

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
ONEONTA RAILYARDS LOCAL DEVELOPMENT CORPORATION
February 5, 2026**

ANNUAL MEETING MINUTES

CALL TO ORDER

Chair, Cheryl Robinson, called to order the Annual meeting of COIDA/OCCRC at 8:00 am 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
Tim Johnson (v)*
Jeffrey Lord

David Rowley
Patricia Kennedy
Michelle Catan
Blake Elliott

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Terel Marshburn, **Economic Development Director**
Meaghan Remillard, **Dir. Of Finance & Administration**
Jordan Allen, **Administrative Assistant**
Chris Canada, **Bond Counsel (v)**
Kurt Schulte, **Agency Counsel (v)**

GUEST

Cassandra Miller, **Butternut Valley Alliance**

(v) – virtual

* - arrived after meeting started

CHAIRMAN REMARKS

Chair, C. Robinson, welcomed fellow board members and staff. She also welcomed our new board member, Michelle Catan.

COMMITTEE/ BOARD MEETING REQUIREMENTS

1. Confirmation of Agency Board Meeting Schedule

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

D. Rowley made a motion to approve the Board Meeting Schedule; P. Kennedy seconded, and it was approved by the remaining members.

2. Election of Officers of the Agency

Chair: Cheryl Robinson

D. Rowley made a motion to approve Cheryl Robinson as the Chair; P. Kennedy seconded, and it was approved by the remaining members.

Vice Chair: David Rowley

D. Rowley made a motion to approve David Rowley as Vice Chair; P. Kennedy seconded, and it was approved by the remaining members.

Treasurer: Jeffrey Lord

D. Rowley made a motion to approve Jeffrey Lord as Treasurer; P. Kennedy seconded, and it was approved by the remaining members.

Secretary: Patricia Kennedy

D. Rowley made a motion to approve Patricia Kennedy as Secretary. P. Kennedy seconded, and it was approved by the remaining members.

3. Appointment of Chief Executive Officer and Agency Staff

Jody Zakrevsky, Chief Executive Officer
Terel Marshburn, Economic Development Director
Meaghan Remillard, Director of Finance and Administration
Jordan Allen, Administrative Assistant

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

4. Appointment of Auditing Firm Regarding Preparation of Financial Statements

Mostert, Manzanero, & Scott, LLP.

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

5. Appointment of Agency Counsel

Kurt D. Schulte, Esq.

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

6. Appointment of Bond Counsel to the Agency

Hodgson Russ, LLP.

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

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) x3
Community Bank, NA. – CD Account (CRC) x2
Community Bank, NA. – MMA

C. Robinson made a motion to approve; C. Gelbsman seconded, J. Lord abstained, and it was approved by the remaining members.

8. Bank Signatories

1. Cheryl Robinson
2. Jeffrey Lord
3. Jody Zakrevsky
4. Michelle Catan

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

9. Approval and Confirmation of Agency Policies

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

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

10. **Appointment of Contact Officer**

Jody Zakrevsky, Chief Executive Officer

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

11. **Appointment of Investment Officer**

Jeffrey C. Lord, Treasurer

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

12. **Audit and Finance Committee**

Chair: Jeffrey Lord

Vice Chair: Patricia Kennedy

Member: Craig Gelbsman

Member: Andrew Marietta

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

13. **Project Oversight Committee**

Chair: Craig Gelbsman

Vice Chair: David Rowley

Member: Blake Elliot

Member: Tim Johnson

Member: Andrew Marietta

Member: Michelle Catan

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

14. **Governance Committee**

Chair: Andrew Marietta
Vice Chair: David Rowley
Member: Patricia Kennedy
Member: Cheryl Robinson

D. Rowley made a motion to approve; P. Kennedy seconded, and it was approved by the remaining members.

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.

PUBLIC COMMENT

Executive Director of Butternut Valley Alliance, Cassandra Miller explained that one of the efforts her organizations does is economic development, primarily in Gilbertsville and Morris. She stated that she is reviewing New York grant efforts for Morris and Gilbertsville and learned that the our agency does economic development as well.

ADJOURNMENT

There being no further business to discuss, C. Robinson made a motion to adjourn the COIDA/OCCRC/LDC Annual Meeting at 8:11 am.