

The Mission of Otsego Now is to transform Otsego County's economy so that it can provide a prosperous livelihood for all its residents by attracting and retaining business investment from established and growing firms that will bring high-paying skilled jobs to our community.

COIDA BOARD AGENDA

THURSDAY, MARCH 23RD, 2023

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
 - February 23rd, 2023 – Meeting Minutes
 - March 9th, 2023 – Special Board Meeting Minutes
- REPORT OF THE AUDIT & FINANCE COMMITTEE AND TREASURER
- BILLS AND COMMUNICATIONS
- REPORT OF THE PROJECTS COMMITTEE
- NEW AND UNFINISHED BUSINESS
 - Review and Approve PARIS Reports for Annual Report, Certified Financial Audit, Procurement Report, and Investment Report for the COIDA
 - Review and Approve PARIS Reports for Annual Report, Certified Financial Audit, Procurement Report, and Investment Report for the ORYLDC
 - Accepting Proposal from CBRE, Inc., Valuation & Advisory Group in the amount of \$3,250 per appraisal or \$6,500 for both
 - Authorizing Gina Gardner to attend the international conference on business incubation in Detroit April 23rd through April 26th
 - Approving changes to the Employee's Handbook removing one holiday and adding new sections on vacation, sick time, and personal days
 - Resolution – Authoring signing of third-party Custodian Agreement with NBT Bank, N.A. and The Bank of New York Mellon
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
February 23rd, 2023

MEETING MINUTES

CALL TO ORDER

Chair, C. Robinson, was absent from the meeting. Vice Chair, D. Rowley, called to order the meeting of COIDA at 8:05am. M. Marino conducted roll call and determined there was a quorum. Voting members present included:

David Rowley
Patricia Kennedy
Andrew Marietta*
Craig Gelbsman*

Jeffrey Lord
Tom Armao
James Seward

Absent Board Member(s): Cheryl Robinson, Jeffery Joyner

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Administration**
Gina Gardner, **Marketing Coordinator**
Nasim Vargha **Administrative Assistant**
Joe Scott, **Bond Counsel (t)**

GUESTS

Margaret Burkett, **NYS Dept. of Labor (t)**

(v) – virtual

(t) - telephone

* arrived after start of meeting

CHAIR'S REMARKS

Vice Chair, D. Rowley, welcomed fellow board members and staff to the February board meeting and moved immediately into the agenda.

MEETING MINUTES

D. Rowley presented the meeting minutes from the December 15th, 2022 COIDA board meeting. Board members were given a copy of the minutes prior to the meeting for review. J. Seward made a motion to approve the meeting minutes. The motion was seconded by J. Lord, and it was approved by the remaining members present.

D. Rowley then presented the meeting minutes from the February 7th, 2023 Annual Meeting. Board members were given a copy of the minutes prior to the meeting for review. T. Armao made a motion to approve the meeting minutes. The motion was seconded by P. Kennedy, and it was approved by the remaining members present.

BILLS & COMMUNICATIONS

J. Zakrevsky mentioned that the Philadelphia Insurance bill for the umbrella insurance policy was the largest of the month. All other bills were standard. He noted that the deposit total was slightly more than the expenses for the month. J. Zakrevsky also mentioned that IOXUS paid their rent a month late.

J. Lord made a motion to approve the payment of bills. T. Armao seconded the motion, and it was approved by the remaining members.

COMMITTEE REPORTS

- ❖ **Audit & Finance** – The Audit & Finance Committee meeting was held on February 7th, 2023. J. Lord, Chair of the Committee, was absent from that meeting, so he referred board members to the draft of the meeting minutes that had been provided to them.
- ❖ **Governance Committee** – Governance Committee meetings are quarterly, as such, there was no Governance Committee meeting in February. The next meeting will take place on April 13th, 2023.
- ❖ **Projects Committee** – The Projects Committee meeting was held on February 7th, 2023. C. Robinson, Chair of the Committee, was absent from the board meeting, so J. Zakrevsky referred board members to the draft meeting minutes that had been provided to them.

NEW BUSINESS / UNFINISHED BUSINESS

- **Approving Resolution – Remote Access Policy** – M. Marino explained that the Remote Access Policy would be adding the option for board members to attend meetings online if there are extenuating circumstances. J. Seward asked what those extenuating circumstances were, and M. Marino replied that the list of extenuating circumstances is outlined in the policy. She noted that if a member abstains from voting, a board member joining the meeting virtually could vote, but they would not count toward a quorum, which requires five board members to be physically present.
- **Resolution – Amending OtsegoNow Employee’s Handbook** – J. Zakrevsky explained that the amendment of the OtsegoNow Employee’s Handbook would include language required under the NYS Paid Family Leave Law. The first section of the resolution would adopt language in the Employee’s Handbook that matches the state required language. The second section states that our agency would pay the employee 100% of their salary while on Paid Family Leave, 67% of which will be reimbursed by the agency’s insurance carrier for up to 12 weeks of leave. J. Zakrevsky explained that he felt that it was a decision for the board because it was a policy change. He also mentioned that there will be a discussion next month about the substitution of Juneteenth as a paid holiday in place of Martin Luther King Jr. Day. P. Kennedy asked if this was a policy change or a resolution that required a vote. She mentioned that policies should be regularly changed and updated and that they may not require a resolution every time. To make the process easier in the future, P. Kennedy suggested presenting the original policy, crossing out what is being changed, and then presenting the new policy.

