

**Cheryl Robinson, Chair \* David Rowley, Vice Chair \* Jeffrey Lord, Treasurer \* Tom Armao, Secretary  
Craig Gelbsman \* Patricia Kennedy \* Jeffery Joyner \* Andrew Marietta \* James Seward  
Jody Zakrevsky, CEO \* Joseph Scott, Bond Counsel \* Kurt Schulte, Counsel \* Meaghan Marino, Dir. of Finance and Administration \*  
Tammy Graves, Marketing Coordinator \* Nasim Vargha, Administrative Assistant**

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*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.*

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## **COIDA BOARD AGENDA THURSDAY, JUNE 22<sup>ND</sup>, 2023**

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
  - May 25, 2023 – Meeting Minutes
- REPORT OF THE AUDIT & FINANCE COMMITTEE AND TREASURER
- BILLS AND COMMUNICATIONS
- REPORT OF THE PROJECTS COMMITTEE
- NEW AND UNFINISHED BUSINESS
  - RICHFIELD ECO-BUSINESS PARK
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY  
MAY 25<sup>th</sup>, 2023**

**MEETING MINUTES**

**CALL TO ORDER**

Chair, C. Robinson, was absent so Vice Chair, D. Rowley, called to order the meeting of COIDA at 8:16am. N. Vargha conducted roll call and determined there was a quorum. Voting members present included:

David Rowley  
Tom Armao  
Andrew Marietta (v)

Jeffery Joyner  
James Seward  
Craig Gelbsman\*

Absent Board Member(s): Cheryl Robinson, Jeffrey Lord, Patricia Kennedy

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Tammy Graves, **Marketing Coordinator**  
Nasim Vargha **Administrative Assistant**  
Kurt Schulte, **Agency Counsel (v)**

(v) – virtual and did not count toward the voting quorum  
\*arrived after start of meeting

**CHAIR'S REMARKS**

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

**MEETING MINUTES**

D. Rowley presented the meeting minutes from the April 27<sup>th</sup>, 2023 COIDA board meeting. Board members were given a copy of the minutes prior to the meeting for review.

J. Joyner made a motion to approve the April 27<sup>th</sup> Board minutes. The motion was seconded by J. Seward and was approved by the remaining members present.

## BILLS & COMMUNICATIONS

J. Zakrevsky reviewed the bills and communications. He reported that reimbursement was received from ESD for the work done on the Oneonta Rail Yards. Only one expense was disallowed because the contract could not be located.

J. Joyner 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 May 11<sup>th</sup>, 2023. J. Lord, Chair of the Committee, was absent so there was no report.
- ❖ Governance Committee – The Governance Committee meeting was held on April 13<sup>th</sup>, 2023. The Governance Committee meets quarterly, and the next meeting will take place on August 10<sup>th</sup>, 2023.
- ❖ Projects Committee – The Projects Committee meeting was held on May 11<sup>th</sup>, 2023. J. Zakrevsky moved into New/Unfinished Business and did not go into detail about the Projects Committee meeting.

## NEW BUSINESS / UNFINISHED BUSINESS

**Foothills Performing Arts Center:** J. Zakrevsky reported that beginning June 1<sup>st</sup>, 2023 Foothills will be paying the IDA \$1,667.67 a month for five years to repay their debt. K. Schulte suggested that any modifications to the terms be made official with a written note.

**County of Otsego Micro-Enterprise Grant Award:** J. Zakrevsky explained that the County of Otsego Micro-Enterprise Grant was approved, and the IDA was awarded \$300,000. The IDA will be administering the grant on behalf of the County.

**Letters Out to Taxing Jurisdictions Regarding Solar and Wind PILOTS:** J. Zakrevsky explained again that all solar and wind projects are exempt from local taxes under Section 487 of the tax law. The letters sent out to the taxing jurisdictions informed them of this exemption and encouraged them to opt out of Section 487 in order to receive full taxes from these projects. C. Gelbsman asked why the County asked the IDA to send the letters and J. Zakrevsky explained that the IDA would be administering the PILOT agreement and has more experience explaining the process to the taxing jurisdictions.

