

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.

COIDA BOARD AGENDA THURSDAY, FEBRUARY 27TH, 2025

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
 - January 23RD Board Meeting Minutes
 - February 13th Audit & Finance Committee Meeting Minutes and Project Committee Meeting Minutes
- REPORT OF THE AUDIT & FINANCE COMMITTEE AND TREASURER
- BILLS AND COMMUNICATIONS
- REPORT OF THE PROJECTS COMMITTEE
- CEO MONTHLY REPORT
- EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES
- NEW AND UNFINISHED BUSINESS
 - RESOLUTION AUTHORIZING CEO TO SIGN LOAN AGREEMENT WITH OTSEGO COUNTY
 - RESOLUTION AUTHORIZING COST-OF-LIVING INCREASES TO STAFF
 - RESOLUTION AUTHORIZING SALARY INCREASES FOR DIRECTOR OF FINANCE & ADMINISTRATION AND ADMINISTRATIVE ASSISTANT
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

JANUARY 23rd, 2025

MEETING MINUTES

CALL TO ORDER

Chair, C. Robinson, called to order the meeting of COIDA at 7:58 am. M. Remillard conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Jeffrey Lord (v)
Craig Gelbsman*
Blake Elliott

David Rowley
Andrew Marietta*
Tom Armao
Tim Johnson

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Remillard, **Dir. of Finance and Administration**
Jordan Allen, **Administrative Assistant**
Kurt Schulte, **Agency Counsel (v)**

(v) - virtual

* - joined after start of meeting

CHAIR'S REMARKS

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

MEETING MINUTES

C. Robinson presented the meeting minutes from the December 5, 2024, COIDA board meeting and January 9th Audit & Finance Committee Meeting Minutes, Governance 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 meeting minutes. The motion was seconded by T. Johnson and was approved by the remaining members present.

COMMITTEE REPORTS

- Audit & Finance – The Audit & Finance Committee meeting was held on January 9th, 2024. J. Lord, Chair of the Committee, stated finances are being established after the cash flow shortfall due to delay in grant funding and expenditures at Richfield Springs.
- Governance Committee – The Governance Committee meeting was held on December 5th, 2024. The Governance Committee meets quarterly, and the next meeting will take place on April 10th, 2025.
- Projects Committee – The Projects Committee meeting was held on January 9th, 2024. T. Armao asked for an update on Richfield Springs and Oneonta Business Park. J. Zakrevsky gave a brief report on his recent activities.

BILLS & COMMUNICATIONS

M. Remillard noted the long list of bills are due to not having a board meeting in over a month. She pointed out HUNT engineering, Anjo Construction, Barton Loguidice, City of Oneonta, and Oneonta City School District are reimbursable.

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 8:14 am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting /
Projects Committee Meeting/Governance Committee Meeting –
February 13th, 2025
- COIDA/OCCRC Board Meeting – **February 27th, 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
FEBRUARY 13TH, 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)

Absent Committee Member(s): Patricia Kennedy, Craig Gelbsman

Also, in attendance:

BOARD

Cheryl Robinson (v)

David Rowley

Tim Johnson (v)

Tom Armao

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

J. Lord stated that he had some questions regarding when the IDA would receive the County appropriation, the status of the County's 0% interest loan of \$600,000, and if there was an update on the grant reimbursement funding for Richfield Springs submissions. J. Zakrevsky states that the county board approved the \$225,000 at its February 5th meeting, Allen Barnes of the County Administrator's office sent an email explaining the check should arrive by February 14th. J. Zakrevsky states that he attended an IGA meeting on February 11th for the County's approval of the 0% interest loan, but they didn't have a quorum. The County is trying to reschedule the IGA meeting for next week. It would then need to go before the County's Administration Committee and then the full board on March 5th. Before the Committee Meeting, J. Zakrevsky forwarded two emails regarding an update on the EDA grant reimbursement funding for Richfield Springs submissions. The first email is from Linda Cruz-Carnall, Regional Director explaining EDA has been working hard to ensure compliance with all Executive Orders, no date certain on expecting reimbursement funds. The second email from EDA's project manager Andy Ye stating the disbursement is still waiting the final signature.