- **Discussion on Pyramid Brokerage Proposal** – J. Zakrevsky explained that he had been in touch with Pyramid Brokerage about listing the IDA's business parks. J. Zakrevsky explained that at the time he was looking into another firm to do the listing but was never given a proposal. During the meeting with J. Joyner and Pyramid Brokerage, J. Joyner suggested that the Wright Soccer Fields could also be listed. J. Zakrevsky mentioned that he spoke to C. Robinson, and she did not think that the WSF should be listed. D. Rowley asked if the IDA had a contract with Pyramid Brokerage yet and J. Zakrevsky said that they did not. D. Rowley also asked if it would just be the WSF that would be listed and not the business parks and J. Zakrevsky replied that they wanted to look at all three. J. Lord wanted to clarify that they intended to list the Oneonta Business Park, the WSF, and Richfield Springs Industrial Park. J. Zakrevsky clarified that he asked Pyramid Brokerage to look at the Oneonta Railyards rather than Richfield Spring. He explained that he discussed the inclusion of the Oneonta Railyards with them and went back and forth regarding its inclusion in the proposal because of the lack of electric and natural gas on site. After about a week of discussion, they decided to include the Railyards in the proposal. J. Zakrevsky also told Pyramid Brokerage that there was a person interested in one of the sites in the Oneonta Business Park and asked them if they would still charge a 7% fee if it was the IDA that brought the interested person to them. Pyramid Brokerage said that they would usually charge a fee, but they would be willing to discuss the matter. J. Lord noted that usually the fee is waived for the client, and they are reserved. J. Zakrevsky explained that he did not have a resolution for the proposal at this time, but he wanted to have a discussion with the board about what to do with the WSF. He noted that C. Robinson expressed that the soccer fields are a community asset that should not be sold. J. Seward and P. Kennedy agreed with C. Robinson. J. Lord noted that the IDA was not committed to selling the WSF, but they would be agreeing to have Pyramid Brokerage bring anyone interested in the property to them. J. Zakrevsky explained that in the WSF lease the IDA has permission to sell the property and give 90 days notice. A. Marietta expressed that having the soccer fields in the listing may send a message to the Oneonta Youth Soccer Association that the lease would eventually be broken, and the property would be sold. He also noted that if OYSA were to be pushed out, it may be blamed on the IDA. D. Rowley said that he would not be opposed to selling the WSF if the property was used for something soccer related and was still available for local use. T. Armao explained that he would be opposed to the property being bulldozed and used for something unrelated. After a brief discussion, J. Lord explained that if the WSF is to be preserved as a community asset, it should be at least financially neutral to the IDA. D. Rowley noted that the sprinkler system at the WSF would have to be replaced eventually and J. Zakrevsky replied that the sprinkler system had already been replaced. J. Zakrevsky also mentioned that the OYSA has put in about \$100,000 into repairs. J. Lord moved the discussion back to the overall proposal presented by Pyramid Brokerage and reiterated that they would be charging a 7% commission fee, and that they gave a range of \$13,000-\$20,000 per acre value for the Oneonta Railyards and the Oneonta Business Park. He added that the proposal is just a listing agreement that would allow Pyramid Brokerage to list the partial properties and try to sell them. C. Gelbsman explained that the firm has local ties and has worked locally for many years. T. Armao noted that previously the Industrial Park was worth \$40,000/acre and is now \$20,000-\$25,000/acre. He said that a new appraisal may be needed. J. Zakrevsky said that he sent Pyramid Brokerage the appraisal for the Oneonta Business Park which was used as a comparison for the acreage value. After a brief discussion, J. Zakrevsky asked J. Scott, who joined by telephone, if it was necessary to have new appraisals done before selling a piece of property. J. Scott replied that as a governmental body, it is important to have appraisals done. J. Zakrevsky said that the IDA had an appraisal done for one industrial park but not the other, and that the appraisal was done five years ago. J. Scott recommended that an appraisal be done for each property so that the IDA has something on file to show the value. Based on the comments made by J. Scott, J. Zakrevsky recommended to the board that the appraisal of the Oneonta Business Park should be updated, and they should get a new appraisal for the Oneonta Railyards. J. Lord expressed agreement with the idea to get new appraisals done. D. Rowley noted that the appraisal should just be for buildable acreage. T. Armao suggested

that appraisals should be updated regularly. P. Kennedy asked how often appraisals should be done, and T. Armao said that appraisals can be done when it is deemed necessary. J. Lord asked if this meant that engagement with Pyramid Brokerage would be on hold until the appraisals were done, and J. Zakrevsky responded that they still had to discuss the WSF. J. Seward said that it should not be included in the listings. D. Rowley asked how they would establish value for the WSF, and if the property included the IOXUS building. J. Zakrevsky replied that the IOXUS building was a separate parcel. T. Armao and J. Lord both expressed that the WSF should be removed from the listing proposal. J. Seward asked about the acreage next to the IOXUS building, and if it was enough for a building to be built. J. Zakrevsky replied that the acreage was currently part of the IOXUS building property, but that it could be subdivided. He also said that it was big enough for a 20,000 square foot building. T. Armao explained that the location of the soccer fields was not important, but their existence is important for the community. Regarding the proposal, J. Lord said that it was strange for the firm trying to sell the property to give the value of the property, and that it is important to get an outside appraisal. D. Rowley recommended that they get updated appraisals and proceed with Pyramid Brokerage after those are complete. J. Lord asked if the lease with IOXUS is month-to-month and J. Zakrevsky replied that it is a yearly lease that will expire in April 2023. J. Zakrevsky added that they are discussing raising the lease price by 6%. J. Lord asked if Burr Trucking and IOXUS will be included in the appraisal, and J. Zakrevsky said that they should be included.

- **Update on Richfield Springs Industrial Park** – J. Zakrevsky reported that EDA has accepted all of the design drawings and specifications for the Richfield Springs Industrial Park and has approved the IDA to go out to bid. The IDA will also be using a service that identifies construction companies and sends notices out. He explained that there will be a contractor's inspection of the site in early March, and bids are due back by the end of March. J. Zakrevsky said that the Town, the Village, and the IDA's attorneys are working to finalize the water and sewer agreement. He also explained that J. Seward was able to set up an executive meeting with the president of NYSEG to discuss the extension of the gas line and NYSEG meeting with the Public Service Commission. D. Rowley noted that the IDA would be going out to bid for the gas line to be installed regardless of the outcome of the meeting. J. Zakrevsky explained that they received one bid from James Jordan Associates Architects for construction management. He said that it was sent to 12 firms and three replied that they were too busy. He noted that Barton & Loguidice reviewed the documents and sent back several questions about James Jordan's experience, and JJAA sent back a response that seemed adequate for EDA. Barton & Loguidice also thought that the bid from JJAA was a little bit low. J. Zakrevsky added that the references provided by JJAA were being contacted.

RESOLUTIONS

Approving Resolution – Remote Access Policy

RESOLUTION APPROVING A CERTAIN REMOTE ACCESS POLICY OF THE COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY.

WHEREAS, County of Otsego Industrial Development Agency (the “Agency”) is authorized and empowered by the provisions of Chapter 1030 of the 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the “Enabling Act”) and Chapter 252 of the 1973 Laws of New York, as amended, constituting Section 910-a of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the “Act”) to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of commercial, manufacturing and industrial facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, the Agency previously considered a Remote Access Policy (the “Remote Access Policy”); and

WHEREAS, by resolution adopted by the members of the Agency on October 13, 2022 (the “Public Hearing Resolution”), the Agency authorized a public hearing to be held pursuant to Section 103-a(2)(a) of the Public Officers Law of the State of New York (the “Remote Access Law”) with respect to the Remote Access Policy; and

WHEREAS, pursuant to the authorization contained in the Public Hearing Resolution, the Chief Executive Officer of the Agency (A) caused notice of a public hearing of the Agency (the “Public Hearing”), to hear all persons interested in the Remote Access Policy being contemplated by the Agency with respect to meetings of the Agency, to be posted on December 30, 2022 on a public bulletin board located at the offices of the City of Oneonta located at 258 Main Street in the City of Oneonta, Otsego County, New York, and on the Agency’s website, (B) caused notice of the Public Hearing to be published on January 5, 2022 in The Daily Star, a newspaper of general circulation available to the residents of Otsego County, New York, (C) conducted the Public Hearing on January 18, 2023 at 10:00 o’clock a.m. local time, at the offices of the Agency located at 189 Main Street, Suite 500 in the City of Oneonta, Otsego County, New York, and (D) prepared a report of the Public Hearing (the “Public Hearing Report”) fairly summarizing the views presented at such Public Hearing and caused copies of said Public Hearing Report to be made available to the members of the Agency; and

WHEREAS, the members of the Agency desire to approve and adopt the Remote Access Policy; and

WHEREAS, copies of a draft of the Remote Access Policy have been presented to the members of the Agency and the members of the Agency have reviewed the drafts of the Remote Access Policy at this meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby approves the Remote Access Policy, presented and reviewed by the members of the Agency, a copy of which is attached hereto as Schedule A.

