission of the grant application, Delaware Engineering reached out to the IDA to provide a commitment letter advising of the IDA's intent to match funds for their portion of the project. That same day, then CEO, Elizabeth Horvath, signed and sent the letter committing the IDA to providing 10% of the project costs. J. Zakrevsky noted that nothing was mentioned in the minutes from that time, nor were these costs included in the 2016 or 2017 budgets of the agency. J. Zakrevsky advised that he met with Judy Pangman, Mayor Mark Drenek, City Administrator Greg Mattice and advised that under the guidance of the NYS ABO, the IDA is prohibited by law to provide grants/loans to any non-profit/for-profit organization, unless it involves an IDA project. Because the Food and Beverage Hub did not materialize, the IDA no longer has a project associated with 27 Market Street. J. Zakrevsky advised that he also had counsel, Joe Scott, consider this matter, who agreed with J. Zakrevsky assessment of the situation. D. Rowley asked for his recollection of the matter from 2016, as he was the only member present who was on the board at that time. J. Lord advised that it was the intention of the IDA to work to develop the Food Hub which would have raised 27 Market Street and built a 2-3 story mixed-use building. J. Lord advised that without that project, it would be a new request from the City to provide funding. He suggested that they pose a new request to the IDA, but if the IDA

isn't involved, and is prohibited from providing funds, and legal counsel agrees, then that is the answer to the City. Other committee members agreed.

• OYSA – J. Zakrevsky updated the board on the lease modifications for the Oneonta Youth Soccer Association. The OYSA has a 5-year lease with the IDA for use of the Wright Soccer Fields. The first item he noted is that OYSA will continue to pay for the maintenance on the field's irrigation system up to \$5,000/year. Anything over that, the IDA has agreed to split the cost. He also noted a section of the lease that both the IDA and OYSA will work together to work on a capital improvement plan for the next five years of the soccer fields. He was able to find out the company that originally installed the irrigation system and will be reaching out to them to do an assessment of the system. He advised that the board would vote on the lease at the next board meeting.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:26am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is May 12th, 2022 at 8:00am.

County of Otsego Industrial Development Agency Profit & Loss April 2022 and YTD 22 vs 21

	Apr 22	Jan - Apr 22	Jan - Apr 21	\$ Change
Ordinary Income/Expense				
Income				
9800100 · Interest Income - Note Rec	12.87	54.62	222.76	-168.14
9800105 · Interest Income - Bank Accts	3.20	33.61	86.02	-52.41
9800200 · Other Revenue		0.00	124.43	-124.43
9800260 · Administrative Fees	200.00	16,465.50	200.00	16,265.50
9800400 · Grants		-250.00	101,173.49	-101,423.49
9800401 · Municipal Grants		34,607.50	0.00	34,607.50
9807500 · Rents	11,195.00	44,780.00	36,190.00	8,590.00
Total Income	11,411.07	95,691.23	137,996.70	-42,305.47
Expense				
5220460 · Wages and Salaries	12,250.00	46,646.40	44,838.48	1,807.92
5222222 · Benefits	-62.60	-250.40	-237.84	-12.56
5220465 · DBL	-4.80	-19.20	-19.20	0.00
5220463 · FICA	937.13	3,748.52	3,583.35	165.17
5220462 · SUTA	13.33	503.99	472.45	31.54
5220466 · Payroll Service	115.04	599.40	582.35	17.05
5220501 · Professional Fees	17,076.27	37,484.95	30,994.29	6,490.66
5220950 · Grants and Eco. Dev Expense	409.50	35,017.00	91,888.81	-56,871.81
5220101 · Advertising		202.50	0.00	202.50
5220102 · Legal Ads		279.12	223.84	55.28
5220106 · Sponsorships		5,000.00	0.00	5,000.00
5222450 · Memberships/Dues/Subscriptions		11,478.00	10,478.00	1,000.00
5220200 · Office Supplies & Expense	603.36	2,355.84	1,531.77	824.07
5220205 · Computer/Systems	586.44	2,454.49	2,556.55	-102.06
5220220 · Telephone		480.00	480.00	0.00
5220210 · Leased Office Space	4,116.67	16,466.68	16,466.68	0.00
5220303 · Conferences/Meetings	845.00	845.00	2.70	842.30
5220400 · Insurance		24,153.41	22,528.66	1,624.75
5220211 · Utlities	518.08	2,550.28	5,731.98	-3,181.70
5220559 · General Maintenance		509.50	547.50	-38.00
5220700 · Interest Expense		0.00	48.83	-48.83
5221100 · Depreciation	7,531.14	30,124.56	30,124.56	0.00
5222550 · Filing/Recording/Search fees	6.01	12.40	0.00	12.40
Total Expense	44,940.57	220,642.44	262,823.76	-42,181.32
Net Ordinary Income	-33,529.50	-124,951.21	-124,827.06	-124.15
Income	-33,529.50	-124,951.21	-124,827.06	-124.15

