

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
ONEONTA RAILYARDS LOCAL DEVELOPMENT CORPORATION
February 22, 2024**

ANNUAL MEETING MINUTES

CALL TO ORDER

Chairman, Cheryl Robinson, called to order the Annual meeting of COIDA/OCCRC at 8:02am at the Otsego Now 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
Jeffrey Lord
Craig Gelbsman (v) *
Andrew Marietta

David Rowley
Tom Armao
Patricia Kennedy
James Seward (v)

Absent Board Member(s):

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. Of Finance & Administration**
Nasim Vargha, **Administrative Assistant**
Kurt Schulte, **Agency Counsel (v)**

(v) – virtual and did not count toward the voting quorum

* - arrived after start of meeting

CHAIRMAN'S REMARKS

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

COMMITTEE/BOARD MEETING REQUIREMENTS

The board discussed the in-person quorum requirements for meetings and how quorum for committee meetings would be handled moving forward. They also discussed changes in how meetings would be streamed and recorded.

CONFIRMATIONS AND APPOINTMENTS FOR IDA/CRC/LDC

- **Confirmation of Agency Board Meeting Schedule**

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

- **Election of Officers of COIDA and OCCRC**

Chair: Cheryl Robinson

Vice Chair: David Rowley

Treasurer: Jeffrey Lord

Secretary: T. Armao

- **Appointment of Chief Operating Officer and Agency Staff**

Jody Zakrevsky, Chief Executive Officer
Meaghan Marino, Director of Finance and Administration
Nasim Vargha, Administrative Assistant

- **Appointment of Auditing Firm for Preparation of Financial Statements**

Mostert, Manzanero, & Scott, LLP.

- **Appointment of Agency Counsel**

Kurt D. Schulte, Esq.

- **Appointment of Bond Counsel to the Agency**

Hodgson Russ, LLP.

- **Appointment of Bank of the Agency and Accounts**

Community Bank, NA – Checking Account
Community Bank, NA – CD Account
Community Bank, NA – MMDA
Community Bank, NA – Line of Credit
NBT Bank – MMDA

- **Approval and Confirmation of Agency Policies**

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

- **Appointment of Contract Officer**

Jody Zakrevsky, Chief Operating Officer

- **Appointment of Investment Officer**

Jeffrey Lord, Treasurer

- **Audit & Finance Committee**

Chair: Jeffrey Lord

Vice Chair: Patricia Kennedy

Members: Andrew Marietta, Craig Gelbsman

- **Project Oversight Committee**

Chair: Tom Armao

Vice Chair: James Seward

Members: Andrew Marietta, Patricia Kennedy

- **Governance Committee**

Chair: Andrew Marietta

Vice Chair: David Rowley

Members: Tom Armao, Cheryl Robinson

- **Designation of Newspaper**

The Daily Star

D. Rowley made a motion to approve all nominations. The motion was seconded by P. Kennedy and approved by the remaining board members.

ADJOURNMENT

There being no further business to discuss, J. Lord made a motion to adjourn the COIDA/OCCRC/LDC Annual Meeting at 8:24am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Board Meeting – March 28th, 2024 at 8:00am.

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