Section 2. The Agency hereby authorizes the Chairman, Vice Chairman and the Chief Executive Officer of the Agency to take all steps necessary to implement the matters described in Schedule A attached hereto.

Section 3. This resolution shall take effect immediately.

T. Armao made a motion to approve the Remote Access Policy Resolution. The motion was seconded by J. Seward and was approved by the remaining members through a voice vote.

Resolution – Amending OtsegoNow Employee’s Handbook

RESOLUTION - AMENDING OTESGO NOW'S EMPLOYEES HANDBOOK TO INCLUDE LANGUAGE REQUIRED BY THE NYS PAID FAMILY LEAVE LAW

WHEREAS, in 2016 New York State has enacted the Paid Family Leave Law, and further revisions were made effective in January 2023; and

WHEREAS, the County of Otsego Industrial Development Agency does have Paid Family Leave Insurance coverage by Arch Insurance Company as required by New York State; and

WHEREAS, under the coverage, the insurance company will reimburse up to 67% of the salary for up to 12 weeks of paid family leave; and

WHEREAS, the Chief Executive Officer has made certain recommendations; now therefore be it

RESOLVED, that a new section be added to the Employees Handbook entitled " Family and Medical Leave Act" with language recommended by New York State; and further be it

RESOLVED, that the County of Otsego will pay 100% of the salary of an employee taking leave under the Paid Family Leave Law and will be reimbursed by our insurance carrier 67% of the salary for up to 12 weeks of leave.

P. Kennedy made a motion to approve the amendment to the OtsegoNow Employee's Handbook. J. Seward seconded the motion, and it was approved by the remaining members.

PUBLIC COMMENT

D. Rowley asked for any public comments and J. Scott reported that there would be a client alert released on February 24th about some NYS law changes that have occurred in December and January that would affect IDAs. He noted that he would be available to go through the changes in more detail at the next meeting. Margaret Burkett was also listed on the call, but when D. Rowley asked her if she had any comments to make, there was no answer. She replied in the chat that her microphone was not working, but that she had no comments to make.

ADJOURNMENT

T. Armao made a motion to adjourn the meeting of the IDA board at 8:57am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – March 9th, 2023
- COIDA/OCCRC Board Meeting – March 23rd, 2023

***All meetings are held at the Otsego Now offices at 189 Main Street, Oneonta. NY. 13820, unless otherwise specified.**

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
ONEONTA RAILYARDS LOCAL DEVELOPMENT CORPORATION**

**SPECIAL BOARD MEETING
MARCH 9TH, 2023
MEETING MINUTES**

CALL TO ORDER

Chair, Cheryl Robinson, called to order the Special Board Meeting of COIDA/OCCRC/ORYLDC at 8:01am at the OtsegoNow offices at 189 Main Street in Oneonta, NY. Meaghan Marino conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Tom Armao
Andrew Marietta

David Rowley
Jeffery Joyner
James Seward

Absent Board Member(s): Jeffrey Lord, Patricia Kennedy, Craig Gelbsman

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**

Meaghan Marino, **Dir. of Finance and Admin.**

Gina Gardner, **Marketing Coordinator**

Nasim Vargha, **Administrative Assistant**

GUESTS

Jason Waite, **Mostert, Manzanero & Scott, LLP (v)**

(v) – virtual

CHAIR'S REMARKS

Chair, C. Robinson, welcomed fellow board members and staff and moved immediately into the agenda.

NEW AND UNFINISHED BUSINESS

Approving the 2022 Audits for COIDA, OCCRC, and ORYLDC: C. Robinson asked J. Waite to go through the audit reports with the board. Board members were provided with the audit drafts prior to the meeting. J. Waite explained that there was a smooth transition this year from partner to partner and that there were no significant deficiencies or material weaknesses. He went on to say that there was a slight loss in the Grant and Program activity, and that the professional fees went up quite a bit, which is normal. J. Waite said that he felt that the board was up to date with everything. He noted that the receivables were down slightly, due to a rent payment from IOXUS that was late and the \$150,000 ESD grant. He explained that GASB 87 has gone into effect with leases, so they had to capitalize the copier lease which had a liability associated with it. The total amount capitalized was \$9,500.

J. Waite explained that the COIDA report was normal with no material weaknesses or significant deficiencies. He said that he made a best practice comment because the adjusting journal entries from last year had not been made.

J. Waite said that the OCCRC reports were all normal except for some prepaid insurance and the bond modification made to the Springbrook bond.

C. Robinson asked if the ORYLDC audit report was separate, and J. Zakrevsky replied that it was embedded within the COIDA report.

J. Joyner made a motion to approve the 2022 Audits for COIDA, OCCRC, and ORYLDC. D. Rowley seconded the motion, and it was approved by the remaining members.

PUBLIC COMMENT PERIOD

There were no Public Comments for this meeting.

ADJOURNMENT

D. Rowley made a motion to adjourn the Special Board meeting at 8:06am. The motion was seconded by J. Seward.

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

**AUDIT & FINANCE COMMITTEE
MARCH 9TH, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:07am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Cheryl Robinson
Tom Armao
Andrew Marietta

David Rowley
James Seward
Jeffery Joyner

Absent Members: Jeffrey Lord, Craig Gelbsman, Patricia Kennedy

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**
Gina Gardner, **Marketing Coordinator**
Nasim Vargha, **Administrative Assistant**

CHAIR'S COMMENTS

J. Lord, Chair of the Audit & Finance Committee was absent, so member A. Marietta welcomed members and staff and moved immediately onto the agenda.

MEETING MINUTES

requested a motion to approve the meeting minutes from the February 7th 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

A. Marietta reviewed the bills and deposits made since the February 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.

There were no questions about the bills, so C. Robinson made a motion to approve the payment of bills. J. Joyner seconded the motion, and it was approved by the remaining members.

REVIEW OF FINANCIALS

J. Zakrevsky reviewed the financials and stated that the balance sheet was up by \$6,000 compared to this time last year. Other than that, there was nothing out of the ordinary. He noted that the IDA has closed on the ZAED property which has brought in an additional \$21,000. J. Zakrevsky also said that we are expecting to close on the Centrome property this week, which would bring in about \$89,000. The net increase is expected to be about \$108,000 based on the projection made at the beginning of the year.

NEW AND UNFINISHED BUSINESS

Community Bank CD Renewal: J. Zakrevsky explained that there is a CD with Community Bank that is up for renewal. Previously, he had not planned to renew it because the IDA was planning on going to construction with Richfield Springs, but now he recommended that it should be renewed for another year. D. Rowley asked what the interest was on the CD, and J. Zakrevsky replied that he was not sure of the exact amount, but he said that it was low. D. Rowley mentioned that there are 4+% interest rates at other banks and that the IDA should look at other options. T. Armao suggested that they consider a six-month CD because the rates will be higher in six months and there could be a higher return. J. Seward asked what amount the CD was for, and J. Zakrevsky replied that it was for \$362,000. D. Rowley noted that even a half of a percent difference in interest would be significant.