County of Otsego Industrial Development Agency Comparative Balance Sheet April 2022 vs April 2021

	Apr 30, 22	Apr 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
2000001 · Petty Cash	100.00	100.00	0.00
2000010 · Community Bank - Security Dep.	15,054.70	15,051.69	3.01
2051050 · Community Bank Money Market	4,025.42	4,025.01	0.41
2000000 · Community Bank Checking	369,608.48	187,759.11	181,849.37
2020001 · Community Bank-Grant Funds	0.00	3,284.20	-3,284.20
2020000 · Community Bank CD	360,741.02	359,658.94	1,082.08
2051000 · NBT Money Market	233,114.50	233,006.25	108.25
Total Checking/Savings	982,644.12	802,885.20	179,758.92
Accounts Receivable			
11000 · *Accounts Receivable	6,000.00	6,000.00	0.00
Total Accounts Receivable	6,000.00	6,000.00	0.00
Other Current Assets			
3801000 · Unbilled Receivables/Grants	150,000.00	150,000.00	0.00
3950000 · Notes Receivable	237,714.11	260,634.77	-22,920.66
6080000 · Reserve for Bad Debt	-231,932.09	-231,932.09	0.00
Total Other Current Assets	155,782.02	178,702.68	-22,920.66
Total Current Assets	1,144,426.14	987,587.88	156,838.26
Fixed Assets			
1010125 · Improvements - Soccer Property	11,300.00	11,300.00	0.00
1010120 · Building - Soccer Hall of Fame	1,649,608.91	1,649,608.91	0.00
1010110 · Land - Soccer Hall Property	681,190.00	681,190.00	0.00
1030105 · Improvements - Leased Office	1,476.60	1,476.60	0.00
1010101 · Land Pony Farm	465,794.69	465,794.69	0.00
1010103 · Land - Richfield	82,926.80	82,926.80	0.00
1020000 · Siemens Building (original)	572,706.52	572,706.52	0.00
1030101 · Impvmts PF 1990 to 2006	550,485.70	550,485.70	0.00
1030102 · Imprvmts - PF - Rail Siding	226,056.85	226,056.85	0.00
1030103 · Improvements - Siemens 2000	55,297.30	55,297.30	0.00
1030200 · Imprvmts RS 2001 to 2004	154,416.48	154,416.48	0.00
1030300 · Improvements - Siemens 2006	93,772.00	93,772.00	0.00
1040010 · Furniture & Fixtures	44,312.82	44,312.82	0.00
1040000 · Machinery & Equipment	105,491.89	105,491.89	0.00
1050146 · Engineering - RS 2006	4,644.60	4,644.60	0.00
1120000 · Accum Deprec - Bldg	-450,350.57	-408,347.45	-42,003.12
1150000 · Accum Dep - Incubator	-499,505.65	-477,353.53	-22,152.12
1160000 · Accum Deprec- Office Equip	-165,825.86	-139,607.42	-26,218.44
Total Fixed Assets	3,583,799.08	3,674,172.76	-90,373.68
Other Assets	· · · ·		
3830000 · Accrued Interest Receivable	1,390.54	1,390.54	0.00
Total Other Assets	1,390.54	1,390.54	0.00
TOTAL ASSETS	4,729,615.76	4,663,151.18	66,464.58

County of Otsego Industrial Development Agency Comparative Balance Sheet April 2022 vs April 2021