**Innovation Center:** T. Graves reported that she has been keeping up with the client list left by Gina Gardner and has gotten a few positive responses from the marketing campaign on LinkedIn. She now has about six people that she is currently assisting with marketing and market research. She noted that she has an intern starting next week and she will be attending the BIA annual conference in Binghamton. T. Graves also reported that she is beginning to promote the Microenterprise Grant application on social media now that it has been awarded.

## **RESOLUTIONS**

There were no Resolutions for this meeting.

## **PUBLIC COMMENT**

There were no Public Comments for this meeting.

## **ADJOURNMENT**

J. Joyner made a motion to adjourn the meeting of the IDA board at 8:36am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – June 8<sup>th</sup>, 2023
- COIDA/OCCRC Board Meeting – June 22<sup>nd</sup>, 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**

**AUDIT & FINANCE COMMITTEE  
JUNE 8<sup>TH</sup>, 2023  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:01am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Jeffrey Lord  
Tom Armao  
Cheryl Robinson  
James Seward\*

David Rowley  
Patricia Kennedy  
Andrew Marietta\*

Absent Member(s): Jeffery Joyner, Craig Gelbsman

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Tammy Graves, **Marketing Coordinator**  
Nasim Vargha, **Administrative Assistant**  
Victoria Spina, **Marketing Intern**

\* - arrived after the start of the meeting

**CHAIR'S COMMENTS**

J. Lord, Chair of the Audit & Finance Committee moved immediately onto the agenda.

**MEETING MINUTES**

J. Lord requested a motion to approve the meeting minutes from the May 11<sup>th</sup> 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. T. Armao seconded the motion, and it was approved by remaining members.

**PAYMENT OF BILLS**

J. Lord reviewed the bills and deposits made since the May 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. Regarding the deposits, D. Rowley

asked how many more months Burr Trucking will be paying rent and J. Zakrevsky replied that they will be paying rent until April 2024.

There being no questions about the bills, C. Robinson made a motion to approve the payment of bills. D. Rowley seconded the motion, and it was approved by the remaining members.

### **REVIEW OF FINANCIALS**

J. Zakrevsky reviewed the YTD budget and reported that the agency has a net income of \$331,000. He also noted that James Stevenson has decided to terminate his office lease at 189 Main Street at the end of June 2023.

### **NEW AND UNFINISHED BUSINESS**

There was no New/Unfinished Business for this meeting.

### **ADJOURNMENT**

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:05am.

### **UPCOMING MEETING SCHEDULE**

The next Audit & Finance Committee meeting is July 13<sup>th</sup>, 2023 at 8:00am.

**COIDA EXPENSES**  
**6/8/2023 - 6/21/2023**

<b>Vendor</b>	<b>Amount Due</b>	<b>Due Date</b>	<b>Reimbursable?</b>	<b>Notes</b>
BST	\$1,210			monthly accounting fees and QBO fee
BST	\$65			may QBO fee
Great America	\$174.83	25-Jun		copier agreement and insurance
ISD	\$89.50			monthly microsoft email exchange
ISD	\$262.50			IT services - fixing transmitter
Paperkite Creative	\$7,500.00	11-Jul		otsego now 22-23 marketing
Philadelphia Insurance	\$5,348.60	22-Jun		non profit umbrella, non profit package
Spectrum	\$299.95	1-Jul		otsego now wifi and phones
Spectrum	\$39.99	22-Jun		cade phones

<b>COIDA TOTAL</b>	<b>\$14,990.37</b>
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**COIDA DEPOSITS**  
**6/8/2023 - 6/22/2023**

<b>Vendor</b>	<b>Amount</b>	<b>Date of Deposit</b>	<b>Notes</b>
ARCH Insurance	\$634.57	9-Jun	paid family leave reimbursement for Meaghan Marino
ARCH Insurance	\$634.57	9-Jun	paid family leave reimbursement for Meaghan Marino
ARCH Insurance	\$634.57	20-Jun	paid family leave reimbursement for Meaghan Marino
Southern Tier 8	\$100.00	9-Jun	june rent