Public Works Enforcement Fund: J. Zakrevsky explained that we received a notification from the State that the IDA is required to contribute to the Public Work Enforcement Fund. He noted that it would not be a large amount of money, but the fee would be for any maintenance or construction work that the IDA has done. J. Zakrevsky added that they would be expecting a monthly report from the IDA. D. Rowley questioned what the money would be used for. C. Robinson questioned why this was the first notification that the IDA had received and noted that the State had addressed the letter to an individual who was no longer with the IDA.

Appraisals for IDA Property: J. Zakrevsky stated that we received three proposals from appraisers for the IDA properties. He added that he had included the proposals in his Director's Report and recommended that they wait until the Projects Committee meeting to discuss the topic further.

Burr Truck Heater Replacement: M. Marino reported that she was contacted by Burr Truck who said that they could smell gas in the building at 139 Commerce Road. They contacted NYSEG who determined that there was no gas leak, but that one of the natural gas heaters was leaking CO2. The heater was red tagged by NYSEG, so M. Marino contacted AJL Plumbing & Heating to look at it. AJL Plumbing & Heating provided a quote of \$11,750 for the work that had to be done. They recommended that two of the four heaters should be replaced, including one that had previously been replaced but was not installed correctly. The quote covered the two heating units, the installation of chimney pipes, and labor. J. Zakrevsky recommended that because there were people working in the building, and another quote would not be available until next week, this should be treated as an emergency. D. Rowley asked if the heaters were suspended, and M. Marino confirmed that the heaters were suspended. M. Marino added that AJL Plumbing & Heating had said that there were issues with the gas line support meeting code requirements.

D. Rowley made a motion to contract AJL Plumbing & Heating on an emergency basis to make repairs to the heating units at 139 Commerce Road. C. Robinson seconded the motion, and it was approved by the remaining members.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:17am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is April 13th, 2023 at 8:00am.

DRAFT

COIDA EXPENSES
3/9/2023 - 3/22/2023

Vendor	Amount Due	Due Date	Reimbursable ?	Notes
AJL Plumbing & Heating	\$11,750.00			heating repairs for 139 Commerce Rd.
Barton & Loguidice	\$1,380.25			grant administration fees
BST	\$1,100.00			missed october 2022 monthly accounting fees
BST	\$147.63			february mileage/oversight/Quickbook fees
Ed & Ed	\$63.62			february copies/prints
Ed & Ed	\$12.21			march copies/prints
Melex	\$4,116.67			march rent (OtsegoNow, CADE, Delgado)
NYSEDC	\$5,000.00	8-Apr		2023 Annual Meeting and Welcome Reception
Otsego Telephone	\$500.00			multiline telephones and voicemail system
Paperkite	\$250.00	11-Apr		quarterly website maintenance
Philadelphia Insurance	\$5,348.60	23-Mar		insurance umbrella and package
Spectrum	\$38.99	22-Mar		CADE phones
Spectrum	\$299.95	31-Mar		otsego now wifi and voice
COIDA TOTAL	\$ 30,007.92			

COIDA DEPOSITS
3/9/2023 - 3/22/2023

Vendor	Amount	Date of Deposit	Notes
James Stevenson	\$500	9-Mar	march rent
TOTAL	\$500.00		

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

**PROJECTS COMMITTEE
MARCH 9th, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:17am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Tom Armao
David Rowley
Andrew Marietta

James Seward
Jeffery Joyner
Cheryl Robinson

Absent members: Jeffrey Lord, Patricia Kennedy, Craig Gelbsman

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**
Gina Gardner, **Marketing Coordinator**
Nasim Vargha, **Administrative Assistant**

CHAIR'S REMARKS

Projects Chair, T. Armao, moved immediately into the agenda.

MEETING MINUTES

T. Armao requested a motion to approve the February 7th Project Committee meeting minutes. Committee members were given a draft copy of the minutes prior to the meeting for review. There being no corrections to be made, J. Joyner made a motion to approve the meeting minutes. D. Rowley seconded the motion, and the motion was approved by remaining board members.

CEO REPORT OF PROJECTS

J. Zakrevsky recapped some of his activities since the February Projects Committee meeting until now. He also provided members with a detailed update of some of the IDA's priority projects. The following topics were discussed in greater detail:

Innovation Acceleration Center (IAC): G. Gardner reported that in the past month she has submitted a USDA Rural Business Development Grant for \$50,000 but has not heard anything back yet. She also had an interview with CNY Business Journal about the IAC and met with Paul Koch of Morris who was looking at expanding his manufacturing needs with the assistance of the IAC and Custom Electronics. She has also met with David Kenny of SUNY Oneonta who is interested in offering technology courses for the public. G. Gardner noted that the Period 1 Financial Tracker has been submitted for reimbursement and will cover her salary, a new computer that was purchased, as well as advertisement.

G. Gardner reported that she would be leaving her position as Marketing Coordinator at Otsego Now and has put in her two weeks' notice. She explained that she is actively looking for a replacement for her position and has prepared an extensive onboarding packet for the new person. There will be an interview with a candidate on Friday.

Oneonta Railyards: J. Zakrevsky reported that once an appraiser is approved by the board, there will be an appraisal done for the Oneonta Railyards as well as the Oneonta Business Park. He had received a request from Seward Sand and Gravel to purchase property in the business park, but they were advised that the property was going to be appraised. Seward Sand and Gravel is looking to purchase a lot in the Railyards in order to transport sand and gravel by rail. J. Zakrevsky explained that the current goals are to clear at least five acres of property, complete the Ramboll Engineering study, and sell at least three acres of the property, ideally with a rail signing. T. Armao explained that it would be less utilities, which would be an expense for someone interested in setting up in the Railyards. After a brief discussion, D. Rowley noted that Seward Sand and Gravel has purchased the gravel yard as well as their own equipment. He added that if they are interested in purchasing additional property, they could use their own equipment to clear the property on behalf of the IDA. After a brief discussion, D. Rowley questioned if the work done on the property would impact the foundation for a grant.

Richfield Spring: J. Zakrevsky reported that there are three attorneys working together on the water and sewer agreements, and they are now on track to complete them. EDA has also accepted the final design for the project and has authorized the IDA to rebid the requests for proposals for construction management. He added that there is already one firm that has said that they will submit a proposal. J. Zakrevsky explained that we are still waiting for NYSEG to approve the extension of natural gas at the site. An executive meeting took place at NYSEG to discuss the project, but J. Zakrevsky was not aware of the results of the meeting. J. Seward explained that he emailed the new president of NYSEG about setting up a meeting but did not receive a response. J. Zakrevsky reported that the IDA is out to bid on construction and bids are due by the end of March. He noted that there are currently four construction firms that have picked up plans. J. Zakrevsky explained that he heard back from a Town Board member who said that the Town is willing to take ownership of the roadway once it is built. The Town will also waive all fees for site

plan approval. J. Seward asked if the Board member was speaking on behalf of the whole Town, and J. Zakrevsky replied that yes, he was.

NEW/UNFINISHED BUSINESS

County Board Annual Appropriation: J. Zakrevsky explained that the County Board has approved an annual appropriation of \$275,000 for general operating support. The insurance has been sent to the County Administrator, so they are moving forward with having a contract signed and a check released.

