

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
ONEONTA RAILYARDS LOCAL DEVELOPMENT CORPORATION
February 6, 2025**

ANNUAL MEETING MINUTES

CALL TO ORDER

Chair, Cheryl Robinson, called to order the Annual meeting of COIDA/OCCRC at 8:00 a, at the Otsego Now offices at 189 Main Street in Oneonta, NY. Meaghan Remillard conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Craig Gelbsman
Andrew Marietta (v)

Tom Armao
Patricia Kennedy
Blake Elliott

Absent Board Members(s): Jeffrey Lord, David Rowley, Tim Johnson

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO (v)**
Meaghan Remillard, **Dir. Of Finance & Administration**
Jordan Allen, **Administrative Assistant**

(v) – virtual

CHAIRMAN REMARKS

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

COMMITTEE/ BOARD MEETING REQUIREMENTS

1. Confirmation of Agency Board Meeting Schedule

4th Thursday of every month, at 8:00am

2. Election of Officers of the Agency

Chair: Cheryl Robinson

Vice Chair: David Rowley

Treasurer: Jeffrey Lord

Secretary: Tom Armao

3. Appointment of Chief Executive Officer and Agency Staff

Jody Zakrevsky, Chief Executive Officer

Meaghan Remillard, Director of Finance and Administration

Jordan Allen, Administrative Assistant

4. Appointment of Auditing Firm Regarding Preparation of Financial Statements

Mostert, Manzanero, & Scott, LLP.

5. Appointment of Agency Counsel

Kurt D. Schulte, Esq.

6. Appointment of Bond Counsel to the Agency

Hodgson Russ, LLP.

7. Appointment of Bank of the Agency and Accounts

Community Bank, NA. – IDA Checking Account

Community Bank, NA. – CRC Checking Account

Community Bank, NA. – LDC Checking Account
Community Bank, NA. – CD Account (IDA)
Community Bank, NA. – CD Account (CRC) x2
Community Bank, NA. – MMDA
NBT Bank – MMDA

8. Approval and Confirmation of Agency Policies

Uniform Tax Exemption Policy
Investment Policy
Procurement Policy
Public Authority Accountability Act Policies

9. Appointment of Contract Officer

Jody Zakrevsky, Chief Executive Officer

10. Appointment of Investment Officer

Jeffrey C. Lord, Treasurer

11. Audit and Finance Committee

Chair: Jeffrey Lord
Vice Chair: Patricia Kennedy
Member: Craig Gelbsman
Member: Andrew Marietta

12. Project Oversight Committee

Chair: Tom Armao
Vice Chair: Blake Elliott
Member: Patricia Kennedy
Member: Andrew Marietta
Member: Tim Johnson

13. Governance Committee

Chair: Andrew Marietta
Vice Chair: David Rowley
Member: Tom Armao
Member: Cheryl Robinson

14. Designation of Newspaper

The Oneonta Daily Star

15. Agency Mission Statement

Assist in the enhancement and diversity of the economy of the County of Otsego (the “County”) by acting in support of projects in the County that create and/or retain jobs and/or promote private sector investment utilizing the statutory powers of the Agency as set forth under the provisions of the laws of the State of New York.

ADJOURNMENT

There being no further business to discuss, C. Robinson made a motion to adjourn the COIDA/OCCRC/LDC Annual Meeting at 8:09 am.