

**Cheryl Robinson, Chair \* David Rowley, Vice Chair \* Jeffrey Lord, Treasurer \* Tom Armao, Secretary  
Craig Gelbsman \* Patricia Kennedy \* Andrew Marietta \* James Seward**

**Jody Zakrevsky, CEO \* Joseph Scott, Bond Counsel \* Kurt Schulte, Counsel \* Meaghan Marino, Dir. of Finance and Administration \*  
Tammy Graves, Marketing Coordinator \* Nasim Vargha, Administrative Assistant \* Victoria Spina, Marketing Intern**

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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, JULY 27<sup>TH</sup>, 2023**

- ROLL CALL
- CHAIR'S REMARKS
- MAYOR MARK DRNEK AND CITY ADMINISTRATOR GREG MATTICE – DOWNTOWN ONEONTA PARKING
- APPROVAL OF MEETING MINUTES
  - June 22, 2023 – Meeting Minutes
- REPORT OF THE AUDIT & FINANCE COMMITTEE AND TREASURER
- BILLS AND COMMUNICATIONS
- REPORT OF THE PROJECTS COMMITTEE
- NEW AND UNFINISHED BUSINESS
  - RFPs FOR PHASE 1 ENVIRONMENTAL STUDY (139 COMMERCE ROAD)
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**JUNE 22<sup>nd</sup>, 2023**

**MEETING MINUTES**

**CALL TO ORDER**

Chair, C. Robinson, called to order the meeting of COIDA at 8:02am. N. Vargha conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson  
Jeffrey Lord  
Patricia Kennedy

David Rowley  
Tom Armao

Absent Board Member(s): Craig Gelbsman, Andrew Marietta, James Seward

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Tammy Graves, **Marketing Coordinator (v)**  
Nasim Vargha **Administrative Assistant**  
Kurt Schulte, **Agency Counsel (v)**  
Victoria Spina, **Marketing Intern (v)**

**GUESTS**

Larry Frigault, **Town of Richfield (v)**

(v) – virtual and did not count toward the voting quorum

**CHAIR'S REMARKS**

C. Robinson welcomed fellow board members and staff to the June board meeting and moved immediately onto the agenda.

**MEETING MINUTES**

C. Robinson presented the meeting minutes from the May 25<sup>th</sup>, 2023 COIDA board meeting. Board members were given a copy of the minutes prior to the meeting for review.

D. Rowley made a motion to approve the May 25<sup>th</sup> Board minutes. The motion was seconded by J. Lord and was approved by the remaining members present.

## BILLS & COMMUNICATIONS

C. Robinson reviewed the bills and communications. There was nothing out of the ordinary.

D. Rowley made a motion to approve the payment of bills. T. Armao seconded the motion, and it was approved by the remaining members.

## COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on June 8<sup>th</sup>, 2023. J. Lord, Chair of the Committee, referred board members to the meeting minutes that they received the day before.
- ❖ Governance Committee – The Governance Committee meeting was held on April 13<sup>th</sup>, 2023. The Governance Committee meets quarterly, and the next meeting will take place on August 10<sup>th</sup>, 2023.
- ❖ Projects Committee – The Projects Committee meeting was held on June 8<sup>th</sup>, 2023. J. Zakrevsky recapped some of his recent projects:
  - N. Vargha has completed the second IOXUS drawdown request.
  - Apple Converting has requested a Phase 1 Environmental Study for the building at 139 Commerce Road to ensure that it is clean. J. Lord asked for clarification on what the current contract is with Apple Converting. J. Zakrevsky explained that they are looking for a five-year lease, but nothing has been signed yet.
  - J. Zakrevsky had a meeting with T. S. Pink which is a company that makes soap stones. They are looking to upgrade their marketing capabilities.
  - Brooks Bottling is preparing to move forward with the Small Cities Grant.
  - A manufacturing company out of Rochester is interested in the three acre site in the Oneonta Business Park.
  - J. Zakrevsky was contacted by a representative of 47 Chestnut Street LLC who was interested in working with the IDA to do a sales tax exemption for their building restoration project. P. Kennedy clarified that 47 Chestnut Street LLC was the Oneonta Theater. J. Zakrevsky noted that he was not completely aware of what the project was. D. Rowley suggested that the topic be discussed further in executive session.

## NEW BUSINESS / UNFINISHED BUSINESS

**Richfield Eco-Business Park:** J. Zakrevsky reported that DEC will be meeting with HUNT Engineering at the site to review the wetland delineation that was done. The new site plan, which includes only two of the lots, was sent to DEC for review. HUNT Engineering's proposal will also be sent to EDA for approval within the next few days. J. Zakrevsky also reported that the attorney for the Town of Richfield has expressed an unwillingness to take ownership of the water and sewer lines or sign as a co-applicant on the grant. J. Frigault explained that when reviewing the agreement, the Town attorney found a few areas of concern. He is planning on bringing the issue up at the next board meeting. C. Robinson asked if there is a timeline in place for a decision and L. Frigault believed that a decision could be made by their next board meeting.

## RESOLUTIONS

There were no Resolutions for this meeting.

## 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, at 8:19am for the following reasons: To discuss contracts. J. Lord seconded the motion, and it was approved by all board members present. The board entered executive session at 8:19am. There was no action taken in executive session.