ESD Railyard Grant: J. Zakrevsky reported that the Empire State Development Rail Grant is supposed to be reimbursed for \$150,000. M. Marino had submitted the paperwork to the State in October 2022, but there were two problems with the submission. First, cost cannot be incurred before the grant was approved, and one of the bills from Clark Patterson Lee Engineers was paid before the grant was approved. Therefore, the cost of \$13,000 is being disallowed. Second, ESD had requested copies of all the contracts for the projects, and all were found except for the Clark Patterson Lee contract. The office of Clark Patterson Lee was also unable to find the contract. M. Marino said that the contract was from 2015 and J. Zakrevsky explained that, seemingly, the contract was never executed. M. Marino has sent ESD a copy of the original proposal and is waiting to hear back. T. Armao asked if that was the \$13,000 being disallowed, and M. Marino replied that it was separate from that amount and would be substantially more. T. Armao asked what the total amount would be, and M. Marino said that she had asked the project manager at the Clark Patterson Lee office, but they did not know. M. Marino added that without the contract, none of the Clark Patterson Lee costs would be reimbursed. J. Zakrevsky noted that he could not find a contract for any work done by Clark Patterson Lee, and the last payment was made in August 2017. M. Marino explained that the rest of the costs, besides from Clark Patterson Lee, would be reimbursed.

Changes to Employee's Handbook: J. Zakrevsky reported that there have been changes to the Otsego Now Employee's Handbook, which has been provided to the Committee. He explained that changes include the removal of Martin Luther King Jr. Day as a paid holiday, and the addition of separate sections regarding vacation time, sick leave, and personal leave.

Oneonta Railyards and Oneonta Business Park Property Appraisals: J. Zakrevsky explained that the IDA has received three bids for appraisers, with the lowest being from a local firm. T. Armao questioned whether it would be better to use a firm that is regional rather than local. J. Zakrevsky said that he received credential listings for Bauer Appraisal Group and CBRE, but not Lonnie Ridgway. He noted that this issue will be brought to a vote at the next Board meeting. C. Robinson asked if J. Zakrevsky had a recommendation and he said he would be more comfortable with CBRE because the IDA has used them in the past. D. Rowley asked if they are required to take the lowest bid, and J. Zakrevsky replied that they did not have to take the lowest bid because it is a proposal. T. Armao asked if the CBRE bid could be negotiated, and J. Zakrevsky said that he would try.

ADJOURNMENT

There being no further business to discuss, C. Robinson made a motion to adjourn the Projects Committee meeting at 8:40am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on April 13th 2023, at 8:00am.

DRAFT

Annual Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Governance Information (Authority-Related)

Question	Response	URL(If Applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	No	N/A
5. Does the Authority have an organization chart?	Yes	https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/
6. Are any Authority staff also employed by another government agency?	No	
7. Does the Authority have Claw Back agreements?	Yes	N/A
8. Has the Authority posted their mission statement to their website?	Yes	https://otsegonow.com/about-the-ida-and-ocrc/mission/#
9. Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
10. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL?		https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/

Annual Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Governance Information (Board-Related)

Question	Response	URL(If Applicable)
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?		N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?		N/A
3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?		N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?		N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		
7. Has the Board adopted bylaws and made them available to Board members and staff?		
8. Has the Board adopted a code of ethics for Board members and staff?		
9. Does the Board review and monitor the Authority's implementation of financial and management controls?		N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?		N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation		N/A
Time and Attendance		N/A
Whistleblower Protection		N/A
Defense and Indemnification of Board Members		N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?		N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?		N/A
14. Was a performance evaluation of the board completed?		N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?		N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?		
17. Has the board adopted a Uniform Tax Exemption Policy(UTEP) according to Section 874(4) of GML?		

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Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Board of Directors Listing

Name	Armao, Thomas	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	9/21/2017	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Gelbsman, Craig	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	7/2/2014	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	No

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 Certified Date: N/A

Name	Joyner, Jeff	Nominated By	Local
Chair of the Board	Yes	Appointed By	Local
If yes, Chair Designated by	Elected by Board	Confirmed by Senate?	No
Term Start Date	9/21/2017	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Kennedy, Patricia	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	9/21/2017	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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 Certified Date: N/A

Name	Lord, Jeffrey C	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	1/6/1999	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	No

Name	Marietta, Andrew	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/7/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

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Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Name	Robinson, Cheryl	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	12/7/2016	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Rowley, David	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/7/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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 Certified Date: N/A

Name	Seward, James	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2022	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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 Certified Date: N/A

Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Over time paid by Authority	Performance Bonus	Extra Pay	Other Compensation/ Allowances/ Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the authority	If yes Is payment made by state or local government

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 Certified Date: N/A

Benefit Information

During the fiscal year, did the authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated with the authority after those individuals left the authority?	No
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Board Members

Name	Title	Severance Package	Payment For Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these benefits	Other
Armao, Thomas	Board of Directors												X	
Gelbsman, Craig	Board of Directors												X	
Joyner, Jeff	Board of Directors												X	
Kennedy, Patricia	Board of Directors												X	
Lord, Jeffrey C	Board of Directors												X	
Marietta, Andrew	Board of Directors												X	
Robinson, Cheryl	Board of Directors												X	
Rowley, David	Board of Directors												X	
Seward, James	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment For Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these benefits	Other
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Annual Report for Otsego County Industrial Development Agency

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Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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Request Subsidiary/Component Unit Change

Name of Subsidiary/Component Unit	Status	Requested Changes
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Request Add Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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Request Delete Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

			Amount
Assets			
Current Assets			
	Cash and cash equivalents		\$737,261.00
	Investments		\$361,841.00
	Receivables, net		\$170,638.00
	Other assets		\$0.00
	Total current assets		\$1,269,740.00
Noncurrent Assets			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$0.00
	Other assets		\$0.00
Capital Assets			
		Land and other nondepreciable property	\$3,587,791.00
		Buildings and equipment	\$0.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$3,587,791.00
	Total noncurrent assets		\$3,587,791.00
Total assets			\$4,857,531.00
Liabilities			
Current Liabilities			
	Accounts payable		\$4,171.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$3,850.00
	Deferred revenues		\$0.00
	Bonds and notes payable		\$15,035.00
	Other long-term obligations due within one year		\$1,704.00
	Total current liabilities		\$24,760.00
Noncurrent Liabilities			

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 Certified Date: N/A

	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long term leases		\$6,862.00
	Other long-term obligations		\$0.00
	Total noncurrent liabilities		\$6,862.00
Total liabilities			\$31,622.00
Net Asset (Deficit)			
Net Assets			
	Invested in capital assets, net of related debt		\$3,579,225.00
	Restricted		\$0.00
	Unrestricted		\$1,246,684.00
	Total net assets		\$4,825,909.00

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

			Amount
Operating Revenues			
	Charges for services		\$296,541.00
	Rental and financing income		\$136,430.00
	Other operating revenues		\$45,953.00
	Total operating revenue		\$478,924.00
Operating Expenses			
	Salaries and wages		\$165,146.00
	Other employee benefits		\$0.00
	Professional services contracts		\$112,964.00
	Supplies and materials		\$12,716.00
	Depreciation and amortization		\$61,803.00
	Other operating expenses		\$147,857.00
	Total operating expenses		\$500,486.00
Operating income (loss)			(\$21,562.00)
Nonoperating Revenues			
	Investment earnings		\$1,533.00
	State subsidies/grants		\$19,800.00
	Federal subsidies/grants		\$0.00

