

**Audit & Finance Committee Meeting
September 15th, 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 August 11th Audit & Finance Committee Minutes
3. Payment of Bills
4. Review of Financials
5. New and Unfinished Business
 - Enviro Energy

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

**AUDIT & FINANCE COMMITTEE
AUGUST 11TH, 2022
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:00am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members were given the option to attend in-person or virtually (v). Members present included:

Jeffrey Lord (v)
Cheryl Robinson
Tom Armao

David Rowley
Craig Gelbsman (v)**
Andrew Marietta (v)*

Also, in attendance:

STAFF

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

*arrived after start of meeting.

**departed before end of meeting.

CHAIR'S COMMENTS

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

MEETING MINUTES

J. Lord requested a motion to approve the meeting minutes from the July 14th Audit & Finance Committee meeting. Members were given the draft minutes prior to the meeting for review. There not being a quorum at the start of the meeting, members waited until C. Gelbsman arrived prior to voting on the minutes. There being no corrections, D. Rowley made a motion to approve the meeting minutes. C. Robinson seconded the motion, and it was approved by remaining members.

PAYMENT OF BILLS

J. Lord reviewed the bills and deposits made since the July Board meeting. Committee members received a report of the expenses and deposits prior to the meeting to review. D. Rowley questioned a payment to Controlled Tree Cut for tree removal on 9 Shaffer Ave. in the City of Oneonta. M. Marino explained that this property borders the rail yards and that branches fell on the resident's fence during a storm. This has happened in the past to the same fence. J. Lord asked if Controlled Tree Cut noticed other limbs that needed to come down to avoid this happening again. M. Marino reminded the board that the first time they went to the house they advised that three trees should come down at a cost of \$6,000. She advised that she could get further estimates. J. Lord had a question about a \$585 payment to Fyr-Fyter for 24hr. alarm monitoring at 139 Commerce Road. He asked if this was an annual fee and M. Marino confirmed that it is. J. Lord also asked about a \$200 payment to Upstate Leadership for sponsorship for the TedXOneonta event. M. Marino advised that we have sponsored this even for the last few years.

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

REVIEW OF FINANCIALS

J. Zakrevsky reviewed his YTD budget for the committee. C. Robinson had a question on the formatting of the budget. Under the "YTD" column it shows that \$103,181.78 has been brought in for charge of services, however, it doesn't show where that money came from on the line items. She asked for this to be updated to see what is outstanding before year end. She also asked if J. Zakrevsky has any concerns with the budget or current revenue stream. J. Zakrevsky advised that he feels good about this year, as the agency is still waiting on \$150,000 reimbursement from Empire State Development and \$75,000 for this year's appropriation from the County. D. Rowley asked about the potential PILOT for the Hartwick College solar panel project and if that would be moving forward. J. Zakrevsky advised that there had been discussions with the company about the PILOT, but after changes were made to the state law regarding solar, there was an issue between the company's attorneys and the construction company. As of February, 2022, J. Zakrevsky has not heard from the company on this PILOT, but advised that the Hartwick College consultant he was working with claims that the college is moving forward with the project. D. Rowley asked if the solar project would have a positive impact on the 2023 budget. J. Zakrevsky advised that he has not included any potential solar projects in the 2023 project, but if the Hartwick College project, or other solar projects, moved forward, it would be great for the 2023 budget.

NEW AND UNFINISHED BUSINESS

- **2023 IDA Budget** – J. Zakrevsky advised that he has begun work on the 2023 budget for the IDA which, as of now, shows a deficit of about \$60,000. He reminded the board that he has requested an increased appropriation from the County for next year, which could fill that gap. A. Marietta suggested presenting the deficit to the County's IGA Committee and, ultimately, to the County board, so that it's clear to the County that an increased appropriation would help the budget. He advised that he hasn't been able to get a sense from other county board members what their feelings are on the increased allotment request. D. Rowley suggested that IDA board members attend the IGA and County Board meetings to help J. Zakrevsky make his case. J. Lord cautioned against going into the County Board meeting and presenting a budget that shows a deficit, because you don't want to set a precedent that, moving forward, the County Board might want to base

their yearly allocation on the performance of the agency's budget. It would be more beneficial to the agency to have a pre-determined amount no matter if the budget is in the positive or the negative.

