

**Audit & Finance Committee Meeting
November 10th, 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 October 13th Audit & Finance Committee Minutes
3. Payment of Bills
4. Review of Financials
5. New and Unfinished Business

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

**AUDIT & FINANCE COMMITTEE
OCTOBER 13TH, 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 present included:

Craig Gelbsman
Jeffery Joyner
Cheryl Robinson (v)
James Seward

Andrew Marietta
David Rowley
Tom Armao

Also, in attendance:

STAFF

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

(v) – virtual. Members attending the meeting virtually are not counted towards a quorum and not eligible to vote on items.

CHAIR'S COMMENTS

J. Lord, Chair of the Audit & Finance Committee, was absent from the meeting. As such, C. Gelbsman, Vice Chair, welcomed members and staff and moved immediately into the agenda.

MEETING MINUTES

C. Gelbsman requested a motion to approve the meeting minutes from the September 15th 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

M. Marino reviewed the bills and deposits made since the September committee meetings. Committee members received a report of the expenses and deposits prior to the meeting to review. T. Armao had a

housekeeping note regarding the totals that were presented on the deposits log that M. Marino agreed to fix for the reports. J. Seward confirmed that James Stevenson was the new tenant in the office.

J. Joyner made a motion to pay the expenses listed before the committee. T. Armao seconded the motion, and it was approved by remaining members present through a voice vote.

REVIEW OF FINANCIALS

J. Zakrevsky reviewed his YTD budget for the committee. He also reviewed the CFO's reports for the month of September. He noted that revenue was down for the month of September, but he spoke with the County Treasurer this week and the check for the agency's appropriation of \$75,000 should be delivered this week. D. Rowley also noted that at the last County board meeting the County voted to appropriate another \$200,000 of ARPA funds for the 2023 budget. J. Seward confirmed that the \$200,000 was in addition to the \$75,000 that the agency already gets annually. J. Zakrevsky advised that he had asked the Treasurer to check with their consultants on what the \$200,000 of ARPA funds could be spent on and if there were any restrictions for the funds. Their consultants advised that since the agency lost over \$200,000 during the COVID-19 pandemic, mainly the loss of the sale of property to the Halal meat-processing company, the agency can use those funds towards general operating support.

NEW AND UNFINISHED BUSINESS

- **Draft IDA/CRC/LDC 2023 Budgets** – J. Zakrevsky provided members with copies of the draft budgets for the three agencies; the IDA, the CRC, and the LDC. Budgets need to be provided to the ABO at the end of October, so they will be approved by the board at the October board meeting. The CRC and LDC budgets are straight forward, as there isn't much activity in either agency. The most significant item in the CRC budget is the income of approximately \$42,000 which comes in from the bond administrative fees, but is then paid out to the IDA, as the IDA staff is administering those bonds on behalf of the CRC. J. Zakrevsky provided members with the standard ABO budgets for the IDA, but he also included a more detailed budget breakdown for members to review. J. Zakrevsky reviewed specific parts of the IDA budget and answered questions for members, mainly about the budgeted salary and work requirements of the Marketing Director for the Innovation Center.
- **IOXUS** – J. Zakrevsky received a call from Chad Hall at IOXUS regarding a wall at the back of the building that needs to be fixed. IOXUS has received one estimate for the repairs from Eastman Construction for approximately \$8,900 to fix the wall. Chad requested that the IDA pay for the repairs even though the lease agreement between the IDA and IOXUS specifies that the tenant is to take care of such repairs. J. Zakrevsky advised that should the board decide to pay for the repairs, we would be required to get two more estimates to complete the work. T. Armao suggested that should the IDA not pay for the work and IOXUS decides not to pay to have the wall fixed, it could degrade the condition even more and make for a more expensive fix later. C. Robinson argued that since the building belongs to the IDA, it should ultimately be our responsibility to take care of the issue. Members agreed to get two more quotes for the work. C. Gelbsman requested two more quotes with full descriptions of work and little exclusions.

ADJOURNMENT

There being no further business to discuss, C. Gelbsman made a motion to adjourn the Audit & Finance committee meeting at 8:35am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is November 10th at 8:00am.

