

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

MARCH 26th, 2026

MEETING MINUTES

CALL TO ORDER

Chair, C. Robinson, called to order the meeting of COIDA at 8:01 am. M. Remillard conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Jeffrey Lord
Patricia Kennedy
Craig Gelbsman

Andrew Marietta* (v)
Michelle Catan
Tim Johnson

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Terel Marshburn, **Economic Development Director**
Meaghan Remillard, **Dir. of Finance and Administration**
Jordan Allen, **Administrative Assistant**
Kurt Schulte, **Agency Counsel (v)**

GUEST

Jason Waite, **Mostert, Manzanero & Scott, LLP** (v)**

(v) – virtual

* - arrived after start of meeting

** - left before end of meeting

CHAIR'S REMARKS

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

PRESENTATION OF THE 2025 AUDIT – COIDA, OCCRC, ORYLDC

Jason Waite, of Mostert, Manzanero & Scott, LLP, reviewed the main findings of the 2025 COIDA financial audit with the board. He reported that it was an unmodified opinion, consistent from year to year. J. Waite reviewed the ORYLDC and the OCCRC financial audits and reported that both were clean opinions with no significant findings.

MEETING MINUTES

C. Robinson presented the meeting minutes from the January 22, 2026, COIDA board meeting and March 12th 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.

C. Robinson made a motion to approve the 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 March 12th, 2026. P Kennedy, Vice Chair of the Committee, let the draft minutes stand as the report.
- Governance Committee – The Governance Committee meeting was held on January 8th, 2026. The Governance Committee meets quarterly, and the next meeting will take place on April 9th, 2026.
- Projects Committee – The Projects Committee meeting was held on March 12th, 2026. C. Gelbsman, Chair of the Committee, let the draft minutes stand as the report.

BILLS & COMMUNICATIONS

M. Remillard stated for the February rent recorded, Aaron Sanborn moved out of the office in February, noting that will be the last deposit submitted.

C. Gelbsman made a motion to approve the payment of bills. D. Rowley seconded the motion, and it was approved by the remaining members.

NEW BUSINESS / UNFINISHED BUSINESS

2025 Financial Audit:

C. Robinson made a motion to approve the 2025 IDA and LDC Audit. T. Johnson seconded the motion, and it was approved by the remaining members present.

PARIS Reports (Annual Report, Procurement Report, Investment Report):

M. Remillard reviewed the 2025 PARIS reports for the IDA. She stated it was the same as every year, documenting the financial numbers given from the audits. The reports were emailed to the board prior to the meeting. M. Catan noted a couple components on the PARIS reports that need to be corrected or updated.

C. Robinson made a motion to approve the 2025 PARIS reports for the IDA. T. Johnson seconded the motion, and it was approved by the remaining members present.

2026 Staff Salary:

J. Zakrevsky stated in February he submitted to the board members in the Governance Committee Meeting recommending increase salary for some of the staff. C. Robinson stated it was previously approved, to be effective March 1, 2026.

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 8:34 am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Governance Committee Meeting/ Projects Committee Meeting/Governance Committee Meeting – **April 9th, 2026**
- COIDA/OCCRC Board Meeting – **April 23rd, 2026**

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

DRAFT