- **IDA Business Parks** – The conversation on the 2023 budget led T. Armao to bring up best practices for the IDA's business parks and if the agency can do an analysis on where the parks stand amongst competing parks – what are our advantages and weaknesses. He noted the limits of our gas and electric supply, but he also noted our hospitals, interstates, and airports. He asked about the advantages/weakness of other IDA parks and if there is an industry that we're better equipped to compete for. C. Robinson expressed understanding T. Armao's thoughts but asked how one would compare when it's never "apples to apples" when it comes to resources. She also recalled an assessment done through strategic planning, prior to J. Zakrevsky as CEO, that noted the assets and resources of the IDA's parks, and questioned if there had been any comparison in that plan. J. Zakrevsky advised that T. Armao brought this issue to him several days ago and he had begun working on a list of the disadvantages of the parks. C. Robinson suggested focusing on what our parks do have and targeting industries looking for those needs. The conversation went back to the County budget, when J. Zakrevsky advised that the funding the IDA is requested from the County is for the IDA's operating budget and will have nothing to do with making the business parks competitive. C. Gelbsman added that what we're currently doing isn't working and that the IDA needs to change its way of reaching out to people and that staff needs to be more aggressive in their approach to find businesses to fill the parks. He also suggested hiring real estate agents to help bring in businesses to fill vacant properties. C. Robinson noted that with a board of this caliber and experience level, everyone comes with different strategies and approaches and, ultimately, it comes down to J. Zakrevsky to provide the vision and the plan.

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 8:39am for the following reasons: To discuss the financial history of an outstanding loan with the agency. T. Armao seconded the motion, and it was approved by all committee members present. The committee entered executive session at 8:39am.

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 9:01am.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 9:02am.

UPCOMING MEETING SCHEDULE

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

COIDA DEPOSITS 8/25/2022 - 9/15/2022			
Vendor	Amount	Date of Deposit	Notes
James R. Stevenson	\$500.00	7-Sep	september '22 rent
Southern Tier 8	\$100.00	7-Sep	september '22 rent
Burr Truck	\$4,295	7-Sep	september '22 rent
CADE	\$1,050.00	7-Sep	september '22 rent
Cooperstown Center	\$50,000.00	26-Aug	2022 PILOT admin fees
Cooperstown Center	\$81,849.09	26-Aug	PILOT payment to taxing entities
Corning	\$7,791.18	24-Aug	2022 PILOT admin fees - proj. #1
Corning	\$6,000.00	24-Aug	2022 PILOT admin fees - proj. #3
Northern Eagle Beverage	\$3,850.00	24-Aug	2022 PILOT admin fees
TOTAL (not including Cooperstown Center tax payment)	\$73,586.18		

COIDA EXPENSES**8/25/2022 - 9/15/2022**

Vendor	Amount Due	Due Date	Reimbursable?	Notes
Barton & Loguidice	\$346.50			eda grant admin servicesw
BST	\$90.16			july reimburseable expenses
BST	\$1,100			sept. accounting fees
Ed & Ed	\$35.92			copies/prints
Edie Halstead	\$425.00			may/june office cleaning
First Bankcard	\$45.95	25-Sep		postage/gotomeeting
Fox Hollow Nursery	\$395.00			aug. mowing
Hummel's	\$413.96		\$389.99	filing cabinet/office supplies
NYSEG	\$723.44	24-Sep		189 main utilities
Spectrum	\$40.58	24-Sep		cade phonelines
Cooperstown SD	\$65,037.29		\$65,037.29	Cooperstown Center '22 tax payment
Otsego County	\$13,840.68		\$13,840.68	Cooperstown Center '22 tax payment
Town of Otsego	\$2,971.12		\$2,971.12	Cooperstown Center '22 tax payment
COIDA TOTAL	\$3,616.51			
Cooperstown Center Tax Payment	\$81,849.09			

