

# COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

DECEMBER 11<sup>th</sup>, 2025

## MEETING MINUTES

### CALL TO ORDER

Vice Chair, D. Rowley, called to order the meeting of COIDA at 8:13 am. M. Remillard conducted roll call and determined there was a quorum. Voting members present included:

Jeffrey Lord (v)  
Tim Johnson  
Craig Gelbsman  
Patricia Kennedy

David Rowley  
Andrew Marietta (v)  
Tom Armao  
Cheryl Robinson

Absent Board Member(s): Blake Elliot

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 October 30, 2025, COIDA board meeting and October 9<sup>th</sup> 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. 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 9<sup>th</sup>, 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 December 11<sup>th</sup>, 2025. The Governance Committee meets quarterly, and the next meeting will take place on January 8<sup>th</sup>, 2026
- Projects Committee – The Projects Committee meeting was held on October 9<sup>th</sup>, 2025. T. Armao referred board members to the meeting minutes that has been provided for them.

## BILLS & COMMUNICATIONS

M. Remillard stated that in the list of bills there were tax payments paid out to taxing jurisdictions, for example Skyline, Chestnut Crossings, and Ford Block. Along with paying Eastman for the siding on IOXUS.

C. Robinson 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

**Resolution: Authorizing setting up a SIMPLE IRA Retirement Plan:** J. Lord reviewed the SIMPLE IRA Retirement Plan. The board reviewed the resolution; D. Rowley made a motion to approve the SIMPLE IRA Retirement Plan. P. Kennedy seconded the motion, it was approved by the remaining members. Audit and Finance Committee recommended to move this to the board meeting.

**Award of Contract to Sterling Environmental Engineering:** J. Lord reviewed the contract to Sterling Environmental Engineering; C. Robinson made a motion to approve the contract to Sterling Environmental Engineering. T. Johnson seconded the motion, it was approved by the remaining members. Audit and Finance Committee recommended to move this to the board meeting.

## EXECUTIVE SESSION

There was no Executive Session for this meeting.

## 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 8:25 am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Governance Committee Meeting / Projects Committee Meeting – **January 8<sup>th</sup>, 2026**
- COIDA/OCCRC Board Meeting – **January 22<sup>nd</sup>, 2026**

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