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	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00
	Other nonoperating revenues		\$0.00
	Total nonoperating revenue		\$21,333.00
Nonoperating Expenses			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$20,012.00
	Total nonoperating expenses		\$20,012.00
	Income (loss) before contributions		(\$20,241.00)
Capital contributions			\$0.00
Change in net assets			(\$20,241.00)
Net assets (deficit) beginning of year			\$4,846,150.00
Other net assets changes			\$0.00
Net assets (deficit) at end of year			\$4,825,909.00

Annual Report for Otsego County Industrial Development Agency

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Run Date: 03/16/2023

Status: UNSUBMITTED

Certified Date: N/A

Current Debt

Question	Response
1.	Yes
2.	No

New Debt Issuances

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 Status: UNSUBMITTED
 Certified Date: N/A

Schedule of Authority Debt

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt	0.00	170,000.00	0.00	0.00	170,000.00
Conduit		Conduit Debt - Pilot Increment Financing					
TOTALS			0.00	170,000.00	0.00	0.00	170,000.00

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Certified Date: N/A

Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

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Run Date: 03/16/2023
Status: UNSUBMITTED
Certified Date: N/A

Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

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Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Property Documents

Question	Response	URL (If Applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A

Annual Report for Otsego County Industrial Development Agency

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Status: UNSUBMITTED
Certified Date: N/A

IDA Projects

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Fiscal Year Ending: 12/31/2022

Run Date: 03/16/2023
 Status: UNSUBMITTED
 Certified Date: N/A

IDA Projects Summary Information:

Total Number of Projects	Total Exemptions	Total PILOT Paid	Net Exemptions	Net Employment Change
12	\$1,863,634.00	\$610,882.00	\$1,252,752.00	-24

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Certified Date: N/A

Additional Comments

Certified Financial Audit for Otsego County Industrial Development Agency
 Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023
 Status: RESUBMIT
 Certified Date : N/A

Financial Documents

Question	Response
1. Attach the independent audit of the Authority's financial statements.	N/A

URL (If Applicable)	Attachments
https://otsegonow.com/about-the-ida-and-occrp/documents-and-reports/	Attachment Included

Question	Response
2. Has the Authority's independent auditor issued a management letter to the Authority in connection with its audit of the Authority's financial statements?	Yes

URL (If Applicable)	Attachments
https://otsegonow.com/about-the-ida-and-occrp/documents-and-reports/	Attachment Included

Question	Response
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	Yes

URL (If Applicable)	Attachments
https://otsegonow.com/about-the-ida-and-occrp/documents-and-reports/	Attachment Included

Question	Response
4. Attach any other communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the Authority's independent auditor in connection with its annual audit of the Authority's financial statements.	

URL (If Applicable)	Attachments

Additional Comments

Investment Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date : 03/16/2023

Status: UNSUBMITTED

Certified Date: N/A

Investment Information

Question	Response	URL (If Applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	https://otsegonow.com/about-the-ida-and-occr/document-and-reports/
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	Yes	https://otsegonow.com/about-the-ida-and-occr/document-and-reports/
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	Yes	https://otsegonow.com/about-the-ida-and-occr/document-and-reports/

Additional Comments

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

Procurement Transactions Listing:

1. Vendor Name	CFO for Hire	Address Line1	c/o BST
Type of Procurement	Consulting Services	Address Line2	26 Computer Drive
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	2/25/2016	State	NY
End Date		Postal Code	12205
Fair Market Value	\$15,395.17	Plus 4	
Amount	\$15,395.17	Province/Region	
Amount Expended For Fiscal Year	\$15,395.17	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	accounting and bookkeeping services

2. Vendor Name	Harry W. Hawley Inc.	Address Line1	4 Court St #1082
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	DELHI
Award Date		State	NY
End Date		Postal Code	13753
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$7,068.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Abstract Company/Title Insurance

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

3. Vendor Name	JMS Contracting	Address Line1	8 Miles Ave
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ONEONTA
Award Date	12/8/2022	State	NY
End Date	1/20/2023	Postal Code	13820
Fair Market Value		Plus 4	
Amount	\$8,200.00	Province/Region	
Amount Expended For Fiscal Year	\$8,200.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Repair to rear wall of building

4. Vendor Name	Keystone Associates	Address Line1	58 Exchange Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BINGHAMTON
Award Date	7/15/2019	State	NY
End Date		Postal Code	13901
Fair Market Value	\$21,675.15	Plus 4	
Amount	\$21,675.15	Province/Region	
Amount Expended For Fiscal Year	\$21,675.15	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Design work for infrastructure improvements for new eco-business park in Richfield Springs NY

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

5. Vendor Name	MELEX	Address Line1	330 Pony Farm Road
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	5/1/2014	State	NY
End Date	12/31/2018	Postal Code	13820
Fair Market Value	\$45,283.37	Plus 4	
Amount	\$45,283.37	Province/Region	
Amount Expended For Fiscal Year	\$45,283.37	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Leased office space 2016

6. Vendor Name	MRB Group	Address Line1	145 Culver Rd #160
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	1/13/2022	State	NY
End Date	5/31/2022	Postal Code	14620
Fair Market Value	\$16,500.00	Plus 4	
Amount	\$16,500.00	Province/Region	
Amount Expended For Fiscal Year	\$16,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Grant writing consultant

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

7. Vendor Name	Mohawk Valley Economic Development District	Address Line1	26 W. Main Street
Type of Procurement	Other	Address Line2	PO Box 69
Award Process	Non Contract Procurement/Purchase Order	City	MOHAWK
Award Date		State	NY
End Date		Postal Code	13407
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Regional Planning Services

8. Vendor Name	Mostert, Manzanero and Scott	Address Line1	4 Associate Drive
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	10/1/2015	State	NY
End Date		Postal Code	13820
Fair Market Value	\$8,500.00	Plus 4	
Amount	\$8,500.00	Province/Region	
Amount Expended For Fiscal Year	\$8,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Certified financial audit for FY 2015

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

9. Vendor Name	NYS EDC	Address Line1	111 Washington Ave
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ALBANY
Award Date		State	NY
End Date		Postal Code	12210
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Education & training, conferences, marketing and promotion

10. Vendor Name	New York State Electric and Gas	Address Line1	65 Country Club Rd
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BINGHAMTON
Award Date		State	NY
End Date		Postal Code	13901
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$8,701.96	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Electric Provider

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

11. Vendor Name	Paperkite Creative	Address Line1	PO Box 214
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	HARTWICK
Award Date	5/28/2014	State	NY
End Date		Postal Code	13348
Fair Market Value		Plus 4	
Amount	\$69,955.55	Province/Region	
Amount Expended For Fiscal Year	\$69,955.55	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Brand/logo/website, annual report creation & publication, social media contract, creative services for Otsego Now and Training Center, social media, ongoing support

12. Vendor Name	Philadelphia Insurance Company	Address Line1	One Bala Plaza
Type of Procurement	Financial Services	Address Line2	suite 100
Award Process	Authority Contract - Non-Competitive Bid	City	BALA CYNWYD
Award Date	1/1/2017	State	PA
End Date	12/31/2018	Postal Code	19004
Fair Market Value	\$51,959.52	Plus 4	
Amount	\$51,959.52	Province/Region	
Amount Expended For Fiscal Year	\$51,959.52	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Commercial insurance packages