2022 COIDA Draft Budget				
Revised Projections				
Revenues	2021 Year's End	2022 Adopted Budget	YTD	Aug
Operating Revenues				
Charges for Services (PILOTs)	\$273,178.14	\$73,344.00	\$170,822.96	\$67,641.18
- Manor	\$50,000.00	\$50,000.00		\$50,000.00
- Advanced Bio-Tech	\$50,396.30	\$3,500.00		
- Northern Eagle	\$3,850.00	\$3,850.00		\$3,850.00
- Skyline Hospitalities				
- Hillside	\$1,500.00	\$1,500.00		
- Corning	\$7,791.00	\$7,791.00		\$7,791.18
- Corning Solar				
- Corning Phase III Expansion	\$147,253.84	\$6,000.00		\$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				
Rental and Financing Income	\$124,700.00	\$134,220.00	\$90,310.00	\$11,295.00
- IOXUS	\$60,000.00	\$60,000.00	\$40,000.00	\$5,000.00
- Burr Trucking	\$42,950.00	\$51,540.00	\$34,360.00	\$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	\$6,750.00	\$750.00
- Southern Tier 8	\$1,200.00	\$1,200.00	\$800.00	\$200.00
- C.A.D.E.	\$11,550.00	\$12,480.00	\$8,400.00	\$1,050.00
- OCCRC				
Sub-Total Rentals				
Other Operating Revenue	\$913.37	\$1,200.00	\$29.70	\$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	\$261,162.66	\$78,936.18

	2021 Year's End	2022 Adopted Budget	YTD	Aug
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	\$261,719.18	\$78,936.18

2022 COIDA Budget				
	2021 Adopted Budget	2022 Adopted Budget	YTD	Aug
OPERATING EXPENSES				
<i>Salaries and Wages</i>	\$148,000.00	\$153,000.00	\$96,846.20	\$12,250.00
<i>Other Employee Benefits</i>	\$15,000.00	\$10,000.00	\$6,929.24	\$869.73
- DBL	\$4,000.00		\$38.40	\$4.80
- Other Benefits	\$0.00		\$441.20	\$62.60
- FICA	\$4,800.00		\$7,408.84	\$937.13
- SUTA	\$2,152.00		\$0.00	\$0.00
- Payroll Service	\$6,000.00		\$5,255.44	\$107.33
- Interns				
<i>Subtotal Salary and Benefits</i>	\$179,952.00	\$163,000.00	\$103,775.44	\$13,119.73
<i>Professional Service Contracts</i>	\$45,500.00	\$53,500.00	\$74,200.86	
- Paperkite Creations			\$26,455.55	
- 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	\$9,341.47	\$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	\$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		\$3,440.50	\$346.50
- Keystone Associates	\$0.00		\$0.00	
- MRB Group	\$0.00		\$16,500.00	
- CRBE Real Estate Appraisal	\$0.00		\$0.00	

	2021 Adopted Budget	2022 Adopted Budget	YTD	Aug
Advertising and Marketing	\$51,000.00	\$51,000.00	\$880.50	\$200.00
- Chamber of Commerce				
- Prolifiq/Memberships				\$200.00
- Sweet Home Productions				
- Marketing	\$50,000.00	\$50,000.00		
Conference, Meetings	\$1,000.00	\$1,000.00	\$1,976.00	
Supplies and Materials	\$5,000.00	\$5,000.00	\$2,528.13	\$0.00
- Office Cleaning				
- Office Supplies				
Computer, Phones, Copier	\$10,000.00	\$10,000.00	\$6,021.86	\$672.03
- Copy Machine - Monthly Paper Fee				\$75.75
- Copier Finance Charge				\$167.25
- Data/Wifi/Internet: Spectrum				334.28
- Data/Wifi/Internet: ISD				\$73.75
- Otsego Telephone				
- Software Updates				\$19.00
Leased Office Space	\$57,540.04	\$57,540.04	\$32,933.36	\$0.00
Travel, Lodge, Meals	\$1,500.00	\$1,500.00	\$845.00	
Insurance	\$26,000.00	\$38,766.65	\$33,796.79	
- Property Insurance				
- Non-Profit PA				
- NYFIF				
- Non-Profit Umbrella				
- Disability Benefits				
- Workmans Comp				
Utilities and Maintenance	\$25,000.00	\$25,000.00	\$9,359.69	\$2,793.69
- Incubator/Siemens (Hale Trans) Electric				
- Incubator/Siemens (Hale Trans) Gas				
- Accruals (Hale Trans)				\$585.00
- Oneonta Business Park				\$61.37
- 189 Main Street				\$712.32
- Soccer Field Maintenance/Richfield WS	\$2,400,000.00			
- Pony Farm Grass Mowing				\$285.00
- General Maintenance				\$1,150.00

	2021 Adopted Budget	2022 Adopted Budget	YTD	Aug
Filing, Payroll Services, Misc.	\$500.00	\$500.00	\$7,768.43	
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	\$260,772.34	\$16,785.45
NET	\$239,694.99	\$59,612.31	\$946.84	\$62,150.73