

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

FEBRUARY 27th, 2025

MEETING MINUTES

CALL TO ORDER

Chair, C. Robinson, called to order the meeting of COIDA at 8:00 am. M. Remillard conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Jeffrey Lord
Craig Gelbsman*

David Rowley
Tom Armao
Blake Elliott

Absent Board Member(s): Andrew Marietta, Patricia Kennedy, Tim Johnson

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Remillard, **Dir. of Finance and Administration**
Jordan Allen, **Administrative Assistant**

* - joined after start of meeting

CHAIR'S REMARKS

Chair, C. Robinson, welcomed fellow board members and staff to the February meetings, moving immediately onto the agenda.

MEETING MINUTES

C. Robinson presented the meeting minutes from the January 23, 2025, COIDA board meeting and February 13th Audit & Finance Committee Meeting Minutes and Project Committee Meeting Minutes. Board members were given a copy of the minutes prior to the meeting for review. J. Lord noted a correction that needed to be made prior to approval.

C. Robinson made a motion to approve the January 23rd meeting minutes with the noted correction and the February 13th Audit & Finance Committee Meeting Minutes and Project Committee Meeting Minutes. The motion was seconded by D. Rowley and was approved by the remaining members present.

COMMITTEE REPORTS

- Audit & Finance – The Audit & Finance Committee meeting was held on February 13th, 2025. J. Lord, Chair of the Committee, stated that alternate investment opportunities are being discussed due to a delay in grant funding and expenditures.
- Governance Committee – The Governance Committee meeting was held on January 9th, 2025. The next meeting will take place on March 13th, 2025.
- Projects Committee – The Projects Committee meeting was held on February 13th, 2025. T. Armao asked for an update on Richfield Springs and Oneonta Business Park. J. Zakrevsky gave a brief report on his recent activities.

BILLS & COMMUNICATIONS

M. Remillard noted that most of the reimbursable bills are Ford Block PILOT payments and construction work at Richfield Springs.

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

EXECUTIVE SESSION

C. Robinson made a motion to enter executive session with committee members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:27 am for the following reasons: To discuss personnel issues. The committee entered executive session at 8:27 am.

There was no action.

D. Rowley made a motion to enter back into public session; The committee exited executive session at 8:45 am.

NEW BUSINESS / UNFINISHED BUSINESS

Creation of Committee for Economic Development Director: J. Zakrevsky stated that a search committee, made up IDA board members, will be created to assist in finding an ED Director for the agency. C. Robinson described that the purpose of the committee is to engage in activities required to recruit, refine, and select a candidate for the position. Offering a salary range and not to exceed over \$80,000. The committee will be granted the authority to select and extend offers, along with ability to adjust the job description and title as deemed appropriate. A Governance meeting will be held in March to select committee members.

C. Robinson made a motion to approve the creation of the committee at the March 13th Governance Committee meeting. D. Rowley seconded the motion, and it was approved by the remaining members.

RESOLUTIONS

RESOLUTION 1-2025: AUTHORIZING THE OTSEGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY CHIEF EXECUTIVE OFFICER TO SIGN LOAN AGREEMENT WITH COUNTY OF OTSEGO

WHEREAS, the Otsego County Industrial Development Agency (IDA) CEO has met with the County of Otsego Intergovernmental Affairs Committee (IGA) and the IGA has recommended a \$600,000 interest free loan for one year with an option to extend it for a second year if needed to the IDA; and

WHEREAS, the Otsego County Industrial Development Agency (IDA) CEO has met with the County of Otsego Administrative Committee (AC) and the AC has recommended a \$600,000 interest free loan for one year with an option to extend it for a second year if needed to the IDA; and

WHEREAS, at the County of Otsego Board meeting on March 5, 2025, the County will consider approving such loan; now, therefore be it

RESOLVED, that the Board of Directors hereby authorizes the CEO of the Agency to sign the loan agreement should the County Board of Representatives approve such loan agreement.

C. Robinson made a motion to approve the signature of the loan agreement with County of Otsego. The motion was seconded by J. Lord and was approved by the remaining members present.

RESOLUTION 2-2025: AUTHORIZING SALARY INCREASES FOR DIRECTOR OF FINANCE & ADMINISTRATION AND ADMINISTRATIVE ASSISTANT

WHEREAS, the Chief Executive Officer has made certain recommendations regarding merit increases for staff; and

WHEREAS, the recommended increases and will 2025 cost-of-living increases for 2025 are consistent with the adopted 2025 Budget; now therefore be it

RESOLVED, that merit raised be authorized for the Director of Finance and Administration and the Agency's Administrative Assistant in the amount of 5 % for 2025.

Effective Date: March 1st, 2025

C. Robinson made a motion to approve the salary increase for Director of Finance & Administration and Administrative Assistant. The motion was seconded by D. Rowley and was approved by the remaining members present.

PUBLIC COMMENT

There were no Public Comments for this meeting.

ADJOURNMENT

C. Robinson made a motion to adjourn the meeting of the IDA board at 8:51 am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting/Governance Committee Meeting – **March 13th, 2025**
- COIDA/OCCRC Board Meeting – **March 27th, 2025**

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