

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**JUNE 22<sup>nd</sup>, 2023**

**MEETING MINUTES**

**CALL TO ORDER**

Chair, C. Robinson, called to order the meeting of COIDA at 8:02am. N. Vargha conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson  
Jeffrey Lord  
Patricia Kennedy

David Rowley  
Tom Armao

Absent Board Member(s): Craig Gelbsman, Andrew Marietta, James Seward

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Tammy Graves, **Marketing Coordinator (v)**  
Nasim Vargha **Administrative Assistant**  
Kurt Schulte, **Agency Counsel (v)**  
Victoria Spina, **Marketing Intern (v)**

**GUESTS**

Larry Frigault, **Town of Richfield (v)**

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

**CHAIR’S REMARKS**

C. Robinson welcomed fellow board members and staff to the June board meeting and moved immediately onto the agenda.

**MEETING MINUTES**

C. Robinson presented the meeting minutes from the May 25<sup>th</sup>, 2023 COIDA board meeting. Board members were given a copy of the minutes prior to the meeting for review.

D. Rowley made a motion to approve the May 25<sup>th</sup> Board minutes. The motion was seconded by J. Lord and was approved by the remaining members present.

## BILLS & COMMUNICATIONS

C. Robinson reviewed the bills and communications. There was nothing out of the ordinary.

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

## COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on June 8<sup>th</sup>, 2023. J. Lord, Chair of the Committee, referred board members to the meeting minutes that they received the day before.
- ❖ Governance Committee – The Governance Committee meeting was held on April 13<sup>th</sup>, 2023. The Governance Committee meets quarterly, and the next meeting will take place on August 10<sup>th</sup>, 2023.
- ❖ Projects Committee – The Projects Committee meeting was held on June 8<sup>th</sup>, 2023. J. Zakrevsky recapped some of his recent projects:
  - N. Vargha has completed the second IOXUS drawdown request.
  - Apple Converting has requested a Phase 1 Environmental Study for the building at 139 Commerce Road to ensure that it is clean. J. Lord asked for clarification on what the current contract is with Apple Converting. J. Zakrevsky explained that they are looking for a five-year lease, but nothing has been signed yet.
  - J. Zakrevsky had a meeting with T. S. Pink which is a company that makes soap stones. They are looking to upgrade their marketing capabilities.
  - Brooks Bottling is preparing to move forward with the Small Cities Grant.
  - A manufacturing company out of Rochester is interested in the three acre site in the Oneonta Business Park.
  - J. Zakrevsky was contacted by a representative of 47 Chestnut Street LLC who was interested in working with the IDA to do a sales tax exemption for their building restoration project. P. Kennedy clarified that 47 Chestnut Street LLC was the Oneonta Theater. J. Zakrevsky noted that he was not completely aware of what the project was. D. Rowley suggested that the topic be discussed further in executive session.

## NEW BUSINESS / UNFINISHED BUSINESS

**Richfield Eco-Business Park:** J. Zakrevsky reported that DEC will be meeting with HUNT Engineering at the site to review the wetland delineation that was done. The new site plan, which includes only two of the lots, was sent to DEC for review. HUNT Engineering's proposal will also be sent to EDA for approval within the next few days. J. Zakrevsky also reported that the attorney for the Town of Richfield has expressed an unwillingness to take ownership of the water and sewer lines or sign as a co-applicant on the grant. J. Frigault explained that when reviewing the agreement, the Town attorney found a few areas of concern. He is planning on bringing the issue up at the next board meeting. C. Robinson asked if there is a timeline in place for a decision and L. Frigault believed that a decision could be made by their next board meeting.

## RESOLUTIONS

There were no Resolutions for this meeting.

## EXECUTIVE SESSION

D. Rowley made a motion to enter executive session with board members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:19am for the following reasons: To discuss contracts. J. Lord seconded the motion, and it was approved by all board members present. The board entered executive session at 8:19am. There was no action taken in executive session.

J. Lord made a motion to enter back into public session; D. Rowley seconded, and all members approved. The board exited executive session at 8:34am

**The Oneonta Theater**: C. Robinson asked K. Schulte if a title check was done for the Oneonta Theater in the past. K. Schulte explained that there was a title transfer into the 47 Chestnut Street LLC. J. Lord asked how the title was transferred while the mortgage was unsatisfied. K. Schulte said that it is possible to deed property subject to the mortgage.

## PUBLIC COMMENT

There were no Public Comments for this meeting.

## ADJOURNMENT

D. Rowley made a motion to adjourn the meeting of the IDA board at 8:40am.

## UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – July 13<sup>th</sup>, 2023
- COIDA/OCCRC Board Meeting – July 27<sup>th</sup>, 2023

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