

Audit & Finance Committee Meeting
July 14th, 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 June 9th Audit & Finance Committee Minutes
3. Payment of Bills
4. Review of Financials
5. New and Unfinished Business
 - 2023 County Budget Appropriation Request

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

**AUDIT & FINANCE COMMITTEE
JUNE 9TH, 2022
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:02am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Jeffrey Lord
David Rowley
James Seward
Jeffery Joyner*

Andrew Marietta (v)
Cheryl Robinson
Tom Armao

Also, in attendance:

STAFF

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

(v) – virtual – because the open meeting law has expired, Andrew Marietta attended the meeting virtually, but was not counted towards a quorum and was not eligible to vote on items.

* departed before end of meeting.

CHAIR'S COMMENTS

J. Lord moved immediately into the agenda.

MEETING MINUTES

J. Lord requested a motion to approve the meeting minutes from the May 12th Audit & Finance Committee meeting. 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. J. Joyner seconded the motion, and it was approved by remaining members.

PAYMENT OF BILLS

J. Lord reviewed the bills and deposits made since the May Audit & Finance Committee meeting. Committee members received a report of the expenses and deposits prior to the meeting to review. J. Lord asked staff if there were any pending changes modifications to any loan or rental payments in the

future. M. Marino advised that Brooks has one payment left on their loan until it is fully paid off. J. Seward asked about the status of Congressman Delgado's office space in Otsego Now. M. Marino advised that their staff was in during the week and that no one has contacted her about moving out or terminating the lease.

J. Joyner made a motion to approve paying the expenses presented to the committee. C. Robinson seconded the motion, and it was approved by remaining members.

REVIEW OF FINANCIALS

J. Zakrevsky reviewed his YTD budget for the committee. Members were given a copy of the report prior to the meeting to review. J. Lord noted that during the financial audit over the last few years it's come up that the CRC has funds that are collecting very little interest. He noted that over the next 12 months we may see an opportunity to take some of those funds in higher interest-bearing accounts, as rates start to pick up.

NEW AND UNFINISHED BUSINESS

- **Southern Tier 8 Broadband Conference** – J. Zakrevsky noted that Southern Tier 8 is holding a broadband conference on June 28th in Binghamton, NY. They've requested \$2,000 from the IDA for sponsorship. J. Zakrevsky and the Otsego County Chamber have agreed to split the costs of the sponsorship. C. Robinson asked what the costs cover and J. Zakrevsky advised it would go towards the cost of the hotel where the conference is being held. The sponsorship would give the IDA and the Chamber six tickets to the event. J. Zakrevsky advised that he would like for the new County Planning Director to attend as her job will entail her to deal heavily with the broadband issues in our County.

EXECUTIVE SESSION

D. Rowley made a motion to enter executive session with committee members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 9:06am for the following reasons: To discuss the financial history of an outstanding loan with the agency. C. Robinson seconded the motion, and it was approved by all committee members present. The committee entered executive session at 9:06am.

There was no action taken in executive session.

D. Rowley made a motion to enter back into public session; C. Robinson seconded, and all members approved. The committee exited executive session at 9:19am.

ADJOURNMENT

There being no further business to discuss, C. Robinson made a motion to adjourn the Audit & Finance committee meeting at 9:20am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is June 9th, 2022 at 8:00am.

DRAFT

COIDA EXPENSES 6/23/2022 - 7/13/2022				
Vendor	Amount Due	Due Date	Reimbursable ?	Notes
BST	\$1,100.00			july '22 accounting fees
Barton & Loguidice	\$643.50			eda grant admin
Daily Star	\$213.82			springbrook ph notice
Ed & Ed	\$26.74			copies/prints
First Bankcard	\$485.00		\$233.00	nys edc conf./gotomeeting
Fox Hollow Nursery	\$590.00			june '22 pf landscaping
GreatAmerica	\$167.25	27-Jul		copier agreement
Hummel's	\$46.99			office supplies
ISD	\$73.75			monthly email exchange
Melex	\$4,116.67			july '22 rent
NYSEG	\$65.14	28-Jul		pf lighting
NYSEG	\$490.15	24-Jul		189 Main utilities
Spectrum	\$39.99	22-Jul		cade phonelines
COIDA TOTAL	\$8,059.00			

