

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

March 28th, 2024

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
Tom Armao
Patricia Kennedy
Andrew Marietta

David Rowley
Jeffrey Lord
Craig Gelbsman
James Seward (v)

Absent Board Member(s):

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Remillard, **Director of Finance and Administration**
Nasim Vargha **Administrative Assistant**

GUESTS

Jason Waite, **Mostert, Manzanero & Scott, LLP****

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

** - left before end of meeting

CHAIR'S REMARKS

C. Robinson moved immediately onto the agenda.

PRESENTATION OF THE 2023 AUDIT – COIDA, OCCRC, ORYLDC

Jason Waite, of Mostert, Manzanero & Scott, LLP, reviewed the main findings of the 2023 COIDA financial audit with the board. He reported that it was a clean audit opinion with no material weaknesses and no significant deficiencies. The audit also showed that the IDA had complied with the NYS investment policies. J. Waite reviewed the ORYLDC and the OCCRC financial audits and reported that both were clean opinions with no significant findings.

D. Rowley made a motion to approve the 2023 financial audits of the COIDA, OCCRC and ORYLDC. J. Lord seconded the motion, and it was approved by the remaining members present.

MEETING MINUTES

C. Robinson presented the meeting minutes from the February 22nd COIDA board meeting. She also presented the February 22nd Annual Meeting 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 T. Amao and was approved by the remaining members present.

COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on February 8th, 2024.
- ❖ Governance Committee – The Governance Committee meeting was held on January 11th, 2024. The Governance Committee meets quarterly, and the next meeting will take place on April 11th, 2024.
- ❖ Projects Committee – The Projects Committee meeting was held on February 8th, 2024.

BILLS & COMMUNICATIONS

M. Marino reviewed the bills to be paid. She noted that the EDC Welcome Reception has increased to \$6,000 this year.

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

NEW BUSINESS / UNFINISHED BUSINESS

PARIS Reports (Annual Report, Procurement Report, Investment Report): J. Zakrevsky reviewed the 2023 PARIS reports for the IDA and noted that the reports were relatively standard this year. He noted a small correction that he made after he received revised numbers for the Springbrook Ford Block project.

D. Rowley made a motion to approve the 2023 PARIS reports. T. Armao seconded the motion, and it was approved by the remaining members present.

Skyline Hospitality: J. Zakrevsky explained that there were additional forms that needed to be signed so that Skyline Hospitality's contractor could also be sales tax exempt.

D. Rowley made a motion to approve the Skyline Hospitality documents. T. Armao seconded the motion, and it was approved by the remaining members present.

Bond Counsel: J. Zakrevsky reviewed the two responses to the bond counsel RFP. He noted that Hawkins, Delafield & Wood LLP is based in New York City and Long Island, and Hodgson Russ is based in Albany. He also explained that Hawkins, Delafield & Wood specializes in bond counsel and would not be able to handle environmental or litigation issues. J. Lord asked how the RFP was distributed and J. Zakrevsky explained that there are pages that monitor IDA RFPs and then distribute them to companies that match. C. Robinson reminded the board that Hodgson Russ had already been approved as the agency's bond counsel at the annual meeting in February. She suggested that they keep the current bond counsel as is and then distribute an RFP more widely at the end of this year.

RESOLUTIONS

There were no Resolutions for this meeting.

PUBLIC COMMENT

There were no Public Comments for this meeting.

ADJOURNMENT

J. Lord made a motion to adjourn the meeting of the IDA board at 8:20am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – **April 11th, 2024**
- COIDA/OCCRC Board Meeting – **April 25th, 2024**

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