DRAFT

COIDA EXPENSES
10/27/2022 - 11/9/2022

Vendor	Amount Due	Due Date	Reimbursable?	Notes
Ed & Ed	\$28.54			copies/prints
Edie Halstead	\$442.00			jul/aug office cleaning
First Bankcard	\$19.00	25-Nov		gotomeeting monthly
Great America	\$174.83	25-Nov		copier agreement
ISD	\$285.00			laptop installation
ISD	\$75.00			microsoft monthly email exchange
NYSEG	\$104.41	25-Nov		pony farm utilities
NYSEG	\$261.18	23-Nov		189 main utilities
Otsego Co. Chamber	\$200.00			2023 membership

COIDA TOTAL \$1,589.96

COIDA DEPOSITS
10/27/2022 - 11/9/2022

Vendor	Amount	Date of Deposit	Notes
IOXUS	\$5,000.00	7-Nov	nov. '22 rent
Southern Tier 8	\$100.00	7-Nov	nov. '22 rent
Burr Truck	\$4,295.00	7-Nov	nov. '22 rent
James Stevenson	\$500.00	3-Nov	nov. '22 rent
CADE	\$1,050.00	3-Nov	nov. '22 rent
TOTAL	\$10,945.00		

County of Otsego Industrial Development Agency
Profit and Loss by Month
Oct 2022 & YTD thru Oct 22 vs YTD Thru Oct 21

	Oct, 2022	Jan - Oct, 2022	Jan - Oct, 2021 (PY)	Change
Income				
9800100 Interest Income - Note Rec		90.04	462.41	-372.37
9800105 Interest Income - Bank Accts	4.40	94.33	162.87	-68.54
9800110 Interest Income - CDs			1,082.08	-1,082.08
9800200 Other Revenue			124.43	-124.43
9800210 Bad Debt Recoveries		45,953.25		45,953.25
9800260 Administrative Fees	75,000.00	91,465.50	256,602.34	-165,136.84
9800400 Grants			157,538.48	-157,538.48
9800401 Municipal Grants		34,607.50		34,607.50
9800402 State Grants		521.18		521.18
9800506 PILOT Fee -- Annual		158,669.96	63,737.50	94,932.46
9807500 Rents	16,695.00	112,950.00	103,360.00	9,590.00
Total Income	\$ 91,699.40	\$ 444,351.76	\$ 583,070.11	-\$ 138,718.35
Expenses				
5220100 Marketing & Promotion			3,500.00	-3,500.00
5220101 Advertising		202.50	25.00	177.50
5220102 Legal Ads		897.28	645.07	252.21
5220106 Sponsorships		5,200.00	5,000.00	200.00
5220200 Office Supplies & Expense	277.35	5,383.90	5,443.09	-59.19
5220205 Computer/Systems	422.75	5,085.58	6,044.43	-958.85
5220210 Leased Office Space	8,233.34	41,166.70	41,166.70	0.00
5220211 Utilities	929.33	7,826.45	9,221.08	-1,394.63
5220220 Telephone		520.58	480.00	40.58
5220301 Travel / Lodging / Meals			71.48	-71.48
5220303 Conferences/Meetings		1,821.00	812.78	1,008.22
5220400 Insurance		46,213.84	32,171.56	14,042.28
5220460 Wages and Salaries	12,250.00	126,146.40	121,492.37	4,654.03
5220462 SUTA	0.00	503.99	472.45	31.54
5220463 FICA	937.13	9,830.25	9,447.43	382.82
5220465 DBL	-4.80	-50.40	-50.40	0.00
5220466 Payroll Service	124.02	1,322.84	1,226.35	96.49
5220501 Professional Fees	37,675.15	105,592.73	53,187.31	52,405.42
5220559 General Maintenance	1,785.00	4,822.00	6,027.83	-1,205.83
5220700 Interest Expense			48.83	-48.83
5220950 Grants and Eco. Dev Expense		35,267.00	151,538.00	-116,271.00
5221100 Depreciation	7,531.14	75,311.40	75,311.40	0.00
5222222 Benefits	-32.39	-626.35	-575.64	-50.71
5222450 Memberships/Dues/Subscriptions		12,478.00	10,478.00	2,000.00
5222500 Other Expenses		80.00	61.00	19.00
5222550 Filing/Recording/Search fees		713.36	271.18	442.18
Total Expenses	\$ 70,128.02	\$ 485,709.05	\$ 533,517.30	-\$ 47,808.25
Net Operating Income	\$ 21,571.38	-\$ 41,357.29	\$ 49,552.81	-\$ 90,910.10
Net Income	\$ 21,571.38	-\$ 41,357.29	\$ 49,552.81	-\$ 90,910.10

County of Otsego Industrial Development Agency
Balance Sheet
Oct 2022 vs Oct 2021