	Apr 30, 22	Apr 30, 21	\$ Change		
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
6000000 · Accounts Payable	14,476.39	4,500.00	9,976.39		
Total Accounts Payable	14,476.39	4,500.00	9,976.39		
Other Current Liabilities					
6000010 · Security Deposit - IOXUS	15,035.14	15,035.14	0.00		
Total Other Current Liabilities	15,035.14	15,035.14	0.00		
Total Current Liabilities	29,511.53	19,535.14	9,976.39		
Total Liabilities	29,511.53	19,535.14	9,976.39		
Equity					
9090000 · Fund Balance	4,768,038.00	4,768,038.00	0.00		
32000 · Retained Earnings	57,017.44	405.10	56,612.34		
Net Income	-124,951.21	-124,827.06	-124.15		
Total Equity	4,700,104.23	4,643,616.04	56,488.19		
TOTAL LIABILITIES & EQUITY	4,729,615.76	4,663,151.18	66,464.58		

3950000 · Notes Receivable	Apr 2022	Mar 2021	Change	Notes
3955051 · Brooks' Bottling Note Rec	5,782.02	7,708.27	(1,926.25)	
3954000 · Foothills Note Rec	100,000.00	100,000.00	0.00	
3952800 · Oneonta Theatre Note Rec	85,978.84	85,978.84	0.00	
3952200 · Enviro Energy Note Rec	45,953.25	45,953.25	0.00	
Total 3950000 · Notes Receivable	237,714.11	239,640.36	(1,926.25)	
6080000 · Reserve for Bad Debt				
6091000 · Reserve Enviro Energy	(45,953.25)	(45,953.25)	0.00	
6089000 · Reserve - Foothills	(100,000.00)	(100,000.00)	0.00	
6085000 · Reserve - Oneonta Theatre	(85,978.84)	(85,978.84)	0.00	
Total 6080000 · Reserve for Bad Debt	(231,932.09)	(231,932.09)	0.00	
Loan Balance, Net	5,782.02	7,708.27	(1,926.25)	

Otsego IDA Loan Portfolio - As of April 2022

Vendor	Amount Due	Due Date	Reimbursable ?	Notes
Edie Halstead*	\$391			jan/feb office cleaning
Great America*	\$167.25	27-Apr		copier agreement
Spectrum*	\$39.99	22-Apr		cade phonelines
Spectrum	\$289.95	1-May		189 Main
Barton & Loguidice	\$409.50			eda grant admin.
BST	\$90.16			march reimbursable expenses
Ed & Ed	\$45.11			copies/prints
Ed & Ed	\$72.89			copies/prints
First Bankcard	\$78.74			postage; gotomeeting
GreatAmerica	\$167.25			copier agreement
ISD	\$199.95			annual malware protection (x5)
MELEX	\$4,116.67			may rent
Mostert, Manzanero & Scott	\$8,400			2021 financial audit
MRB Group	\$8,525.00			RISE grant app (75% complete)
MRB Group	\$1,000.00			RISE grant app (100% complete)
NYSEG	\$463.97	28-May		189 main utilities
NYSEG	\$85.48	26-May		pony farm lighting
Railroad Mgmt Co.	\$562.26			license fees - UG pipe railyards
The Daily Star	\$186.96			ph notice - hickey golf, inc.
COIDA TOTAL	\$25,292.13			
*invoices already paid				

COIDA DEPOSITS 4/14/2022 - 5/13/2022			
Vendor	Amount	Date of Deposit	Notes
Southern Tier 8	\$100.00	10-May	may '22 rent
IOXUS	\$5,000.00	10-May	may '22 rent
Brooks	\$1,939.12	2-May	loan payment
CADE	\$1,050.00	2-May	may '22 rent
Burr Truck	\$4,295.00	2-May	may '22 rent
US House of Reps	\$750.00	19-Apr	april '22 rent
TOTAL	\$13,134.12		