J. Lord made a motion to enter back into public session; D. Rowley seconded, and all members approved. The board exited executive session at 8:34am

**The Oneonta Theater**: C. Robinson asked K. Schulte if a title check was done for the Oneonta Theater in the past. K. Schulte explained that there was a title transfer into the 47 Chestnut Street LLC. J. Lord asked how the title was transferred while the mortgage was unsatisfied. K. Schulte said that it is possible to deed property subject to the mortgage.

## PUBLIC COMMENT

There were no Public Comments for this meeting.

## ADJOURNMENT

D. Rowley made a motion to adjourn the meeting of the IDA board at 8:40am.

## UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – July 13<sup>th</sup>, 2023
- COIDA/OCCRC Board Meeting – July 27<sup>th</sup>, 2023

**\*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  
JULY 13<sup>TH</sup>, 2023  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:02am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

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

Absent Member(s): Craig Gelbsman, Andrew Marietta

Also, in attendance:

**STAFF**

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

(v) – virtual and did not count toward the voting quorum

\* - arrived after start of meeting

**CHAIR'S COMMENTS**

J. Lord, Chair of the Audit & Finance Committee moved immediately onto the agenda.

**MEETING MINUTES**

J. Lord requested a motion to approve the meeting minutes from the June 8<sup>th</sup> Audit & Finance Committee meeting. Members were given the draft minutes prior to the meeting for review.

There being no corrections, D. Rowley made a motion to approve the meeting minutes. C. Robinson seconded the motion, and it was approved by remaining members.

## **PAYMENT OF BILLS**

J. Lord reviewed the bills and deposits made since the June Audit & Finance committee meeting. Committee members received a report of the expenses and deposits prior to the meeting to review. Most of the bills presented were normal operating expenses for the agency. J. Lord noted that the bill for \$12,250 was for consulting services for the Richfield Springs project. J. Zakrevsky reported that we have received the first payment from Foothills Performing Arts Center. M. Marino explained that IOXUS has not paid rent for June or July yet. She also noted that she is negotiating with someone who is interested in leasing office space.

There being no questions about the bills, T. Armao made a motion to approve the payment of bills. D. Rowley seconded the motion, and it was approved by the remaining members.

## **REVIEW OF FINANCIALS**

J. Zakrevsky reviewed the YTD budget and reported that the agency is in a good financial state right now.

## **NEW AND UNFINISHED BUSINESS**

**IGA Committee Presentation:** J. Zakrevsky explained that he gave a presentation to the County's IGA committee and requested an additional \$200,000 in general assistance. The County will discuss the issue in August.

## **ADJOURNMENT**

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:06am.

## **UPCOMING MEETING SCHEDULE**

The next Audit & Finance Committee meeting is August 10<sup>th</sup>, 2023 at 8:00am.

**COIDA EXPENSES**  
**6/22/2023 - 7/12/2023**

<b>Vendor</b>	<b>Amount Due</b>	<b>Due Date</b>	<b>Reimbursable?</b>	<b>Notes</b>
Barton and Loguidice	\$114.00			general funding administrative support
Great America	\$174.83	25-Jul		copier agreement
Paperkite	\$225.00	25-Aug		website updates
Spectrum	\$299.95	31-Jul		otsegonow wifi and voice

<b>COIDA TOTAL</b>	<b>\$813.78</b>
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**COIDA DEPOSITS**  
7/13/2023 - 7/26/2023

<b>Vendor</b>	<b>Amount</b>	<b>Date of Deposit</b>	<b>Notes</b>
Burr Truck	\$4,553.00	17-Jul	july rent
Foothills Performing Arts Center	\$1,666.67	13-Jul	monthly debt repayment

<b>TOTAL</b>	<b>\$6,219.67</b>
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**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  
David Rowley  
Andrew Marietta (v)  
Patricia Kennedy

James Seward (v) \*  
Jeffrey Lord  
Cheryl Robinson

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 and 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 made.

**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 in order 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.

DRAFT

**Summary of Firms Submitted Proposal to Prepared a Phase I Environmental Site Assessment of 139  
Commerce Road, Oneonta, NY**

Firm	Approach	Cost	Duration	Phase II?
Bergmann Architects, Engineers, Planners	ASTM E1527-21 Will issue a reliance letter. **	\$4,200	4-6 Weeks	
Keystone Associates, Architects, Engineers, and Surveyors	ASTM E1527-21	\$2,600*	3 Weeks*	Possible
Barton & Loguidice	ASTM E1527-21 Will issue a reliance letter to IDA only.	\$3,200 Plus \$400 for optional environmental lien and activity & use limitation report obtained by title firm.	4 weeks.	Possible
HUNT Engineers, Architects, Surveyors	ASTM E1527-21 Purchase Database from Environmental Data Resources Will issue a reliance letter.	\$4,200	TBD	

\*\*\* Note: if not completed within 3 weeks, through no fault of the consultant, a time extension and fee adjustment to complete the services may be renegotiated.

\*\* A reliance letter is a document issued by an inspector, such as an environmental scientist, or building inspector, to another party that allows the recipient of the letter to rely on the report or findings from the inspector.