

# COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

OCTOBER 26<sup>th</sup>, 2023

## MEETING MINUTES

### CALL TO ORDER

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

Cheryl Robinson  
Jeffrey Lord  
Andrew Marietta\*

David Rowley  
Tom Armao  
Craig Gelbsman

Absent Board Member(s): Patricia Kennedy, James Seward

Also, in attendance:

### STAFF

Jody Zakrevsky, **CEO**  
Meaghan Marino, **Director of Finance and Administration**  
Nasim Vargha **Administrative Assistant**  
Kurt Schulte, **Agency Counsel (v)**  
Joseph Scott, **Bond Counsel (v)**

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

\* - arrived after start of meeting

### CHAIR'S REMARKS

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

### MEETING MINUTES

C. Robinson presented the meeting minutes from July 27<sup>th</sup>, 2023 COIDA board meeting. She also presented the July 13<sup>th</sup>, August 10<sup>th</sup>, September 14<sup>th</sup>, and October 12<sup>th</sup> Audit & Finance Committee meeting minutes as well as the July 13<sup>th</sup>, August 10<sup>th</sup>, September 14<sup>th</sup>, and October 12<sup>th</sup> Project Committee minutes. Board members were given a copy of the minutes prior to the meeting for review.

D. Rowley made a motion to approve the meeting minutes. The motion was seconded by J. Lord and was approved by the remaining members present.

## COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on October 12<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 August 10<sup>th</sup>, 2023. The Governance Committee meets quarterly, and the next meeting will take place on December 14<sup>th</sup>, 2023.
- ❖ Projects Committee – The Projects Committee meeting was held on October 12<sup>th</sup>, 2023. T. Armao referred board members to the draft meeting minutes that they received the day before. J. Zakrevsky gave a brief report of his recent activities.

## BILLS & COMMUNICATIONS

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

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

## NEW BUSINESS / UNFINISHED BUSINESS

**Dates for November and December Board Meetings:** M. Marino noted that the November board meeting would fall on Thanksgiving so will most likely be cancelled. She added that if a board meeting is necessary, it could be held on November 30<sup>th</sup>. The December board meeting would fall on the 28<sup>th</sup> and may conflict with Christmas plans. C. Robinson suggested to keep the December meeting scheduled and cancel the November meeting.

**Adoption of 2024 COIDA Budget:** J. Zakrevsky explained that one document was a budget that M. Marino had made, and the other was the four-year plan that is required for PARIS reports. The board then had a brief discussion regarding the annual County appropriation.

J. Lord made a motion to approve the 2024 COIDA budget. D. Rowley seconded the motion, and it was approved by the remaining members.

## RESOLUTIONS

There were no Resolutions for this meeting.

## 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 8:23am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting/Governance Committee Meeting – November 9<sup>th</sup>
- COIDA/OCCRC Board Meeting – TBD

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