COIDA DEPOSITS 6/23/2022 - 7/14/2022			
Vendor	Amount	Date of Deposit	Notes
Burr Truck	\$4,295.00	7-Jul	july '22 rent
CADE	\$1,050.00	7-Jul	july '22 rent
Brooks	\$1,939.12	7-Jul	loan payment - FINAL
IOXUS	\$5,000.00	7-Jul	july '22 rent
Hinman, Howard, Kattell LLP.	\$89,528.78	30-Jun	ford block, llc. PILOT fee
TOTAL	\$101,812.90		

County of Otsego Industrial Development Agency

Profit & Loss

June '22 and YTD '22 vs '21

	June 22	Jan - Jun 22	Jan - Jun 21	\$ Change
Ordinary Income/Expense				
Income				
9800506 · PILOT Fee -- Annual	89,528.78	89,528.78	3,850.00	85,678.78
9800100 · Interest Income - Note Rec	6.45	70.73	315.29	-244.56
9800105 · Interest Income - Bank Accts	10.36	66.54	110.69	-44.15
9800200 · Other Revenue		0.00	124.43	-124.43
9800260 · Administrative Fees		16,465.50	13,528.42	2,937.08
9800400 · Grants		0.00	101,564.84	-101,564.84
9800401 · Municipal Grants		34,607.50	0.00	34,607.50
9800402 · State Grants		521.18	0.00	521.18
9807500 · Rents	11,195.00	67,170.00	58,580.00	8,590.00
Total Income	100,740.59	208,430.23	178,073.67	30,356.56
Expense				
5220460 · Wages and Salaries	12,250.00	71,146.40	68,107.72	3,038.68
5222222 · Benefits	-62.60	-375.60	-356.76	-18.84
5220465 · DBL	-4.80	-28.80	-28.80	0.00
5220463 · FICA	937.13	5,622.78	5,363.45	259.33
5220462 · SUTA	0.00	503.99	472.45	31.54
5220466 · Payroll Service	107.33	810.37	772.35	38.02
5220501 · Professional Fees	16,978.05	64,200.26	38,616.91	25,583.35
5220950 · Grants and Eco. Dev Expense		35,267.00	95,564.36	-60,297.36
5220101 · Advertising		202.50	0.00	202.50
5220102 · Legal Ads	217.38	683.46	223.84	459.62
5220106 · Sponsorships		5,000.00	5,000.00	0.00
5222450 · Memberships/Dues/Subscriptions	1,000.00	12,478.00	10,478.00	2,000.00
5220200 · Office Supplies & Expense	668.66	3,324.38	2,655.06	669.32
5220205 · Computer/Systems	422.69	3,504.17	4,016.29	-512.12
5220220 · Telephone		480.00	480.00	0.00
5220210 · Leased Office Space	4,116.67	24,700.02	24,700.02	0.00
5220303 · Conferences/Meetings	510.00	1,355.00	812.78	542.22
5220400 · Insurance	12,039.05	46,159.56	32,171.56	13,988.00
5220211 · Utilities	489.97	3,589.70	6,481.01	-2,891.31
5220559 · General Maintenance	757.50	1,267.00	2,076.83	-809.83
5220700 · Interest Expense		0.00	48.83	-48.83
5221100 · Depreciation	7,531.14	45,186.84	45,186.84	0.00
5222550 · Filing/Recording/Search fees	200.00	212.40	0.00	212.40
Total Expense	58,158.17	325,289.43	342,842.74	-17,553.31
Net Ordinary Income	42,582.42	-116,859.20	-164,769.07	47,909.87
Net Income	42,582.42	-116,859.20	-164,769.07	47,909.87

