

Audit & Finance Committee Meeting
March 9th, 2023
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
Gina Gardner, Marketing Coordinator • Nasim Vargha, Administrative Assistant
Joseph Scott, Bond Counsel • Kurt Schulte, Agency Counsel

1. Chairman's Comments
2. Approval of February 7th Audit & Finance Committee Minutes
3. Payment of Bills
4. Review of Financials
5. New and Unfinished Business
 - Community Bank CD Renewal
 - Public Works Enforcement Fund
 - Appraisals for IDA Property

**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 the 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.

DRAFT

COIDA DEPOSITS 2/23/2023 - 3/8/2023			
Vendor	Amount	Date of Deposit	Notes
Burr Trucking	\$4,295	3-Mar	march rent
IOXUS	\$5,000.00	27-Feb	february rent
IOXUS	\$5,000.00	7-Mar	march rent
Southern Tier 8	\$100.00	2-Mar	march rent
ZAED Properties	\$21,627.40	2-Mar	1% administrative fee
ZAED Properties	\$2,307.89	2-Mar	annual fee
TOTAL	\$38,330.29		

COIDA EXPENSES 2/23/2023 - 3/8/2023				
Vendor	Amount Due	Due Date	Reimbursable?	Notes
AmTrust	\$ 123.00	21-Mar		workers' comp. 2022 audited
BST	\$ 1,967.50			february accounting fees
BST	\$ 1,210.00			march accounting fees
The Daily Star	\$ 210.50	15-Mar		ad for bids
Edie Halstead	\$ 340.00			november/december office cleaning
First Bankcard	\$ 2,060.85	25-Mar	Yes- \$1,868 (for new computer and AppleCare)	stamps, sending documents, new computer for Gina Gardner (with AppleCare), Facebook ads, gotomeeting monthly subscription
Great America	\$ 174.83	25-Mar		copier agreement and insurance
Hummel's	\$ 356.80			office supplies
NYSEG HQ	\$ 513.02	24-Mar		189 main st. utilities
NYSEG PF	\$ 100.32	25-Mar		PF street lights
COIDA TOTAL	\$ 7,056.82			

County of Otsego Industrial Development Agency
Balance Sheet
Feb 2023 vs Feb 2022

	Feb-23	Feb 2022 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
2000000 Community Bank Checking	412,069.95	407,245.18	4,824.77
2000001 Petty Cash	100.00	100.00	0.00
2000010 Community Bank - Security Dep.	15,056.97	15,054.70	2.27
2020000 Community Bank CD	361,841.02	360,741.02	1,100.00
2051000 NBT Money Market	233,471.99	233,094.70	377.29
2051050 Community Bank Money Market	4,025.69	4,025.35	0.34
Total Bank Accounts	1,026,565.62	1,020,260.95	6,304.67
Accounts Receivable			
11000 *Accounts Receivable	0.00	34,607.50	(34,607.50)
Total Accounts Receivable	0.00	34,607.50	(34,607.50)
Other Current Assets			
3801000 Unbilled Receivables/Grants	150,000.00	150,000.00	0.00
3950000 Notes Receivable	185,978.84	241,579.48	(55,600.64)
4800103 Prepaid Other	10,116.67	0.00	10,116.67
6080000 Reserve for Bad Debt	(185,978.84)	(231,932.09)	45,953.25
Total Other Current Assets	160,116.67	159,647.39	469.28
Total Current Assets	1,186,682.29	1,214,515.84	(27,833.55)
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
1060000 Copier Lease	8,565.46		8,565.46
1120000 Accum Deprec - Bldg	(485,917.95)	(443,632.44)	(42,285.51)
1150000 Accum Dep - Incubator	(499,211.87)	(486,436.69)	(12,775.18)
1160000 Accum Deprec- Office Equip	(150,188.29)	(143,446.39)	(6,741.90)
Total Fixed Assets	3,572,728.51	3,625,965.64	(53,237.13)
Other Assets			
3830000 Accrued Interest Receivable	0.00	1,390.54	(1,390.54)
Total Other Assets	0.00	1,390.54	(1,390.54)
TOTAL ASSETS	4,759,410.80	4,841,872.02	(82,461.22)

County of Otsego Industrial Development Agency
Profit and Loss
Feb '23 and YTD '23 vs '22

	Feb '23	YTD 2023	YTD 2022 (PY)	Change
Income				
9800100 Interest Income - Note Rec			41.75	(41.75)
9800105 Interest Income - Bank Accts	3.22	7.21	16.96	(9.75)
9800260 Administrative Fees			14,155.00	(14,155.00)
9800401 Municipal Grants			34,607.50	(34,607.50)
9807500 Rents	15,945.00	26,890.00	22,290.00	4,600.00
Total Income	15,948.22	26,897.21	71,111.21	(44,214.00)
Gross Profit	15,948.22	26,897.21	71,111.21	(44,214.00)
Expenses				
5220100 Marketing & Promotion	2,000.00	4,000.00		(4,000.00)
5220101 Advertising			202.50	202.50
5220102 Legal Ads	139.40	139.40	207.50	68.10
5220200 Office Supplies & Expense	356.80	1,316.62	1,390.67	74.05
5220205 Computer/Systems	289.95	1,964.14	1,105.38	(858.76)
5220210 Leased Office Space		4,116.67	8,233.34	4,116.67
5220211 Utilities	806.11	1,601.53	1,370.51	(231.02)
5220220 Telephone	95.00	95.00		(95.00)
5220303 Conferences/Meetings		60.00		(60.00)
5220400 Insurance	5,348.60	20,954.66	18,795.36	(2,159.30)
5220460 Wages and Salaries	17,164.62	28,673.09	22,146.40	(6,526.69)
5220462 SUTA	263.38	585.89	411.10	(174.79)
5220463 FICA	1,313.09	2,488.01	1,874.26	(613.75)
5220465 DBL	-9.60	-18.00	-9.60	8.40
5220466 Payroll Service	117.25	395.84	321.60	(74.24)
5220501 Professional Fees	1,210.00	29,723.00	12,495.91	(17,227.09)
5220559 General Maintenance	110.00	8,310.00	209.50	(8,100.50)
5220950 Grants and Eco. Dev Expense			34,857.50	34,857.50
5221100 Depreciation	7,531.14	15,062.28	15,062.28	0.00
5222222 Benefits	-78.10	-147.99	-125.20	22.79
5222450 Memberships/Dues/Subscriptions			6,478.00	6,478.00
5222550 Filing/Recording/Search fees			4.64	4.64
Total Expenses	\$ 36,657.64	\$ 119,320.14	\$ 125,031.65	5,711.51
Net Operating Income	(20,709.42)	(92,422.93)	(53,920.44)	(38,502.49)
Net Income	(20,709.42)	(92,422.93)	(53,920.44)	(38,502.49)

