

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY  
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**PROJECTS COMMITTEE  
JULY 13<sup>th</sup>, 2023  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:07am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Tom Armao	James Seward (v) *
David Rowley	Jeffrey Lord
Andrew Marietta (v)	Cheryl Robinson
Patricia Kennedy	

Absent members: Craig Gelbsman

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Meaghan Marinos, **Director of Finance and Administration**  
Tammy Graves, **Marketing Coordinator**  
Kurt Schulte, **Agency Counsel**  
Nasim Vargha, **Administrative Assistant**  
Victoria Spina, **Marketing Intern**

**GUESTS**

David Kenny

(v) – virtual

\* - left before end of meeting

**CHAIR'S REMARKS**

Projects Chair, T. Armao, moved immediately into the agenda.

## MEETING MINUTES

T. Armao requested a motion to approve the June 8<sup>th</sup> Project Committee meeting minutes. Committee members were given a draft copy of the minutes prior to the meeting for review.

There being no corrections to be made, J. Lord made a motion to approve the meeting minutes. D. Robinson seconded, and the motion was approved by the remaining board members.

## CEO REPORT OF PROJECTS

J. Zakrevsky recapped some of his activities since the June Projects Committee meeting until now. He also provided members with a detailed update of some of the IDA's priority projects. The following topics were discussed in greater detail:

**Richfield Springs:** J. Zakrevsky reported that EDA has approved HUNT Engineering for the construction manager position and a contract has been signed. NYSDEC and HUNT Engineering met on site to review the wetland delineation. One minor change was made. Keystone Associates will be overlaying the current site plan onto the wetland delineation. J. Zakrevsky also reported that the Town of Richfield has passed a resolution agreeing to becoming a co-applicant on the grant. After reading the resolution, C. Robinson explained that any improvements or additional work done on the property would be the responsibility of the IDA. She noted that the specific terms and conditions of ownership would still need to be worked out.

**Innovation Acceleration Center:** T. Graves reported that one of the Innovation Center's clients is working with the Small Business Development Center to create a business plan. Another client is working with Custom Electronics to plan the next steps in their business development. V. Spina reported that she is working on a MailChimp for New Path Label to reach more people. The first batch of 30 has been sent out. T. Graves explained that she has continued to work with IOXUS and SUNY Oneonta to create the Business Equipment Service Database. She is also focusing on promoting the Microenterprise Grant.

## NEW/UNFINISHED BUSINESS

**IOXUS Drawdown Request:** J. Zakrevsky explained that N. Vargha completed the second IOXUS drawdown request and approximately 40% of their expenses were reimbursed by the grant.

## EXECUTIVE SESSION

J. Lord made a motion to enter executive session with committee members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:28am for the following reasons: contract negotiation. D. Rowley seconded the motion, and it was approved by all committee members present. The committee entered executive session at 8:28am. There was no action taken in executive session.

C. Robinson made a motion to enter back into public session; J. Lord seconded, and all members approved. The committee exited executive session at 9:14am.

## **ADJOURNMENT**

There being no further business to discuss, C. Robinson made a motion to adjourn the Projects Committee meeting at 9:14am.

## **UPCOMING MEETING SCHEDULE**

The next Projects Committee meeting will be held on August 10<sup>th</sup>, 2023, at 8:00am.