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

	<u>Jun 30, 22</u>	<u>Jun 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
2000001 · Petty Cash	100.00	100.00	0.00
2000010 · Community Bank - Security Dep.	15,055.45	15,052.44	3.01
2051050 · Community Bank Money Market	4,025.48	4,025.08	0.40
2000000 · Community Bank Checking	383,218.64	171,102.69	212,115.95
2020000 · Community Bank CD	360,741.02	359,658.94	1,082.08
2051000 · NBT Money Market	233,143.56	233,027.00	116.56
Total Checking/Savings	<u>996,284.15</u>	<u>782,966.15</u>	<u>213,318.00</u>
Accounts Receivable			
11000 · *Accounts Receivable	6,000.00	6,000.00	0.00
Total Accounts Receivable	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>
Other Current Assets			
3801000 · Unbilled Receivables/Grants	150,000.00	150,000.00	0.00
3950000 · Notes Receivable	233,851.98	256,849.06	-22,997.08
6080000 · Reserve for Bad Debt	-231,932.09	-231,932.09	0.00
Total Other Current Assets	<u>151,919.89</u>	<u>174,916.97</u>	<u>-22,997.08</u>
Total Current Assets	<u>1,154,204.04</u>	<u>963,883.12</u>	<u>190,320.92</u>
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	-457,351.09	-415,347.97	-42,003.12
1150000 · Accum Dep - Incubator	-503,197.67	-481,045.55	-22,152.12
1160000 · Accum Deprec- Office Equip	-170,195.60	-143,977.16	-26,218.44
Total Fixed Assets	<u>3,568,736.80</u>	<u>3,659,110.48</u>	<u>-90,373.68</u>
Other Assets			
3830000 · Accrued Interest Receivable	1,390.54	1,390.54	0.00
Total Other Assets	<u>1,390.54</u>	<u>1,390.54</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>4,724,331.38</u></u>	<u><u>4,624,384.14</u></u>	<u><u>99,947.24</u></u>
LIABILITIES & EQUITY			

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

	<u>Jun 30, 22</u>	<u>Jun 30, 21</u>	<u>\$ Change</u>
Liabilities			
Current Liabilities			
Accounts Payable			
6000000 · Accounts Payable	1,100.00	5,674.97	-4,574.97
Total Accounts Payable	<u>1,100.00</u>	<u>5,674.97</u>	<u>-4,574.97</u>
Other Current Liabilities			
6000010 · Security Deposit - IOXUS	15,035.14	15,035.14	0.00
Total Other Current Liabilities	<u>15,035.14</u>	<u>15,035.14</u>	<u>0.00</u>
Total Current Liabilities	<u>16,135.14</u>	<u>20,710.11</u>	<u>-4,574.97</u>
Total Liabilities	<u>16,135.14</u>	<u>20,710.11</u>	<u>-4,574.97</u>
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	<u>-116,859.20</u>	<u>-164,769.07</u>	<u>47,909.87</u>
Total Equity	<u>4,708,196.24</u>	<u>4,603,674.03</u>	<u>104,522.21</u>
TOTAL LIABILITIES & EQUITY	<u>4,724,331.38</u>	<u>4,624,384.14</u>	<u>99,947.24</u>

Otsego IDA
Loan Portfolio - As of June 2022

	June 2022	May 2021	Change	Notes
3950000 · Notes Receivable				
3955051 · Brooks' Bottling -- Note Rec	1,919.89	3,852.56	(1,932.67)	
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	233,851.98	235,784.65	(1,932.67)	
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	1,919.89	3,852.56	(1,932.67)	

2022 COIDA Draft Budget				
Revised Projections				
Revenues	2021 Year's End	2022 Adopted Budget	YTD	Jun
Operating Revenues				
Charges for Services (PILOTs)	\$273,178.14	\$73,344.00	\$103,181.78	\$89,528.78
- 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		\$89,528.78
- Hickey Softball Fields				
Rental and Financing Income	\$124,700.00	\$134,220.00	\$67,920.00	\$11,195.00
- IOXUS	\$60,000.00	\$60,000.00	\$30,000.00	\$5,000.00
- Burr Trucking	\$42,950.00	\$51,540.00	\$25,770.00	\$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	\$5,250.00	\$750.00
- Southern Tier 8	\$1,200.00	\$1,200.00	\$600.00	\$100.00
- C.A.D.E.	\$11,550.00	\$12,480.00	\$6,300.00	\$1,050.00
- OCCRC				
Sub-Total Rentals				
Other Operating Revenue	\$913.37	\$1,200.00	\$26.47	\$16.81
Administrative Fees				
Other Operating Revenue - Misc. Pilots	\$0.00	\$0.00		
Bank Interest				
Bad Debt Recovery/Bank Interest				16.81
Otsego County Appropriation	\$63,750.00	\$63,750.00		
Operating Revenues	\$462,541.51	\$272,514.00	\$171,128.25	\$100,740.59

