

**Cheryl Robinson, Chair \* David Rowley, Vice Chair \* Jeffrey Lord, Treasurer \* Tom Armao, Secretary  
Craig Gelbsman \* Patricia Kennedy \* Andrew Marietta \* Tim Johnson\* Blake Elliott**  
**Jody Zakrevsky, CEO \* Joseph Scott, 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 23<sup>RD</sup>, 2025**

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
  - December 5<sup>th</sup> COIDA Board Meeting Minutes
  - January 9<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
- NEW AND UNFINISHED BUSINESS
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

# COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

DECEMBER 5<sup>th</sup>, 2024

## MEETING MINUTES

### CALL TO ORDER

Chair, C. Robinson, called to order the meeting of COIDA at 8:23 am. M. Remillard conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson  
Jeffrey Lord (v)  
Craig Gelbsman  
Tim Johnson

David Rowley  
Andrew Marietta (v)  
Tom Armao

Absent Board Member(s): Patricia Kennedy

Also, in attendance:

#### STAFF

Jody Zakrevsky, **CEO**  
Meaghan Remillard, **Dir. of Finance and Administration**  
Jordan Allen, **Administrative Assistant**

(v) – virtual

### CHAIR'S REMARKS

Chair, C. Robinson, welcomed fellow board members and staff to the December meetings, moving immediately onto the agenda.

### MEETING MINUTES

C. Robinson presented the meeting minutes from the October 24, 2024, COIDA board meeting and November 14<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. Robinson made a motion to approve the October 24<sup>th</sup> Board 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 November 14<sup>th</sup>, 2024. Audit & Finance Committee Chair J. Lord let the draft minutes stand as the report.
- Governance Committee – The Governance Committee meeting was held just prior to the December board meeting on December 5<sup>th</sup>, 2024. Minutes from this meeting will be forthcoming.
- Projects Committee – The Projects Committee meeting was held on November 14<sup>th</sup>, 2024.

## **BILLS & COMMUNICATIONS**

M. Remillard noted the usual bills along with several tax payments from Advanced Biotech and Corning. Worms Waste Not is moving out January, they gave November and December rent ahead of time.

C. Robinson 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**

There were no New/Unfinished business for this meeting.

## **RESOLUTIONS**

There were no Resolutions 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 8:26 am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting/Governance Committee Meeting – **January 9<sup>th</sup>, 2025**
- COIDA/OCCRC Board Meeting – **January 23<sup>rd</sup>, 2025**

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

**DRAFT**

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

**AUDIT & FINANCE COMMITTEE  
JANUARY 9<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:

Jeffrey Lord (v)

Patricia Kennedy

Craig Gelbsman\*

Andrew Marietta (v)

Absent Committee Member(s): Tim Johnson & Tom Armao

Also, in attendance:

**BOARD**

Cheryl Robinson (v)

David Rowley

Blake Elliott (v)

**STAFF**

Jody Zakrevsky, **CEO**

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

Jordan Allen, **Administrative Assistant**

Kurt Schulte, **Agency Counsel (v)**

(v) – virtual

\* - arrived after start of meeting

## **REVIEW OF FINANCIALS**

M. Remillard stated that the agency has 5 CD's. The agency was short on cash flow, which required one CD to be pulled out early. The CD was from Community Bank with the shortest term and lowest interest rate. J. Zakrevsky states that EDA has been behind in sending out the first reimbursement for the Richfield Springs Project.

## **EXECUTIVE SESSION**

D. Rowley made a motion to enter executive session with board members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, for the following reasons: To discuss proposed acquisition, sale, or lease of property. J. Lord seconded the motion, and it was approved by all board members present. The board entered executive session at 8:11 am.

J. Lord made a motion to exit executive session at 8:27 am. The motion was seconded by D. Rowley and approved by the remaining members present. No action was taken.

## **NEW AND UNFINISHED BUSINESS**

There was no New/Unfinished business in this meeting.

