

**Cheryl Robinson**, Chair \* **David Rowley**, Vice Chair \* **Jeffrey Lord**, Treasurer \*  
**Craig Gelbsman** \* **Patricia Kennedy** \* **Andrew Marietta** \* **Tim Johnson**\* **Blake Elliott**\*

**Jody Zakrevsky**, CEO \* **Terel Marshburn**, Economic Development Director \* **Chris Canada**, Bond Counsel \* **Kurt Schulte**, Counsel  
\* **Meaghan Remillard**, Dir. of Finance and Administration \* **Jordan Allen**, Administrative Assistant

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*The Mission of Otsego Now is to transform Otsego County's economy so that it can provide a prosperous livelihood for all its residents by attracting and retaining business investment from established and growing firms that will bring high-paying skilled jobs to our community.*

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## **COIDA BOARD AGENDA**

### **THURSDAY, JANUARY 22<sup>ND</sup>, 2026**

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
  - December 11<sup>th</sup> Board Meeting Minutes
  - January 8<sup>th</sup> Audit & Finance Committee Meeting Minutes, Governance Meeting Minutes, and Project Committee Meeting Minutes
- REPORT OF THE AUDIT & FINANCE COMMITTEE AND TREASURER
- BILLS AND COMMUNICATIONS
- REPORT OF THE PROJECTS COMMITTEE
- REVIEW DIRECTOR'S REPORT
- NEW AND UNFINISHED BUSINESS
  - Capital Energy Consulting Contract
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

# 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.**

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

**AUDIT & FINANCE COMMITTEE  
DECEMBER 11<sup>TH</sup>, 2025  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:00 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Committee members present included:

Andrew Marietta (v)\*

Jeffrey Lord (v)

Patricia Kennedy

Craig Gelbsman\*

Also, in attendance:

**BOARD**

Cheryl Robinson

Tim Johnson\*

David Rowley

Tom Armao

**STAFF**

Jody Zakrevsky, CEO

Terel Marshburn, **Economic Development Director**

Meaghan Remillard, **Director of Finance and Administration**

Jordan Allen, **Administrative Assistant**

Chris Canada, **Bond Counsel (v)**

**GUEST**

Ed Russell, **Hodgson Russ (v)**

(v) – virtual

\* - arrived after start of meeting

## REVIEW OF FINANCIALS

J. Lord suggest that if there is idle cash in IDA checking account then at minimum it should go into the money market account. C. Robinson mentioned the staff should write up a policy for J. Lord to view, stating clear parameters on when the IDA account gets to a certain threshold to either move money to a short-term money market or long-term CD. M. Remillard stated that she has CD rates right now and will research money market rates.

## NEW AND UNFINISHED BUSINESS

**Resolution: Authorization to set up a Simple IRA Retirement Plan** - J. Zakrevsky stated that the Simple IRA Retirement Plan uses capital group and American funds. The agency would be responsible for providing 2% of employees' salaries annually. Start date is January 1<sup>st</sup>, 2026.

D. Rowley made a motion to authorizing setting up a SIMPLE IRA Retirement Plan. C. Robinson seconded the motion, and it was approved by the remaining members.

**Award of Contract to Sterling Environmental Engineering** – D. Rowley made a motion to award of contract to Sterling Environmental Engineering. C. Robinson seconded the motion, and it was approved by the remaining members.

**Authorizing Director of Finance and Administration to sign checks** - To get into the Community Bank safe deposit box M. Remillard must be an authorized signer. M. Remillard presented a resolution to be signed authorizing her to become a signer of checks. C. Canada suggested to check By-Laws, and this resolution was tabled.

## ADJOURNMENT

There being no further business to discuss, the Audit & Finance committee meeting was adjourned at 8:10 am.

## UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is November 8, 2026.

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

**GOVERNANCE COMMITTEE  
DECEMBER 11<sup>TH</sup>, 2025  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Governance Committee meeting was called to order at 9:15 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

David Rowley

Cheryl Robinson

Tom Armao

Also, in attendance:

**BOARD**

Patricia Kennedy

Tim Johnson

Craig Gelbsman

**STAFF**

Jody Zakrevsky, **CEO**

Terel Marshburn, **Economic Developer Director**

Meaghan Marino, **Director of Finance and Administration**

Jordan Allen, **Administrative Assistant**

Chris Canada, **Bond Counsel (v)**

(v) – virtual

**CHAIR'S COMMENTS**

Governance Committee Vice Chair, David Rowley, moved immediately into agenda.