	2021 Year's End	2022 Adopted Budget	YTD	Jun
Non-Operating Revenues			\$556.52	\$0.00
Investment Earnings	\$87,538.20		\$0.00	
- Cleinman			\$0.00	
- JSJJ			\$0.00	
- Cooperstown Distillery			\$0.00	
- Cooperstown Distillery			\$0.00	
- Jones Marine			\$0.00	
- Brooks			\$35.34	
- HW Naylor				
- 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 Program 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	\$171,684.77	\$100,740.59

2022 COIDA Draft Budget				
	2021 Adopted Budget	2022 Adopted Budget	YTD	Jun
OPERATING EXPENSES				
<i>Salaries and Wages</i>	\$148,000.00	\$153,000.00	\$72,346.20	\$12,250.00
<i>Other Employee Benefits</i>	\$15,000.00	\$10,000.00	\$5,189.78	\$869.73
- DBL	\$4,000.00		\$28.80	\$4.80
- Other Benefits	\$0.00		\$316.00	\$62.60
- FICA	\$4,800.00		\$5,534.58	\$937.13
- SUTA	\$2,152.00		\$0.00	\$0.00
- Payroll Service	\$6,000.00		\$5,040.78	\$107.33
- Interns				
<i>Subtotal Salary and Benefits</i>	\$179,952.00	\$163,000.00	\$77,535.98	\$13,119.73
<i>Professional Service Contracts</i>	\$45,500.00	\$53,500.00	\$73,557.36	\$16,978.05
- Paperkite Creations			\$26,455.55	\$9,622.22
- 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	\$8,151.31	\$3,480.83
- 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	\$4,000.00	
- 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	
- Keystone Associates	\$0.00		\$0.00	
- MRB Group	\$0.00		\$16,500.00	\$3,875.00
- CRBE Real Estate Appraisal	\$0.00		\$0.00	

	2021 Adopted Budget	2022 Adopted Budget	YTD	Jun
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	\$1,510.00	\$1,510.00
Supplies and Materials	\$5,000.00	\$5,000.00	\$2,287.15	\$471.89
- Office Cleaning				
- Office Supplies				\$471.89
Computer, Phones, Copier	\$10,000.00	\$10,000.00	\$4,733.15	\$619.46
- Copy Machine - Monthly Paper Fee				\$29.52
- Copier Finance Charge				\$167.25
- Data/Wifi/Internet: Spectrum				329.94
- Data/Wifi/Internet: ISD				\$73.75
- Otsego Telephone				
- Software Updates				\$19.00
Leased Office Space	\$57,540.04	\$57,540.04	\$24,700.02	\$4,116.67
Travel, Lodge, Meals	\$1,500.00	\$1,500.00	\$845.00	
Insurance	\$26,000.00	\$38,766.65	\$33,742.51	\$4,971.05
- Property Insurance				
- Non-Profit PA				\$4,406.40
- NYFIF				
- Non-Profit Umbrella				564.65
- Disability Benefits				
- Workers Comp				
Utilities and Maintenance	\$25,000.00	\$25,000.00	\$5,420.71	\$1,247.47
- Incubator/Siemens (Hale Trans) Electric				
- Incubator/Siemens (Hale Trans) Gas				
- Accruals (Hale Trans)				
- Oneonta Business Park				\$80.11
- 189 Main Street				\$409.86
- Soccer Field Maintenance/Richfield WS	\$2,400,000.00			
- Pony Farm Grass Mowing				\$757.50
- General Maintenance				

	2021 Adopted Budget	2022 Adopted Budget	YTD	Jun
Filing, Payroll Services, Misc.	\$500.00	\$500.00	\$7,554.61	\$7,285.38
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	\$232,566.99	\$50,319.70
NET	\$239,694.99	\$59,612.31	\$60,882.22	\$50,420.89