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 8:16 am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is March 13, 2025.

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

**PROJECTS COMMITTEE
FEBRUARY 13TH, 2025
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:16 am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Andrew Marietta (v)

Blake Elliott

Tom Armao

Tim Johnson (v)

Absent Committee Member(s): Patricia Kennedy, Craig Gelbsman, Jeffrey Lord

Also, in attendance:

BOARD

David Rowley

Cheryl Robinson

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 stated that he met with a company last week who had an interest in the Railyards and has another meeting next week with a company looking at possibly expanding into the Railyards.

Richfield Springs: J. Zakrevsky noted that the public service commission will vote in March on whether to approve an extension of the gas line. He states that Andela Products would like the IDA to begin the subdivision process at the park. J. Zakrevsky noted the status on the EDA's reimbursements are unclear due to a pause on grants and loans.

Oneonta Business Park: An agreement has been prepared for Michael Manno of Apple Converting, to accept the subdivision transfer, awaiting signature.

IOXUS: The close out of IOXUS CDBG award has started. J. Zakrevsky states that 31 jobs were created and 20 were retained. The town of Oneonta received the final drawdown request in the amount of \$90,000. The second and final public hearing was held on February 11th.

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 8:36 am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting is March 13th, 2025.

COIDA EXPENSES
01/23/25 - 02/27/25

Vendor	Amount Due	Due Date	Reimbursable?	Notes
ISD	\$137.50	2-Mar		IT services
R. Braun Land Surveyor	\$1,425.00	27-Feb	Yes	Boundary survey & lot adjustment Roundhouse Road
ISD	\$89.50	3-Mar		Monthly microsoft email exchange february
Spectrum	\$304.95	3-Mar		Otsego now wifi & voice
Hummels	\$49.99	27-Feb		Copier paper
Melex	\$4,116.67	5-Mar		March rent
Edie Halstead	\$408.00	27-Feb		November - December office cleaning

COIDA TOTAL	\$6,531.61
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COIDA PAID EXPENSES

Vendor	Amount	Date Paid	Reimbursable?	Notes
Philadelphia Insurance Company	\$9,020.73	23-Jan		non profit umbrella, non profit package, NYFIF fees
Anjo Construction	\$135,092.80	23-Jan	Yes	anjo's payment requisition #5
HUNT Engineers	\$9,802.38	23-Jan	Yes	engineering fees RS through January 4th
Oneonta City School District	\$17,807.53	23-Jan	Yes	ford block 2024 school tax
City of Oneonta	\$9,002.49	23-Jan	Yes	ford block 2024 city tax
ARCH Insurance Company	\$770.29	23-Jan		New York disability benefits Jan - Dec 2025
Barton & Loguidice	\$3,893.75	23-Jan		grant admin services Nov 2024 & Dec 2024
Directive Technology Inc	\$3,038.62	23-Jan		new workstation, battery backup, surge protector, monitor, & shipping fee
Ed & Ed	\$42.19	23-Jan		copies/prints
Edie Halstead	\$408.00	23-Jan		september - october office cleaning
HUNT Engineers	\$4,647.46	23-Jan	Yes	engineering fees RS through December 7th
Melex	\$4,116.67	23-Jan		february rent
Otsego Co Chamber	\$120.00	23-Jan		2025 State of the County Breakfast - 3 tickets (Meaghan, Jody, Jordan)
Spectrum	\$304.95	23-Jan		otsego now wifi & voice
NYS DEC	\$110.00	7-Feb		annual permit fee RS business park
ISD	\$89.50	29-Jan		monthly microsoft email exchange january
First Bankcard	\$331.31	18-Feb		100 flag stamps, quickbooks membership subscription, canva subscription, overnight fordblock doc Hodgson Ross
Ed & Ed	\$41.97	7-Feb		copies/prints
Philadelphia Insurance Company	\$5,351.45	18-Feb		non profit umbrella and non profit package
Great America Financial Services	\$174.83	18-Feb		copier agreement and insurance charge
NYSEG	\$119.88	18-Feb		pony farm rd street lighting
NYSEG	\$702.15	18-Feb		189 main st utilities
Concrete Worx Inc	\$8,700.00	19-Feb		Replacement loading dock at IOXUS