**NEW / UNFINISHED BUSINESS**

**Resolution Authorizing setting up a simple IRA Retirement plan:** D. Rowley stated that just prior in the Audit & Finance meeting the IRA Retirement Plan was approved.

**Authorizing Director of Finance and Administrations to sign checks:** D. Rowley stated that it was agreed prior to the Governance Meeting to check By-Law's first, then present at next Committee Meeting.

**Strategic Plan:** P. Kennedy suggested the staff display a strategic plan presentation for Projects that are being considered at the next Board Meeting for the board members to review.

## **ADJOURNMENT**

There being no further business to discuss, the Governance Committee meeting was adjourned at 9:17 am.

## **UPCOMING MEETING SCHEDULE**

The next Governance Committee meeting will be held on January 8<sup>th</sup>, 2026, at 8:00 am.

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

**PROJECTS COMMITTEE  
DECEMBER 11<sup>TH</sup>, 2025  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:30 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Andrew Marietta (v)

Patricia Kennedy

Tom Armao

Tim Johnson

Absent Committee Member(s): Blake Elliot

Also, in attendance:

**BOARD**

David Rowley

Jeffrey Lord (v)

Craig Gelbsman

Cheryl Robinson

**STAFF**

Jody Zakrevsky, **CEO**

Terel Marshburn, **Economic Development Director**

Meaghan Remillard, **Director of Finance and Administration**

Jordan Allen, **Administrative Assistant**

Chris Canada, **Bond Counsel (v)**

(v) – virtual

## **EXECUTIVE SESSION**

C. Robinson made a motion to enter executive session with committee members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:31 am for the following reasons: To discuss sale of property. The committee entered executive session at 8:31 am.

There was no action taken.

C. Robinson made a motion to enter back into public session; The committee exited executive session at 9:14 am and the meeting adjourned.

## **NEW/UNFINISHED BUSINESS**

There was no New/Unfinished Business for this meeting.

## **ADJOURNMENT**

There being no further business to discuss, the Projects Committee meeting was adjourned at 9:14 am.

## **UPCOMING MEETING SCHEDULE**

The next Projects Committee meeting is January 8<sup>th</sup>, 2026.

**COIDA EXPENSES**  
12/12/25 - 1/22/26

Vendor	Amount Due	Due Date	Reimbursable?	Notes
Town Tax Collector Oneonta	\$159.20	31-Jan		Solid Waste User Fee
C & A Lawncare	\$600.00	22-Jan		Round house rd mowing 10/02/25 and mowing 10/14/25
Directive	\$141.91	1-Feb		Monthly billing for February
ST8	\$8,242.00	22-Jan		ST8 2026 Membership
Spectrum	\$305.00	31-Jan		Otsego wifi & voice
NYSEDC	\$790.00	22-Jan		2026 NYSEDC Annual Meeting Event Registration - Meaghan & Terel

<b>COIDA TOTAL</b>	<b>\$10,238.11</b>
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**COIDA PAID EXPENSES**

Vendor	Amount	Date Paid	Reimbursable?	Notes
Spectrum	\$305.00	23-Dec		Otsego Now Wifi & Voice
Deluxe	\$532.82	18-Dec		IDA Checks
The Hartford	\$378.00	23-Dec		Fire Insurance
Melex	\$4,116.67	6-Jan		January Rent
Kurt Shulte	\$875.00	6-Jan		Help with transaction - sale of property Ed May
Philadelphia Insurance Companies	\$4,424.00	6-Jan		Flexi Plus Five PHSD1847430-017 (IDA)
All That (Abs)tract	\$483.00	6-Jan		Preparation of county tax searches & abstract continuations
Barton Loguidice	\$315.00	6-Jan	Yes	Grant Administrative services thru 12/20/25
Barton Loguidice	\$554.00	6-Jan	Yes	Grant Administrative services thru 11/15/25
Jim Lozano	\$900.00	6-Jan		Monthly accounting services November & December
NYSEG	\$128.39	15-Jan		Pony farm rd street lighting
NYSEG	\$715.04	15-Jan		189 Main st utilities
Arch Insurance	\$1,283.55	8-Jan		NYS disability benefits
Amazon	\$41.59	8-Jan		Office floor lamp
Philadelphia Insurance Companies	\$9,647.64	15-Jan		Non Profit Package & Non Profit Umbrella
Ed & Ed	\$58.75	13-Jan		Copies/Prints
First Bankcard	\$124.20	15-Jan		quickbooks subscription
Sterling Environmental Engineering, P.C	\$2,700.13	15-Jan	Yes	review project sites GEIS, initiate SWPPP for site clearing, etc.
HUNT	\$6,662.32	15-Jan	Yes	Engineering fees through november 20
Great America Financial Services	\$174.83	15-Jan		Copier Agreement & Insurance Charge

