

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

**AUDIT & FINANCE COMMITTEE
FEBRUARY 7TH, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:11am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Cheryl Robinson (v)
David Rowley
James Seward
Andrew Marietta

Patricia Kennedy
Tom Armao
Craig Gelbsman
Jeffrey Joyner

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**
Gina Gardner, **Marketing Coordinator**
Nasim Vargha, **Administrative Assistant**
Kurt Shulte, **Agency Council (v)**

(v) – virtual

CHAIR'S COMMENTS

J. Lord, Chair of the Audit & Finance Committee was absent from the meeting. Vice Chair, C. Gelbsman, moved immediately into the agenda.

MEETING MINUTES

C. Gelbsman requested a motion to approve the meeting minutes from the January 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. Seward seconded the motion, and it was approved by remaining members.

PAYMENT OF BILLS

M. Marino reviewed the bills and deposits made since the January Audit & Finance committee meeting. Committee members received a report of the expenses and deposits prior to the meeting to review. Most

of the bills presented were normal operating expenses for the agency. M. Marino noted that BST has increased their rates by \$110/monthly for 2023. She also explained that G. Gardner would be attending Leadership Otsego and that the bill is under Otsego County Chamber. M. Marino further noted that The Daily Star was paid to put out a legal notice for the public hearing regarding the Remote Access Policy.

J. Joyner made a motion to approve the payment of bills. D. Rowley seconded the motion, and it was approved by the remaining members.

REVIEW OF FINANCIALS

J. Zakrevsky reviewed the financials and stated that January is normally one of the more expensive months for the IDA. Other than that, there was nothing out of the ordinary.

NEW AND UNFINISHED BUSINESS

189 Main Street Lease Renewal – C. Gelbsman asked when the lease was up, and J. Zakrevsky replied that the lease was up at the end of December 2022. C. Gelbsman questioned if the topic was meant for executive session, but J. Zakrevsky replied that he was only going to reference the topic so the conversation could be in open session. J. Zakrevsky said that he had sent a draft of the new lease to Jeffrey Lord, but had not heard back from him yet. J. Zakrevsky explained that he is proposing that the rent would be the same for the first year because that is what had been budgeted for. He noted that the rent would likely increase next year by about 5% and would carry like that for two years. After that he is looking for two more years at a 2.4% increase. C. Gelbsman asked if that was J. Zakrevsky's proposal and J. Zakrevsky said that it was. D. Rowley asked if it was a 5 year lease, and J. Zakrevsky replied that it would be a 7 year lease with an option to give 60 days notice. T. Armao noted that the landlord usually submits a lease to the board to go over and decide on, but J. Zakrevsky had taken on more of the responsibility. D. Rowley asked about the sale of the 189 Main Street building, and J. Zakrevsky replied that there was a potential buyer who toured the building this month and it raises the concern of the rent going up if the building is sold. J. Zakrevsky advised that when he has a draft lease, that has been reviewed by the owner of the building, he will send it to the Audit & Finance Committee for discussion.

Retirement Plan – J. Zakrevsky explained that he had begun to compare cost of the NYS Retirement System plan and an IRA account. He mentioned that he met with a financial investor, who works on the third floor of our building, who made proposals for two other options that now need to be compared. J. Zakrevsky explained that it was difficult to analyze the benefits of each program because it is an investment. He noted that the NYS Retirement Program is more straightforward and guarantees what the employee will receive. D. Rowley pointed out that the NYS Retirement System is guaranteed and is based on final average salary and years' work, and the IRA account is subject to investments going up and down. He asked what the difference in cost was between the two systems and if the IDA would match the cost. J. Zakrevsky asked if he meant the cost to the agency or the cost to the employee, and D. Rowley said both. J. Zakrevsky explained that the cost to the agency for the NYS Retirement System is much higher than an IRA account and the cost to the employee depends on which program is chosen. He noted that he is comparing these options to what other IDAs have done. For example, Broome County IDA is not enrolled in the NYS Retirement System and has an IRA account, where they pay more than the employee. J. Joyner expressed that the chosen program should be extremely flexible and mobile for the employee. He noted that employees do not stay in the same job for very long anymore so flexibility and mobility are important. J. Zakrevsky added that the NYS Retirement System only moves with an employee if they take another municipal or state job, so mobility is limited.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:21am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is March 9th, 2023 at 8:00am.