TOTAL	\$213,688.95
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COIDA DEPOSITS
1/23/25 - 2/27/25

Vendor	Amount	Date of Deposit	Notes
IOXUS	6,562.50	3-Feb	January Rent
IOXUS	\$6,562.50	3-Feb	February Rent
Apple Converting	\$5,250.00	4-Feb	February Rent
CADE	\$1,100.00	4-Feb	February Rent
Foothills	\$1,666.67	11-Feb	February Rent
COIDA Grant Funds	\$850.00	11-Feb	Microenterprise #3
ST8	\$200	14-Feb	February Rent
Otsego County	\$225,000.00	19-Feb	2025 Allocation

TOTAL	\$247,191.67
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CEO's Report February 25, 2025

Operations, strategic goals, and succession

Operations:

- **M. Remillard** is currently handling all activities with the Micro-Enterprise Grant Program, reconciling all profit and loss / balance sheets, overseeing 2025 Audit, all telecommunication services, property management, and represents the agency with the Mohawk Valley Regional Economic Development Council. She also manages the County's micro-enterprise grant program and has begun working on CDBG applications.
- **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

<u>Contacts/Interviews</u>	<u>Potential Projects</u>
- Working with Pyramid Brokerage	- Have identified a company looking to expand their manufacturing and distribution.
- Reached out to Norfolk Southern Railyards	

2. To ENCOURAGE businesses growth and retention

- NYS Historic Preservation has signed off on Phase III Remediation Report
- Work progressing on Richfield Spring industrial park.
- Working on Close out of Ioxus Grant Application
Have reached out to Azar Design Co, Architecture, Landscape Architecture, Engineering & Surveying, PC to begin subdivision process at Richfield Springs Business Park.

3. To ENSURE resources for continued success

- Met with IGA and Administration Committees re: additional county funding of \$600,000 zero interest loan for one year with option to renew.
- Looking at various health care packages – reached out to Schoharie Economic Enterprise Corporation.
- Awaiting information from the Schoharie Economic Enterprise Corporation regarding benefits they offer their staff.

<u>Date</u>	<u>Place</u>	<u>Meeting</u>
February 13	Oneonta	Audit and Finance/Projects Committee Meeting
February 14	Oneonta	Meeting with Mayor and City Administrator
February 18	Cooperstown	Otsego County Intergovernmental Committee Meeting
February 20	Cooperstown	Otsego County Administrative Committee Meeting
February 20	Cooperstown	Meeting with Chairperson Ed Frazier
February 21	Oneonta	Southern Tier 8 Regional Board of Directors Meeting
February 21	Oneonta	Meeting with Julie Pacette of Schoharie Economic Enterprise Corporation re: Retirement and Health Care Benefits

Correspondence Received:

- Letter dated February 24, 2025, from NYS Parks, Recreation, and Historic Preservation concurring with Data Recovery Plan submitted for Oneonta Business Park.

IoXus

- The second and final public hearing was held on February 12, 2025. The Town's Attorney spoke favorably on the two grants administered by Otsego Now.
- The Federal Assistance Expenditure Report was completed, signed, and submitted to the NYS DHCR.

Retirement Benefits/Health Care Benefits

- Met with Julie Pacatte of the Schoharie Economic Enterprise Corporation who will be sending me information of what benefits they provide for and how much it is costing their agency and employees.