<b>TOTAL</b>	<b>\$2,003.71</b>
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**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY  
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**PROJECTS COMMITTEE  
June 8<sup>th</sup>, 2023  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:05am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Tom Armao  
David Rowley  
Andrew Marietta  
Patricia Kennedy

James Seward  
Jeffrey Lord  
Cheryl Robinson

Absent members: Craig Gelbsman, Jeffery Joyner

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Tammy Graves, **Marketing Coordinator**  
Nasim Vargha, **Administrative Assistant**  
Victoria Spina, **Marketing Intern**

**CHAIR'S REMARKS**

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

**MEETING MINUTES**

T. Armao requested a motion to approve the May 11<sup>th</sup> 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, C. Robinson made a motion to approve the meeting minutes. J. Lord 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 May 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:

**Oneonta Railyards:** J. Zakrevsky explained that he met with DEC regarding the permit to clear wetlands and was told that only a SPDES permit would be needed because the clearance is beyond 100 feet.

**Richfield Springs:** J. Zakrevsky reported that a wetland delineation has been done and he now recommends to not build on one of the lots. The new site plan will only include two of the four lots in order to avoid building near the wetlands. J. Zakrevsky explained that he also sent an indemnification agreement to the Town Supervisor and attorney. The agreement would take responsibility away from the Town in the event that the IDA could not fulfill its obligations with the grant. J. Zakrevsky noted that the Town signing as a co-applicant is the only thing that EDA is waiting for before the release of funds.

**Innovation Acceleration Center:** T. Graves reported that the IAC currently has five clients that are being assisted in some capacity. She is currently collaborating with the Regional Innovation Council out of SUNY Oneonta to create a searchable business and service database. The database will make it possible for businesses to offer various resources to the community. T. Graves explained that the marketing campaign with Paperkite Creative expires on June 30 2023. She will be meeting with them to discuss how to move forward. C. Robinson asked how the IAC had made initial contact with the five current clients and T. Graves explained that the most recent client was contacted through LinkedIn. The most recent client is a gentleman who wants to produce emergency sleds. C. Robinson suggested that it would be helpful for the board to see a plan for the IAC with year-by-year targets. She also suggested that a detailed business plan be made for each potential client so that the IAC can decide what should be done to assist them. D. Rowley asked what the current physical space capacity is and J. Zakrevsky explained that the second conference room can accommodate 5-6 people. V. Spina then gave a report of her current activities as marketing intern. She explained that she has been doing market research, specifically with New Path Label. She has also reached out to Hartwick College to see if they might be able to offer resources and space for the community.

## NEW/UNFINISHED BUSINESS

**Second IOXUS Drawdown:** J. Zakrevsky explained that he is finishing up the analysis for a second drawdown request for IOXUS. In addition to the 31 retained jobs, they have hired 8 people. N. Vargha will work on compiling the related documents.

**PARIS Reports:** Of the 18 PARIS reports submitted, one error was found. J. Zakrevsky explained that they considered Corning's second expansion as a separate project that needed to go in a different section of the report.

**Letters to Taxing Jurisdictions:** After sending letters to the taxing jurisdictions regarding wind and solar projects, two school districts have requested sample resolutions to opt out of Section 487.

**City of Oneonta Trail Development:** The City of Oneonta has requested to extend a walking trail approximately 500 feet into the Oneonta Rail Yards. J. Zakrevsky recommended entering into a yearly lease with an indemnification agreement so that it can be built. C. Robinson noted that the map showed the trail as a loop and not a connecting path. She expressed concern that it was a lot of money for a short path that people may not use. Two maps were provided, and it was unclear which one was the current plan. J. Seward suggested that they should provide the board with one map and a more detailed proposal. J. Lord added that the proposal should include all of the possible impacts of the project.

## **ADJOURNMENT**

There being no further business to discuss, D. Rowley made a motion to adjourn the Projects Committee meeting at 8:43am.

## **UPCOMING MEETING SCHEDULE**

The next Projects Committee meeting will be held on July 13<sup>th</sup>, 2023, at 8:00am.