2022 COIDA Draft Budget				
Revised Projections				
Revenues	2021 Year's End	2022 Adopted Budget	YTD	Apr
Operating Revenues				
Charges for Services (PILOTs)	\$273,178.14	\$73,344.00	\$13,653.00	\$200.00
- Manor	\$50,000.00	\$50,000.00		
- Advanced Bio-Tech	\$50,396.30	\$3,500.00		
- Northern Eagle	\$3,850.00	\$3,850.00		
- Skyline Hospitalities				
- Hillside	\$1,500.00	\$1,500.00		
- Corning	\$7,791.00	\$7,791.00		
- Corning Solar				
- Corning Phase III Expansion	\$147,253.84	\$6,000.00		
- Simple Integrity, LLC				
- Heritage House	\$9,887.00	\$0.00		
- Klugo	\$2,500.00	\$703.00		
- Springbrook		\$4,607.00		
- Hickey Softball Fields				\$200.00
Rental and Financing Income	\$124,700.00	\$134,220.00	\$45,530.00	\$11,195.00
- IOXUS	\$60,000.00	\$60,000.00	\$20,000.00	\$5,000.00
- Burr Trucking	\$42,950.00	\$51,540.00	\$17,180.00	\$4,295.00
- Rental in OBP for Digital Sign				
- Chamber of Commerce	\$0.00	\$0.00	\$0.00	
- Training Room Rental/Congressman	\$9,000.00	\$9,000.00	\$3,750.00	\$750.00
- Southern Tier 8	\$1,200.00	\$1,200.00	\$400.00	\$100.00
- C.A.D.E.	\$11,550.00	\$12,480.00	\$4,200.00	\$1,050.00
- OCCRC				
Sub-Total Rentals				
Other Operating Revenue	\$913.37	\$1,200.00	\$0.00	\$0.00
Administrative Fees				
Other Operating Revenue - Misc. Pilots	\$0.00	\$0.00		
Bank Interest				
Bad Debt Recovery/Bank Interest				
Otsego County Appropriation	\$63,750.00	\$63,750.00		
Operating Revenues	\$462,541.51	\$272,514.00	\$59,183.00	\$11,395.00

	2021 Year's End	2022 Adopted Budget	YTD	Apr
Non-Operating Revenues			\$48.21	\$12.87
Investment Earnings	\$87,538.20		\$0.00	7
- Cleinman	1 - 7		\$0.00	
- JSJJ			\$0.00	
- Cooperstown Distillery			\$0.00	
- Cooperstown Distillery			\$0.00	
- Jones Marine			\$0.00	
- Brooks			\$35.34	\$12.87
- HW Nayor				
- Enviro Energy			\$0.00	
State Subsidies/Grants	\$505,000.00	\$475,000.00		
- GE Microgrid Study			\$0.00	
- NYS ESD Grant Halal Meat Processing			\$0.00	
- Cooperstown Foundation			\$0.00	
- OCCRC Match				
- Railyard Study/ESD Richfield	\$150,000.00	\$475,000.00		
- 205 Traffic Study	\$30,000.00	\$0.00		
- Airport Study				
- GE Microgrid Study/ESD Richfield		\$0.00	\$0.00	
- ESD Grant for Richfield Spring	\$325,000.00			
Federal Subsidies/Grants	\$1,200,000.00	\$1,200,000.00		
Municipal Subsidies/Grants (Otsego Progr	am Income)			\$0.00
Public Authority Subsidies				
Other Non-Operating Revenues			\$0.00	
- Operating Charges to OCCRC-Pilots	\$42,905.00	\$42,905.00		
- Hartwick	\$13,855.00			
- Springbrook	\$3,675.00			
- Bassett	\$25,375.00			
Sale of Property	\$0.00		\$0.00	
- Federal EDA Grant				
- IDA Fund Balance		\$575,000.00		
- Richfield Sewer and Water	\$875,000.00			
- OCCRC		\$300,000.00		
- County Loan		\$600,000.00		
Total Revenues	\$3,085,446.51	\$3,465,419.00	\$59,218.34	\$11,407.87