	31-Oct-22	Oct 31, 2021 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
2000000 Community Bank Checking	489,655.10	416,813.27	72,841.83
2000001 Petty Cash	100.00	100.00	0.00
2000010 Community Bank - Security Dep.	15,055.45	15,053.45	2.00
2020000 Community Bank CD	360,741.02	360,741.02	0.00
2051000 NBT Money Market	233,153.46	233,066.28	87.18
2051050 Community Bank Money Market	4,025.48	4,025.22	0.26
Total Bank Accounts	\$ 1,102,730.51	\$ 1,029,799.24	\$ 72,931.27
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	185,978.84	249,239.70	-63,260.86
6080000 Reserve for Bad Debt	-185,978.84	-231,932.09	45,953.25
Total Other Current Assets	\$ 150,000.00	\$ 167,307.61	-\$ 17,307.61
Total Current Assets	\$ 1,258,730.51	\$ 1,203,106.85	\$ 55,623.66
Fixed Assets			
1010101 Land -- Pony Farm	465,794.69	465,794.69	0.00
1010103 Land - Richfield	82,926.80	82,926.80	0.00
1010110 Land - Soccer Hall Property	681,190.00	681,190.00	0.00
1010120 Building - Soccer Hall of Fame	1,649,608.91	1,649,608.91	0.00
1010125 Improvements - Soccer Property	11,300.00	11,300.00	0.00
1020000 Siemens Building (original)	572,706.52	572,706.52	0.00
1030101 Imprvmnts PF 1990 to 2006	550,485.70	550,485.70	0.00
1030102 Imprvmnts - PF - Rail Siding	226,056.85	226,056.85	0.00
1030103 Improvements - Siemens 2000	55,297.30	55,297.30	0.00
1030105 Improvements - Leased Office	1,476.60	1,476.60	0.00
1030200 Imprvmnts RS 2001 to 2004	154,416.48	154,416.48	0.00
1030300 Improvements - Siemens 2006	93,772.00	93,772.00	0.00
1040000 Machinery & Equipment	105,491.89	105,491.89	0.00
1040010 Furniture & Fixtures	44,312.82	44,312.82	0.00
1050146 Engineering - RS 2006	4,644.60	4,644.60	0.00
1120000 Accum Deprec - Bldg	-471,352.13	-429,349.01	-42,003.12
1150000 Accum Dep - Incubator	-510,581.71	-488,429.59	-22,152.12
1160000 Accum Deprec- Office Equip	-178,935.08	-152,716.64	-26,218.44
Total Fixed Assets	\$ 3,538,612.24	\$ 3,628,985.92	-\$ 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	\$ 4,798,733.29	\$ 4,833,483.31	-\$ 34,750.02

LIABILITIES AND EQUITY

Liabilities					
Current Liabilities					
Accounts Payable					
6000000 Accounts Payable	0.00		452.26		-452.26
Total Accounts Payable	\$ 0.00	\$	452.26	-\$	452.26
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	\$ 15,035.14	\$	15,487.40	-\$	452.26
Total Liabilities	\$ 15,035.14	\$	15,487.40	-\$	452.26
Equity					
32000 Retained Earnings	57,017.44		405.10		56,612.34
9090000 Fund Balance	4,768,038.00		4,768,038.00		0.00
Net Income	-41,357.29		49,552.81		-90,910.10
Total Equity	\$ 4,783,698.15	\$	4,817,995.91	-\$	34,297.76
TOTAL LIABILITIES AND EQUITY	\$ 4,798,733.29	\$	4,833,483.31	-\$	34,750.02

2022 COIDA Draft Budget				
Revised Projections				
Revenues	2021 Year's End	2022 Adopted Budget	YTD	Oct
Operating Revenues				
Charges for Services (PILOTs)	\$273,178.14	\$73,344.00	\$172,322.96	\$0.00
- Manor	\$50,000.00	\$50,000.00	\$50,000.00	
- Advanced Bio-Tech	\$50,396.30	\$3,500.00	\$0.00	
- Northern Eagle	\$3,850.00	\$3,850.00	\$3,850.00	
- Skyline Hospitalities			\$0.00	
- Hillside	\$1,500.00	\$1,500.00	\$1,500.00	
- Corning	\$7,791.00	\$7,791.00	\$7,791.18	
- Corning Solar			\$0.00	
- Corning Phase III Expansion	\$147,253.84	\$6,000.00	\$6,000.00	
- Simple Integrity, LLC			\$11,342.50	
- Heritage House	\$9,887.00	\$0.00	\$0.00	
- Klugo	\$2,500.00	\$703.00	\$2,110.50	
- Springbrook		\$4,607.00	\$89,528.78	
- Hickey Softball Fields				
Rental and Financing Income	\$124,700.00	\$134,220.00	\$117,950.00	\$16,695.00
- IOXUS	\$60,000.00	\$60,000.00	\$55,000.00	\$10,000.00
- Burr Trucking	\$42,950.00	\$51,540.00	\$42,950.00	\$4,295.00
- Int. Food & Policy Research Institute			\$1,000.00	\$500.00
- Chamber of Commerce	\$0.00	\$0.00	\$0.00	
- Training Room Rental/Congressman	\$9,000.00	\$9,000.00	\$7,500.00	\$750.00
- Southern Tier 8	\$1,200.00	\$1,200.00	\$1,000.00	\$100.00
- C.A.D.E.	\$11,550.00	\$12,480.00	\$10,500.00	\$1,050.00
- OCCRC				
Sub-Total Rentals				
Other Operating Revenue	\$913.37	\$1,200.00	\$29.70	\$75,000.00
Administrative Fees			\$0.00	
Other Operating Revenue - Misc. Pilots	\$0.00	\$0.00	\$0.00	
Bank Interest			\$12.89	
Bad Debt Recovery/Bank Interest			\$16.81	
Otsego County Appropriation	\$63,750.00	\$63,750.00	\$75,000.00	75000
Operating Revenues	\$462,541.51	\$272,514.00	\$365,302.66	\$91,695.00