Oneonta Business Park

- NYS Historic Preservation has reviewed the revised Data Recovery Plan and concurs with the Plan as outlined in the document.
- Birchwood Archaeological Services, Inc., is now working on a Memorandum of Agreement and will commence fieldwork soon.

2025 Budget Request

- We have received the County's 2025 budget appropriation in the amount of \$225,000.

County of Otsego Loan

- Meet with the County's Intergovernmental Affairs Committee and the County's Administration Committee who recommended approving a \$600,000 interest free loan for one year with an option to renew the loan for another year if needed.
- The County Board of Supervisors will vote of the loan at its March 5th meeting.

Public Authority's Office

The following reports are due by March 30th for the County of Otsego Industrial Development Agency, the County of Otsego Capital Resource Corporation, and the Oneonta Railyard Local Development Corporation:

- Annual Procurement Report
- Annual Certified Budget Report
- The Annual Report
- The Annual Investment Report

- We have begun to take data from companies in preparing these reports.

2024 Audit

- We have met with staff of Mostert, Manzanero & Scott, LLP who are working on our audit. There is still a question of whether we need to have a federal single audit done which will raise the cost of the price by some \$3,500.

ARC Innovation/Acceleration Grant

- We have been working on getting caught up on our reporting for the ARC grant. We have revised and sent in the 2nd quarter report for 2024 which ARC has approved. We are now working on the third and fourth quarter reports for the program.

Staff Salary Ranges

- We have compared the salaries of our staff to that of the Broome County and City of Amsterdam IDAs along with the 2025 salaries ranges from the NYS CSEA Contract. For an administrative assistant the range is between \$42,641 and \$52,413. The salary range for a director of finance is between \$56,506 and \$68,630 and for an Economic Development Director it is between \$74,322 and \$89,645.

**RESOLUTION 1-2025: AUTHORIZING THE OTSEGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CHIEF EXECUTIVE OFFICER TO SIGN LOAN AGREEMENT WITH COUNTY OF OTSEGO**

WHEREAS, the Otsego County Industrial Development Agency (IDA) CEO has met with the County of Otsego Intergovernmental Affairs Committee (IGA) and the IGA has recommended a \$600,000 interest free loan for one year with an option to extend it for a second year if needed to the IDA; and

WHEREAS, the Otsego County Industrial Development Agency (IDA) CEO has met with the County of Otsego Administrative Committee (AC) and the AC has recommended a \$600,000 interest free loan for one year with an option to extend it for a second year if needed to the IDA; and

WHEREAS, at the County of Otsego Board meeting on March 5, 2025, the County will consider approving such loan; now, therefore be it

RESOLVED, that the Board of Directors hereby authorizes the CEO of the Agency to sign the loan agreement should the County Board of Representatives approve such loan agreement.

RESOLUTION 2-2025: AUTHORIZING COST-OF-LIVING INCREASES TO STAFF

WHEREAS, the evaluation committee of the Chief Executive Officer (CEO) has made certain recommendations regarding a cost-of-living increase for the CEO; and

WHEREAS, the CEO has made certain recommendations regarding all existing staff regarding a cost-of-living increase; now therefore be it

RESOLVED, that a cost-of-living adjustment is hereby approved at ___% for all staff.

RESOLUTION 3-2025: AUTHORIZING SALARY INCREASES FOR DIRECTOR OF FINANCE & ADMINISTRATION AND ADMINISTRATIVE ASSISTANT

WHEREAS, the Chief Executive Officer has made certain recommendations regarding merit increases for staff; and

WHEREAS, the recommended increases and will 2025 cost-of-living increases for 2025 are consistent with the adopted 2025 Budget; now therefore be it

RESOLVED, that merit raised be authorized for the Director of Finance and Administration and the Agency's Administrative Assistant in the amount of ____% for 2025.