

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

OCTOBER 30th, 2025

MEETING MINUTES

CALL TO ORDER

Vice Chair, D. Rowley, 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:

Jeffrey Lord
Tim Johnson (v)*
Craig Gelbsman
Patricia Kennedy

David Rowley
Andrew Marietta
Tom Armao

Absent Board Member(s): Cheryl Robinson

Also, in attendance:

STAFF

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

(v) - virtual

* - arrived after start of meeting

MEETING MINUTES

D. Rowley presented the meeting minutes from the September 25, 2025, COIDA board meeting and October 9th 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.

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

COMMITTEE REPORTS

- Audit & Finance – The Audit & Finance Committee meeting was held on October 9th, 2025. J. Lord, Chair of the Committee, referred board members to the draft of the meeting minutes that had been provided to them.
- Governance Committee – The Governance Committee meeting was held on August 14th, 2025. The Governance Committee meets quarterly, and the next meeting will take place on December 11th, 2025.
- Projects Committee – The Projects Committee meeting was held on October 9th, 2025. J. Zakrevsky referred board members to the director’s report that has been provided for them.

BILLS & COMMUNICATIONS

M. Remillard stated that in the list of bills there were several invoices from Directive, for items like Terel’s computer. She also noted a HUNT Engineering charge that was covered by the EDA grant, and Mostert, Manzanero & Scott bill for the agencies single audit.

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

NEW BUSINESS / UNFINISHED BUSINESS

2026 IDA Budget: M. Remillard reviewed the 2026 four-year PARIS budget. The board reviewed the budget, D. Rowley made a motion to approve the 2026 IDA Budget. J. Lord seconded the motion, it was approved by the remaining members.

2026 ORLDC Budget: The board reviewed the budget, D. Rowley made a motion to approve the 2026 ORLDC Budget. J. Lord seconded the motion, it was approved by the remaining members.

2025 Federal Audit: M. Remillard sent out the draft federal audit. MMS didn’t like how the grant expenses were recorded, with one modification for 2025. D. Rowley made a motion to approve the 2025 federal audit. T. Armao seconded the motion, it was approved by the remaining members.

Proposal from Sterling Environmental Engineering: T. Marshburn explained the plan on providing a bid for the clearing land at the Oneonta Railyards, Sterling Environmental Engineering has been onsite. D. Rowley requested a bid for 8 acres along Roundhouse Road. T. Marshburn will work with Sterling to update the proposal.

EXECUTIVE SESSION

There was no Executive Session 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 8:30 am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – **November 13th, 2025**
- COIDA/OCCRC Board Meeting – **December 11th, 2025**

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