LIABILITIES AND EQUITY

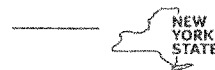
Liabilities

Current Liabilities

Accounts Payable			
6000000 Accounts Payable	2,324.30	34,607.50	(32,283.20)
Total Accounts Payable	2,324.30	34,607.50	(32,283.20)
Other Current Liabilities			
6000010 Security Deposit - IOXUS	15,035.14	15,035.14	0.00
6040000 Copier Lease Liability	8,565.46		8,565.46
Total Other Current Liabilities	23,600.60	15,035.14	8,565.46
Total Current Liabilities	25,924.90	49,642.64	(23,717.74)
Total Liabilities	25,924.90	49,642.64	(23,717.74)

Equity

32000 Retained Earnings	57,870.83	78,111.82	(20,240.99)
9090000 Fund Balance	4,768,038.00	4,768,038.00	0.00
Net Income	(92,422.93)	(53,920.44)	(38,502.49)
Total Equity	4,733,485.90	4,792,229.38	(58,743.48)
TOTAL LIABILITIES AND EQUITY	4,759,410.80	4,841,872.02	(82,461.22)



Otsego County Industrial Development Agency
242 Main Street
ONEONTA NY, 13820

February 2, 2023

RE: Public Work Enforcement Fund

Dear Elizabeth Horvath,

As a State agency or public benefit corporation engaged in certain construction or reconstruction, maintenance or repair contracts, it is your responsibility to contribute to the Public Work Enforcement Fund (PWEF) as established by Chapter 511 of the Laws of 1995 (as amended by Chapter 513 of the Laws of 1997, Chapter 655 of the Laws of 1999, chapter 376 of the Laws of 2003, and Chapter 407 of the Laws of 2005).

This Law requires each State agency or public benefit corporation (e.g. public authority) that enters into a public work contract to pay one tenth (0.1) of one percent (0.01) of the total cost of the contract to this Fund. The full explanation is contained on the accompanying notice.

Please sign and return the affirmation notice attesting to your review of the supplied information and your agency or public benefit corporation's responsibility concerning the Public Work Enforcement Fund.

If your signed notice is not received within 30 days of the date of this letter, your agency or public benefit corporation will be referred to the Office of the State Comptroller for further action

Sincerely,

Shaun McCready
Director
Bureau of Public Work

WE ARE YOUR DOL



Bureau of Public Work

Public Work Enforcement Fund

Notice of Agency/Public Benefit Corporation Responsibility

As a State agency or public benefit corporation engaged in certain construction or reconstruction, maintenance or repair contracts, it is your responsibility to contribute to the Public Work Enforcement Fund (PWEF). This Law requires each State agency or public benefit corporation (e.g. public authority) that enters into a public work contract to pay one tenth (0.1) of one percent (0.01) of the total cost of the contract* to this Fund.

*(Total Cost of Contract x 0.001 = Amount to be paid to Fund)

For contracts which are not approved or administered by the Office of the State Comptroller, monthly reports and payments for deposit into the Public Work Enforcement Fund must be sent to: Department of Labor, Administrative Finance Bureau- PWEF Unit, Building 12, Room 464, State Office Campus, Albany, NY 12226 within 30 days of the end of each month or on a payment schedule mutually agreed upon with DOL.

Reports should contain the following information:


- Name and billing address of State agency or public benefit corporation;
- State agency or public benefit corporation contact and phone number;
- Name and address of contractor receiving the award;
- Contract number and effective dates;
- Contract amount and PWEF assessment charge (if contract amount has been amended, reflect increase or decrease to original contract and the adjustment in the PWEF charge); and
- Brief description of the work to be performed under each contract.

Any questions regarding submission of monthly reports and/or payments should be directed to NYSDOL's Administrative Finance Bureau-PWEF Unit at (518) 485-9730 and any questions regarding Public Work Contracts should be directed to the Bureau of Public Work at (518) 457-5589. Albany, NY 12226

Please sign and return this notice to:

Public Work Enforcement Fund Notice
NYS Department of Labor, Bureau of Public Work
SOBC, Bldg. 12, Rm. 130
Albany, NY 12226

To the best of my knowledge and belief I affirm that for all construction or reconstruction, maintenance or repair contracts let by our agency/public authority, we will adhere to the requirements of the Division of Budget Policy & Reporting Manual, section B-610, regarding the Public Work Enforcement Fund.



Signature

Jody Zakreusky, CEO

Print Name and Title

Otsego County IDA

Agency / Public Authority

3.1.2023

Date

W. Averell Harriman State Office Campus
Building 12, Room 130, Albany, NY 12226
www.labor.ny.gov