## **ADJOURNMENT**

There being no further business to discuss, the Audit & Finance committee meeting was adjourned at 8:28 am.

## **UPCOMING MEETING SCHEDULE**

The next Audit & Finance Committee meeting is February 6<sup>th</sup>, 2025.

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

**GOVERNANCE COMMITTEE  
JANUARY 9<sup>TH</sup>, 2025  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Governance Committee meeting was called to order at 8:38 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

David Rowley

Cheryl Robinson (v)

Andrew Marietta (v)

Absent Member(s): Tom Armao & Tim Johnson

Also, in attendance:

**BOARD:**

Jeffrey Lord

Craig Gelbsman

Patricia Kennedy

Blake Elliott (v)

**STAFF**

Jody Zakrevsky, **CEO**

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

Jordan Allen, **Administrative Assistant**

Kurt Schulte, **Agency Counsel (v)**

(v) – virtual

**CHAIR'S COMMENTS**

Governance Committee Chair, Andrew Marietta, moved immediately into the agenda.

## **NEW / UNFINISHED BUSINESS**

**Staff Evaluations:** J. Zakrevsky stated that he is in the process of carrying out staff evaluations and will report back at this month's board meeting.

## **ADJOURNMENT**

There being no further business to discuss, the Governance Committee meeting was adjourned at 8:41 am.

## **UPCOMING MEETING SCHEDULE**

The next Governance Committee meeting will be held on April 10<sup>th</sup>, 2025 at 8:00 am.



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

**PROJECTS COMMITTEE  
JANUARY 9<sup>TH</sup>, 2025  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:28 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Andrew Marietta (v)

Patricia Kennedy

Absent Committee Member(s): Tim Richardson & Tom Armao

Also, in attendance:

**BOARD**

David Rowley

Jeffrey Lord

Craig Gelbsman

Cheryl Robinson (v)

Blake Elliott (v)

**STAFF**

Jody Zakrevsky, **CEO**

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

Jordan Allen, **Administrative Assistant**

Kurt Schulte, **Agency Counsel (v)**

(v) – virtual

## **CEO REPORT OF PROJECTS**

**Oneonta Railyards Industrial Park:** J. Zakrevsky states he has been in contact with Norfolk Southern and working on request for proposal to clear 5 acres of property. M. Remillard stated that she is waiting to hear back from one potential buyer, and another interested party that wants to do a site visit January 24<sup>th</sup>.

**IOXUS:** A 2<sup>nd</sup> public hearing was held on January 8<sup>th</sup>, the close out process has begun. The final drawdown request is being handled with the Town of Oneonta.

## **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 8:38 am.

## **UPCOMING MEETING SCHEDULE**

The next Projects Committee meeting is February 6<sup>th</sup>, 2025.

**COIDA EXPENSES**  
12/05/24 - 1/23/25

Vendor	Amount Due	Due Date	Reimbursable?	Notes
HUNT Engineering	\$4,647.46	23-Jan		engineering fees RS through December 7th
Directive	\$3,038.62	23-Jan		new workstation, battery backup, surge protector, monitor, & shipping fee
Edie Halstead	\$408.00	23-Jan		september - october office cleaning
ST8	\$8,120.00	23-Jan		Otsego County's 2025 Membership
Otsego Co Chamber	\$120.00	6-Feb		2025 State of the County Breakfast - 3 tickets (Meaghan, Jody, Jordan)
Ed & Ed	\$42.19	23-Jan		copies/prints
HUNT Engineering	\$9,802.38	23-Jan		engineering fees RS through January 4th
Anjo Construction	\$135,092.80	23-Jan		anjo's payment requisition #5
Spectrum	\$304.95	31-Jan		otsego now wifi & voice
Barton & Loguidice	\$3,893.75	23-Jan		grant admin services Nov 2024 & Dec 2024
Melex	\$4,116.67	5-Feb		february rent
Arch Insurance	\$770.29	23-Jan		New York disability benefits Jan - Dec 2025
Philadelphia Insurance Companies	\$9,020.73	23-Jan		non profit umbrella, non profit package, NYFIF fees
City of Oneonta	\$10,041.51	23-Jan		ford block 2024 city tax
Oneonta City School District	\$19,786.14	23-Jan		ford block 2024 school tax