	2021 Year's End	2022 Adopted Budget	YTD	Oct
Non-Operating Revenues			\$556.52	
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	\$365,859.18	\$91,695.00

2022 COIDA Budget				
	2021 Adopted Budget	2022 Adopted Budget	YTD	Oct
OPERATING EXPENSES				
<i>Salaries and Wages</i>	\$148,000.00	\$153,000.00	\$121,596.20	\$12,500.00
<i>Other Employee Benefits</i>	\$15,000.00	\$10,000.00	\$8,668.70	\$869.73
- DBL	\$4,000.00		\$48.00	\$4.80
- Other Benefits	\$0.00		\$503.80	
- FICA	\$4,800.00		\$9,302.23	\$956.26
- SUTA	\$2,152.00		\$0.00	\$0.00
- Payroll Service	\$6,000.00		\$5,462.31	\$99.54
- Interns				
<i>Subtotal Salary and Benefits</i>	\$179,952.00	\$163,000.00	\$130,264.90	\$13,369.73
<i>Professional Service Contracts</i>	\$45,500.00	\$53,500.00	\$114,949.83	\$37,675.15
- Paperkite Creations			\$42,455.55	\$16,000.00
- 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	\$10,532.13	
- 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		\$3,787.00	
- Keystone Associates	\$0.00		\$21,675.15	\$21,675.15
- MRB Group	\$0.00		\$16,500.00	
- CRBE Real Estate Appraisal	\$0.00		\$0.00	

	2021 Adopted Budget	2022 Adopted Budget	YTD	Oct
Advertising and Marketing	\$51,000.00	\$51,000.00	\$880.50	\$0.00
- Chamber of Commerce			\$478.00	
- Prolifiq/Memberships			\$200.00	
- Sweet Home Productions			\$202.50	
- Marketing	\$50,000.00	\$50,000.00	\$0.00	
Conference, Meetings	\$1,000.00	\$1,000.00	\$1,976.00	
Supplies and Materials	\$5,000.00	\$5,000.00	\$3,454.82	\$60.78
- Office Cleaning			\$1,495.35	
- Office Supplies			\$1,959.47	\$60.78
Computer, Phones, Copier	\$10,000.00	\$10,000.00	\$7,313.89	\$523.77
- Copy Machine - Monthly Paper Fee			\$555.26	
- Copier Finance Charge			\$1,616.91	\$174.83
- Data/Wifi/Internet: Spectrum			\$3,303.68	329.94
- Data/Wifi/Internet: ISD			\$1,979.37	\$363.75
- Otsego Telephone			\$499.00	
- Software Updates			\$95.00	\$19.00
Leased Office Space	\$57,540.04	\$57,540.04	\$41,166.70	\$8,233.34
Travel, Lodge, Meals	\$1,500.00	\$1,500.00	\$845.00	
Insurance	\$26,000.00	\$38,766.65	\$33,796.79	\$0.00
- Property Insurance			\$8,734.40	
- Non-Profit PA			\$21,127.85	
- NYFIF			\$697.44	
- Non-Profit Umbrella			\$2,057.05	
- Disability Benefits			\$738.77	
- Workman's Comp			\$441.28	
Utilities and Maintenance	\$25,000.00	\$25,000.00	\$11,197.51	\$639.38
- Incubator/Siemens (Hale Trans) Electric			\$0.00	
- Incubator/Siemens (Hale Trans) Gas			\$0.00	
- Accruals (Hale Trans)			\$585.00	
- Oneonta Business Park			\$832.78	\$184.37
- 189 Main Street			\$5,448.72	\$455.01
- Soccer Field Maintenance/Richfield WS	\$2,400,000.00		\$0.00	
- Pony Farm Grass Mowing			\$2,589.76	
- General Maintenance			\$1,741.25	

	2021 Adopted Budget	2022 Adopted Budget	YTD	Oct
Filing, Payroll Services, Misc.	\$500.00	\$500.00	\$8,019.39	
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	\$380,420.78	\$60,502.15
NET	\$239,694.99	\$59,612.31	\$14,561.60	\$31,192.85