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

13. Vendor Name	Southern Tier East Regional Planning and Development Board	Address Line1	49 Court Street
Type of Procurement	Other	Address Line2	#222
Award Process	Non Contract Procurement/Purchase Order	City	BINGHAMTON
Award Date		State	NY
End Date		Postal Code	13901
Fair Market Value		Plus 4	3274
Amount		Province/Region	
Amount Expended For Fiscal Year	\$7,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	membership organization for ARC and EDA funding

14. Vendor Name	Vibrant Brands	Address Line1	543 Loudon Road
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	LATHAM
Award Date	6/22/2022	State	NY
End Date		Postal Code	12110
Fair Market Value	\$12,500.00	Plus 4	
Amount	\$12,500.00	Province/Region	
Amount Expended For Fiscal Year	\$12,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Marketing Consultants

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

Additional Comments

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Governance Information (Authority-Related)

Question		Response	URL (if Applicable)
1.	Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
3.	Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4.	Does the independent auditor provide non-audit services to the Authority?	No	N/A
5.	Does the Authority have an organization chart?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
6.	Are any Authority staff also employed by another government agency?	No	
7.	Has the Authority posted their mission statement to their website?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
8.	Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9.	Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Governance Information (Board-Related)

Question	Response	URL (If Applicable)
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		https://otsegonow.com/about-the-ida-and-occr/m meetings/committees/
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		https://otsegonow.com/about-the-ida-and-occr/m meetings/meeting-minutes/
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	https://otsegonow.com/about-the-ida-and-occr/documents-and-reports/
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	https://otsegonow.com/about-the-ida-and-occr/documents-and-reports/
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Board of Directors Listing

Name	Armao, Thomas	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Gelbsman, Craig	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Name	Joyner, Jeff	Nominated By	Local
Chair of the Board	Yes	Appointed By	Local
If yes, Chair Designated by	Elected by Board	Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Kennedy, Patricia	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Name	Lord, Jeff	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Marietta, Andrew	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Name	Robinson, Cheryl	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Rowley, David	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	1/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Name	Seward, James	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2022	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Staff Listing

Name	Title	Group	Department/ Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
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Annual Report for Oneonta Rail Yards Local Development Corporation
 Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Armao, Thomas	Board of Directors												X	
Gelbsman, Craig	Board of Directors												X	
Joyner, Jeff	Board of Directors												X	
Kennedy, Patricia	Board of Directors												X	
Lord, Jeff	Board of Directors												X	
Marietta, Andrew	Board of Directors												X	
Robinson, Cheryl	Board of Directors												X	
Rowley, David	Board of Directors												X	
Seward, James	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
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Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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Request Subsidiary/Component Unit Change

Name of Subsidiary/Component Unit	Status	Requested Changes
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Request Add Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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Request Delete Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Summary Financial Information
SUMMARY STATEMENT OF NET ASSETS

			Amount
Assets			
Current Assets			
	Cash and cash equivalents		\$0.00
	Investments		\$0.00
	Receivables, net		\$0.00
	Other assets		\$0.00
	Total current assets		\$0.00
Noncurrent Assets			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$0.00
	Other assets		\$0.00
Capital Assets			
		Land and other nondepreciable property	\$253,315.00
		Buildings and equipment	\$0.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$253,315.00
	Total noncurrent assets		\$253,315.00
Total assets			\$253,315.00
Liabilities			
Current Liabilities			
	Accounts payable		\$0.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$0.00
	Deferred revenues		\$0.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$0.00
	Total current liabilities		\$0.00
Noncurrent Liabilities			

Annual Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long term leases		\$0.00
	Other long-term obligations		\$0.00
	Total noncurrent liabilities		\$0.00
Total liabilities			\$0.00
Net Asset (Deficit)			
Net Assets			
	Invested in capital assets, net of related debt		\$253,315.00
	Restricted		\$0.00
	Unrestricted		\$0.00
	Total net assets		\$253,315.00

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

			Amount
Operating Revenues			
	Charges for services		\$0.00
	Rental and financing income		\$0.00
	Other operating revenues		\$0.00
	Total operating revenue		\$0.00
Operating Expenses			
	Salaries and wages		\$0.00
	Other employee benefits		\$0.00
	Professional services contracts		\$0.00
	Supplies and materials		\$0.00
	Depreciation and amortization		\$0.00
	Other operating expenses		\$0.00
	Total operating expenses		\$0.00
Operating income (loss)			\$0.00
Nonoperating Revenues			
	Investment earnings		\$0.00
	State subsidies/grants		\$0.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00

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Status: UNSUBMITTED

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	Other nonoperating revenues		\$0.00
	Total nonoperating revenue		\$0.00
Nonoperating Expenses			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total nonoperating expenses		\$0.00
	Income (loss) before contributions		\$0.00
Capital contributions			\$0.00
Change in net assets			\$0.00
Net assets (deficit) beginning of year			\$253,315.00
Other net assets changes			\$0.00
Net assets (deficit) at end of year			\$253,315.00

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Current Debt

Question		Response
1.	Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	No
2.	If yes, has the Authority issued any debt during the reporting period?	

New Debt Issuances

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Status: UNSUBMITTED

Certified Date: N/A

Schedule of Authority Debt

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
TOTALS							

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Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

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Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

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Status: UNSUBMITTED

Certified Date: N/A

Property Documents

Question		Response	URL (If Applicable)
1.	In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
2.	Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
3.	In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A

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Grant Information

This Authority has indicated that it did not award any grants during the reporting period.

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Loan Information

This Authority has indicated that it did not have any outstanding loans during the reporting period.

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Bond Information

This Authority has indicated that it did not have any outstanding bonds during the reporting period.

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Status: UNSUBMITTED

Certified Date: N/A

Additional Comments

Certified Financial Audit for Oneonta Rail Yards Local Development Corporation
 Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023
 Status: UNSUBMITTED
 Certified Date : N/A

Financial Documents

Question	Response
1. Attach the independent audit of the Authority's financial statements.	N/A

URL (If Applicable)	Attachments
https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/	Attachment Included

Question	Response
2. Has the Authority's independent auditor issued a management letter to the Authority in connection with its audit of the Authority's financial statements?	Yes

URL (If Applicable)	Attachments
https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/	Attachment Included

Question	Response
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	Yes

URL (If Applicable)	Attachments
https://otsegonow.com/about-the-ida-and-ocrc/documents-and-reports/	Attachment Included

Question	Response
4. Attach any other communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the Authority's independent auditor in connection with its annual audit of the Authority's financial statements.	

URL (If Applicable)	Attachments

Additional Comments

Investment Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date : 03/17/2023

Status: UNSUBMITTED

Certified Date: N/A

Investment Information

Question	Response	URL (If Applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	https://otsegonow.com/about-the-ida-and-occr/document-and-reports/
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	Yes	https://otsegonow.com/about-the-ida-and-occr/document-and-reports/
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	Yes	https://otsegonow.com/about-the-ida-and-occr/document-and-reports/

Additional Comments

Procurement Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://otsegonow.com/about-the-ida-and-occr/c/documents-and-reports/
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

Procurement Report for Oneonta Rail Yards Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023
Status: UNSUBMITTED
Certified Date : N/A

Procurement Transactions Listing:

The Authority has indicated that it had no procurement transactions during the reporting period.