<b>COIDA TOTAL</b>	<b>\$209,205.49</b>
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**COIDA PAID EXPENSES**

Vendor	Amount	Date Paid		Notes
First Bankcard	\$134.63	5-Dec		quickbooks membership, interest charge, and one day late fee
Jim Lozano	\$750.00	5-Dec		monthly accounting services december
ISD	\$89.50	5-Dec		monthly microsoft email exchange december
HUNT Engineers	\$4,876.79	5-Dec		engineering fees RS 10/6/24 - 11/9/24
Melex	\$4,116.67	5-Dec		december rent
Edie Halstead	\$459.00	5-Dec		july - august office cleaning
Barton & Loguidice	\$840.00	5-Dec		grant administrative services
NYSEG	\$427.98	17-Dec		189 Main St utilities
NYSEG	\$110.28	17-Dec		pony farm rd street lighting
Ed & Ed	\$41.12	11-Dec		copies/prints
Great America Financial Services	\$200.83	11-Dec		copier agreement
Anjo Construction	\$390,225.13	20-Dec		anjo's payment application #4
AmTrust	\$1,021.00	20-Dec		Workers' Comp
Philadelphia Insurance Companies	\$4,365.00	20-Dec		COIDA Flexi Plus Five
The Hartford	\$378.00	20-Dec		fire insurance
Melex	\$4,116.67	3-Jan		january rent
Spectrum	\$304.95	27-Dec		otsego now wifi & voice
First Bankcard	\$99.07	15-Jan		quickbooks membership and interest charge
NYSEG	\$115.06	14-Jan		pony farm rd street lighting
NYSEG	\$499.20	14-Jan		189 main st utilities
Amazon	\$9.36	7-Jan		clorox wipes -1x
Hummels	\$105.96	7-Jan		12 month desk pad (2), bath tissue, and dishwashing soap
Hodgson Russ, LLP	\$4,633.53	8-Jan		professional services and disbursements (postage)
Controlled Cut Tree Service, LLC	\$1,500.00	10-Jan		cleared branches to hang posted signs out of reach
Advanced Biotech	\$151.07	14-Jan		over payment of taxes - no library tax
Great America Financial Services	\$174.83	14-Jan		copier agreement and insurance charge
Jim Lozano	\$750.00	15-Jan		monthly accounting services january 2025
Otsego County	\$3,147.64	15-Jan		ford block 2024 county tax
City of Oneonta	\$1,039.02	15-Jan		ford block 2024 library tax

<b>TOTAL</b>	<b>\$424,682.29</b>
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**COIDA DEPOSITS**  
12/5/24 - 1/23/25

<b>Vendor</b>	<b>Amount</b>	<b>Date of Deposit</b>	<b>Notes</b>
Apple Converting	\$5,250.00	11-Nov	december rent
IOXUS	\$6,562.50	9-Dec	november rent
Foothills	\$1,666.67	17-Dec	december rent
CADE	\$1,100.00	3-Jan	january rent
IOXUS	\$6,562.50	3-Jan	december rent
Apple Converting	\$5,250.00	3-Jan	january rent
OCCRC	\$3,385.00	14-Jan	Reimbursement to IDA, payment for CRC bill
Town of Oneonta	\$5,000.00	13-Jan	CDBG IOXUS grant final drawdown #4
Ford Block, LLC	\$30,996.68	13-Jan	2024 tax bill
Foothills	\$1,666.67	17-Jan	january rent
ST8	\$200.00	22-Jan	january rent

<b>TOTAL</b>	<b>\$67,640.02</b>
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