<b>TOTAL</b>	<b>\$34,419.93</b>
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**COIDA DEPOSITS**  
**12/12/25 - 1/22/26**

<b>Vendor</b>	<b>Amount</b>	<b>Date of Deposit</b>	<b>Notes</b>
Foothills	\$1,667	23-Dec	December Loan Repayment
May Enterprises	\$4,804.50	23-Dec	Purchase of the land in the Railyards
IOXUS	\$6,890.63	2-Jan	November Rent
Apple Converting	\$5,512.50	6-Jan	January Rent
Aaron Sanborn-Overby	\$500.00	6-Jan	January Rent
CADE	\$1,100	7-Jan	January Rent
ST8	\$200	20-Jan	January Rent

<b>TOTAL</b>	<b>\$20,674.30</b>
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OCCRC Expenses

<b>Vendor</b>	<b>Amount</b>	<b>Reimbursable?</b>	<b>Description</b>
Philadelphia Insurance Company	\$3,440.00		Flexi Plus Five PHSD1839503-015
<b>TOTAL</b>	<b>\$3,440.00</b>		

## CEO's Report January 2026

### Operations, strategic goals, and succession

#### Operations:

- **M. Remillard** manages the County's micro-enterprise grant program and has begun working on two new CDBG applications. She also continues to monitor CD Rates for investment of IDA funds. Meaghan also prepared monthly budget updates and submitted all PILOT payment requests to companies. Meaghan is now also entering information on the PARIS system.
- **T. Marshburn** has been meeting with various companies in the County. He has also been in contact with Sterling Environmental Engineering to prepare a stormwater prevention plan for the Oneonta Railyards. He is also looking at potential development projects within the County for 2026.
- **J. Allen** receives and deposits all checks and income, prepares vouchers for billings, receives, and prepares all bills for payment, prepares minutes for all meetings, and works telecommunication equipment as needed.
- **J. Zakrevsky** provides all other operational support for economic development items including grant application, overseeing, and negotiating with projects involving infrastructure improvements.

#### Strategic Goals:

- 1. To ENTICE economically diverse industries to move to Otsego County and develop a favorable environment in which businesses will continue to locate, grow, and create a range of new job opportunities**

<u>Contacts/Interviews</u>	<u>Potential Projects</u>
- <b>Frank Sarratori</b>	- <b>Working with Andela's attorney to set closing date for end of January 2026.</b>
- <b>T. Marshburn</b>	- <b>Working on ESD referrals.</b>

- 2. To ENCOURAGE businesses growth and retention while elevating regional strengths to capitalize on unique regional strengths to build an economically diverse, opportunity-rich, globally competitive industrial ecosystem.**

- <b>Working on 3 new project ideas for the IDA to become involved with.</b>
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- 3. To ENSURE resources for continued success of area enterprises and cultivate a sustainable, profitable setting for new investments in business, industry, and community.**

- <b>- We anticipate receiving another \$114,000 in EDA funds in February.</b>
- <b>- We also anticipate receiving \$325,000 in NYS ESD funds for Richfield Springs in mid-summer of 2026.</b>

<b>Date</b>	<b>Place</b>	<b>Meeting</b>
December 5	Oneonta	Zoom meeting regarding Power Up NY Grant Program
December 11	Oneonta	Otsego Now Committee Meetings
December 16	Cooperstown	Meeting with Edwin Frazier and Assemblyman Miller regarding Brooks
December 16	Oneonta	Meeting with John and Michael Hamor
December 17	Oneonta	Meeting with Jason Tabor
January 6	Oneonta	Meeting with Jason Tabor
January 7	Oneonta	Meeting with T. Marshburn and C. Robinson
January 8	Oneonta	Otsego Now Committee Meeting
January 13	Cooperstown	M. Remillard met with the County's IGA Committee

### **Correspondence Received:**

- None.

### **Brooks Barbeque**

- Meeting with Edwin Frazier and Assemblyman Miller regarding Brooks.