2022 COIDA Draft Budget				
	2021 Adopted Budget	2022 Adopted Budget	YTD	Apr
OPERATING EXPENSES				
Salaries and Wages	\$148,000.00	\$153,000.00	\$48,076.96	\$12,019.24
Other Employee Benefits	\$15,000.00	\$10,000.00	\$3,456.04	\$864.01
- DBL	\$4,000.00		\$19.20	\$4.80
- Other Benefits	\$0.00		\$202.72	\$50.68
- FICA	\$4,800.00		\$3,677.96	\$919.49
- SUTA	\$2,152.00		\$0.00	\$0.00
- Payroll Service	\$6,000.00			\$986.69
- Interns				
Subtotal Salary and Benefits	\$179,952.00	\$163,000.00	\$51,533.00	\$12,883.25
Professional Service Contracts	\$45,500.00	\$53,500.00	\$51,804.31	\$17,485.77
- Paperkite Creations			\$16,833.33	\$6,361.11
- NYS EDC	\$0.00	\$5,000.00	\$5,000.00	
- ISD	\$2,000.00	\$5,000.00	\$0.00	
- Delaware Engineering	\$0.00		\$0.00	
- Elan Planning	\$0.00		\$0.00	
- CFO for Hire/BST	\$15,000.00	\$15,000.00	\$4,670.48	\$1,190.16
- Hodgson Russ	\$5,000.00	\$2,000.00	\$0.00	
- Kurt D. Schulte	\$5,000.00	\$5,000.00	\$0.00	
- Audit	\$8,000.00	\$10,000.00	\$0.00	
- CGR	\$500.00	\$500.00	\$0.00	
- MVEDD	\$5,000.00	\$5,000.00	\$5,000.00	
- STEPRDB	\$5,000.00	\$6,000.00	\$6,000.00	
- ESD	\$0.00		\$0.00	
- PPE Recovery	\$0.00		\$0.00	
- Sweet Home Productions	\$0.00		\$0.00	
- Halal Meat Processing Facility	\$0.00		\$0.00	
- Barton & Loguidice	\$0.00		\$2,450.50	\$409.50
- Keystone Associates	\$0.00		\$0.00	
- MRB Group	\$0.00		\$11,850.00	\$9,525.00
- CRBE Real Estate Appraisal	\$0.00		\$0.00	

	2021 Adopted Budget	2022 Adopted Budget	YTD	Apr
Advertising and Marketing	\$51,000.00	\$51,000.00	\$680.50	\$0.00
- Chamber of Commerce	. ,	. ,	· ·	
- Prolifiq/Memberships				
- Sweet Home Productions				
- Marketing	\$50,000.00	\$50,000.00		
Conference, Meetings	\$1,000.00	\$1,000.00	\$0.00	
Supplies and Materials	\$5,000.00	\$5,000.00	\$1,755.52	\$391.00
- Office Cleaning				\$391.00
- Office Supplies				
Computer, Phones, Copier	\$10,000.00	\$10,000.00	\$3,265.56	\$798.80
- Copy Machine - Monthly Paper Fee				-
- Copier Finance Charge				\$212.36
- Data/Wifi/Internet: Spectrum				329.94
- Data/Wifi/Internet: ISD				\$256.50
- Otsego Telephone				
- Software Updates				
Leased Office Space	\$57,540.04	\$57,540.04	\$16,466.68	\$4,116.67
Travel, Lodge, Meals	\$1,500.00	\$1,500.00	\$845.00	\$845.00
Insurance	\$26,000.00	\$38,766.65	\$18,804.36	\$0.00
- Property Insurance				
- Non-Profit PA				
- NYFIF				
- Non-Profit Umbrella				
- Disability Benefits				
- Workers Comp				
Utilities and Maintenance	\$25,000.00	\$25,000.00	\$3,061.53	\$518.08
- Incubator/Siemens (Hale Trans) Electric				
- Incubator/Siemens (Hale Trans) Gas				
- Accruals (Hale Trans)				
- Oneonta Business Park				\$90.92
- 189 Main Street				\$427.16
- Soccer Field Maintenance/Richfield WS	\$2,400,000.00			
- Pony Farm Grass Mowing				
- General Maintenance				

	2021 Adopted Budget	2022 Adopted Budget	YTD	Apr
Filing, Payroll Services, Misc.	\$500.00	\$500.00	\$82.27	\$6.01
ring, Payron Services, Misc.	\$500.00	\$500.00	302.27	Ş0.01
Interest: LOC	\$60,711.48		\$0.00	
Other Operating Expenditures				
Richfield Springs Industrial Park		\$2,400,000.00		
Reimbursement of County		\$600,000.00		
Total Expenditures	\$2,845,751.52	\$3,405,806.69	\$148,298.73	\$37,044.58
NET	\$239,694.99	\$59,612.31	\$89,080.39	\$25,636.71