Additional Comments

From: Grant, Mark @ Albany <Mark.Grant@cbre.com>
Sent: Friday, March 10, 2023 11:05 AM
To: Jody Zakrevsky <JZakrevsky@otsegonow.com>
Subject: RE: update appraisal

Dear Jody,

Thank you for reaching out again. Sure, I have a little room on this. I could do \$3,250 each, or \$6,500 total. Thanks!

Sincerely,

Mark D. Grant, MAI | Director
CBRE, Inc. | Valuation & Advisory Group
210 Washington Avenue Extension | Suite 201 | Albany, NY 12203
T +1 518.452.2700 x 141 | F +1 518.452.7037 | C +1 518.428.4849
mark.grant@cbre.com | www.cbre.com

Air Travel: Air travel must be via the most direct and economical means. Employees are advised to use special economy, coach, or comparably priced fare types for domestic travel. Business Class travel is not allowed unless granted prior approval by the COO/CEO.

Auto Rental: Employees can request either compact or intermediate sized cars. Rentals for other types, such as luxury and specialty cars, are not permitted except with prior approval by the COO/CEO.

Hotel: Employees are expected to select moderately priced lodging that is convenient to their business destination.

Meals and Incidental Expenses: Meal reimbursement during travel is based on the national index per- diem average for the location being visited. Situations often arise where prudent judgment and customary business practice indicates the furtherance of the Agency's business will be best accomplished by incurring the expense involved as host of a business meal. The Internal Revenue Service regulations set forth the following qualifications: It must be a quiet business meal in a restaurant, hotel dining room, eating club, or similar place where the surroundings and atmosphere are conducive to and at which a bona fide discussion actually takes place.

Personal Vehicle Travel: Authorized business travel with a personal vehicle will be reimbursed at the prevailing IRS reimbursement rate.

Employees who use the corporate credit card must retain receipts for any travel purchases to submit with corporate credit card expense forms. Employees submitting personal expense reimbursement forms must also submit receipts as proof of purchases in order to be reimbursed by the Agency.

7. PAID TIME OFF

7.1 Holiday Time

Otsego Now observes and is closed on the following holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday. Holidays that fall within approved Leave is counted as Holiday Pay and not charged against Paid Time Off balances.

Fulltime Regular employees receive 7 hours of base rate pay and is not counted towards hours worked. This benefit is available upon hire.

7.2 Paid Time - Off (PTO)

~~Otsego Now uses a Paid Time Off (PTO) system that combines vacation, personal leave, and sick leave into a single pool of paid leave. The Agency's approach to PTO for vacation, personal, and sick time provides all eligible, full-time and part-time employees, who 14+ hours per week with flexibility and responsibility in determining when and how to use time off benefits.~~

All eligible employees are encouraged to maintain balance in their lives by using Paid Time-Off (PTO) days

during the anniversary year in which it is allotted. It works on the premise that employees are professionals and will take time off around work demands and customer needs. The effectiveness of the program is based on a partnership between the employee and the Agency. With the exception of emergencies or unexpected illnesses, all PTO must be scheduled in advance and approved by the manager, or COO.

Paid Time Off is allotted as per outlined below:

Vacation

Paid Time Off:

It is the policy of the Agency to recognize the importance of paid time off to cover for vacations, holidays and unexpected illnesses, absences and/or emergency personal days. For these reasons, regular full-time employees will maintain vacation and sick time banks and will begin to accumulate sick time from their date of employment with the Agency. Part-time employees are not entitled to any benefits except as required by law.

Vacation Time:

Regular employees will begin accumulating vacation time from their date of employment. Vacation days must be used in ½ day or full day increments and approved by management in advance.

Years of Service	Maximum Days Earned Per Year
0 to 3 Years	10 Days
4 to 7 Years	15 Days
8 and Over	20 Days

Vacation Carry Over:

Employees may carry over a maximum of five (5) days of accrued unused vacation time into the following calendar year, unless business demands require an exception to normal practice. Such exceptions must be approved by the Executive Director.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements.

The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay. Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Vacation for part-time employees will be two weeks of their at their regularly hourly rate after six months of employment.

All requests for PTO usage and/or unpaid time off should be made in writing to the manager as far in advance

as possible in order to avoid scheduling and staffing problems. Every effort will be made to grant PTO request at the time desired. In the event of a scheduling conflict, employees with seniority will be given priority.

One full day of PTO is equivalent to 7.0 hours of PTO. A half day of PTO is equivalent to 3.50 hours. PTO usage is applied in hourly increments. ~~Up to two weeks of PTO can be carried past the employee's anniversary date, but no more than five weeks may be held at any time.~~

Employees may review their PTO balance at any time. Any questions regarding the usage of PTO allocations and PTO balances should be directed to the COO. Any errors in PTO records must be brought to the attention of the COO.

Unscheduled or unauthorized lateness or absences will automatically be deducted from the PTO balance. Employees will not receive PTO during unpaid leaves of absence or other periods of inactive service.

Upon voluntary separation of employment, unused PTO balances are paid in the final paycheck for all employees who have completed the 60 day introductory period.

Personal Time

Otsego Now provides five (5) days of personal leave per calendar year to all full-time employees. All personal leave is subject to prior approval by the supervisor and CEO and must be requested in hourly increments. No personal leave benefits are paid upon separation from employment with Otsego Now for any reason.

Sick Leave

Employees will begin accruing sick time from their original date of hire on a monthly basis. In order to qualify for the monthly accrual employees must have either worked or been paid for all days through to and including the last workday of each month. Management reserves the right to require a doctor's certificate of reason for being out of work for absences greater than three consecutive days.

Days Earned Per Year	Days Earned Per Month
12 Days	1 Day

Sick days must be used in ½ days or full day increments. No monetary consideration for accumulated sick leave will be given upon separation from employment.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family.

Sick leave may not be used before accrual. If sick leave is exhausted, any available vacation hours will be used in its place. An employee who has a sick leave absence in excess of three consecutive working days must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment.

Family and Medical Leave Act

Upon hire, The Agency provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act . A copy of this can be found in the back of the Employee Handbook: Appendix "A".

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Operations Manager in

RESOLUTION March 23, 2023: AUTHORIZING THE SIGNING OF A THIRD-PARTY CUSTODIAN AGREEMENT WITH NBT BANK, N.A. AND THE BANK OF NEW YORK MELLON

WHEREAS, the County of Otsego Industrial Development Agency has reviewed various certificate of deposit rates from various financial institutions; and

WHEREAS, the NBT Bank, N.A. is offering a rate of 4.25% for 10 months; and

WHEREAS, the Third Party Custodian Agreement call for the identification of authorized persons of the Agency to deliver oral and written instructions to the Bank of New York Mellon; now therefore be it

RESOLVED, that the Vice Chairman of the Agency, David Rowley, is hereby authorized to sign the Third-Party Custodian Agreement with NBT Bank, N.A, and the Bank of New York Mellon; and further be it

RESOLVED, that the Agency's Treasurer, Jeff Lord, and the Agency's Chairperson, Cheryl Robinson are hereby authorized to act for the Agency and to deliver oral and written instructions to the Bank of New York Mellon.