### **Simple IRA**

- Otsego Now's Simple IRA (2% agency contribution) was started on January 1<sup>st</sup>.

### **Oneonta Railyards**

- Signed contract with Sterling Environmental Engineers to prepare a stormwater prevention plan for the Oneonta Railyards. They anticipate a draft will be completed by the end of February.
- The Boundary Line Adjustment Agreement was signed, and a copy of the survey map was filed with the County to show the recently recorded deed from Agatha James Partners LLC into Ed May to correct the previous incorrect description.
- Capital Energy Partners (CEP) submitted a proposal to advocate for Otsego Now (IDA) in managing and overseeing a development project from start to finish to protect the IDA's best interests, serving as a liaison between all parties such as engineers, architects, contractors, and authorities for sufficient power supply in the county. The study is estimated to take 18 months at \$5,000 per month.

### **Richfield Springs Business Park**

- EDA's general counsel is reviewing our appeal to have the installation of natural gas approved as an eligible expense.

- EDA has approved our change order No. 1 for a \$63,544.98 increase to Anjo Construction. This change order included the excavation of the trench for natural gas.
- We are preparing a 5<sup>th</sup> reimbursement request for \$114,674.83 to send to EDA.
- The attorneys for the sale of two sites to Cyndy Andela are looking to close on the property transaction by the end of this month.
- We signed a land purchase agreement with Crystal Mountain Properties, LLC (Cynthia Andela) on January 19, 2026.

## Pusterla 1880

- Pusterla met late in 2025 to put a plan together to get good pricing for a planned expansion in 2026. They have asked us to meet them in March to discuss their plans.

## Update of Deposits

- We currently have \$700,000 in CDs for the IDA as well as another \$200,000 in a money market account. I have asked our Director of Finance and Administration to move another \$300,000 from our checking account into a new CD.

## Ioxus

There was a fire at the Ioxus warehouse on Tuesday (not the building they lease from us). No one was injured and they beginning to clean up the building.

2026 Target Metrics		
Metric	Target	YTD 2026
Business Outreach	25	5
Community Presentations	15	
Industry Events	3	
Business Attraction & Retention Leads	10	
Available Sites*	6	

## Otsego IDA Power Development Consulting

January 2026

### **Background**

Otsego County seeks to upgrade energy infrastructure with a focus on the Oneonta Railyard industrial site. Meeting an increased demand for energy is critical for facilitating the expansion of existing businesses while enticing new business opportunities to locate within the county.

### **Services**

Capital Energy Partners (CEP) will advocate for Otsego Now (IDA) in managing and overseeing a development project from start to finish to protect the IDA's best interests, serving as a liaison between all parties such as engineers, architects, contractors, and authorities for sufficient power supply in the county. Services will include but not be limited to:

- Grant writing
  - CEP will take the lead under the guidance of the IDA to engage with agencies capable of providing grants towards our energy infrastructure efforts
  - CEP will provide energy info and writeups for the grant(s) with the IDA having final approval
- Utility coordination
  - CEP will work with the local utility to identify key points in local energy infrastructure and potential upgrade opportunities
  - As the initiative progresses, CEP will negotiate/ coordinate with the utility on behalf of the county in regards to project costs and timeline for the power upgrade projects identified and green lit
- Engineering
  - CEP will coordinate with Otsego IDA engineers for any necessary technical requirements
    - CEP can provide engineering firm recommendations if necessary
- Power reliability study
  - When pursuing over 10MWs of power, a NYISO power reliability study will be triggered. CEP will manage this process on behalf of the county.
- State entities
  - CEP will keep necessary third parties educated on our efforts
- Temporary power
  - In the event a tenant is found before the permanent power solution is complete, CEP will aid in the efforts to secure temporary power to facilitate the operations of incoming business
- Lobbying

- This contract does include lobbying efforts however, IF unforeseen roadblocks become detrimental to the success of this initiative, CEP can handle lobbying efforts to be discussed at that time based on the specific scenario that arises.

## **Term**

This contract is planned for an 18 month period of time but can be lengthened or shortened based on timeline adjustments and progress of projects.

## **Cancellation**

With written notice either party may cancel this contract at any time. Early termination of this contract will include one final month of payment to CEP.

## **Compensation**

Fee structure is as follows:

- Management, consulting, and advocacy (all other aspects of the project)
  - \$5,000 monthly.