

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

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, OCTOBER 26TH, 2023

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
 - July 27th, 2023 – COIDA Meeting Minutes
 - July 13th, August 10th, September 14th, October 12th - Audit & Finance Committee Meeting Minutes
 - July 13th, August 10th, September 14th, October 12th - Project Committee Meeting Minutes
- REPORT OF THE AUDIT & FINANCE COMMITTEE AND TREASURER
- BILLS AND COMMUNICATIONS
- REPORT OF THE PROJECTS COMMITTEE
- NEW AND UNFINISHED BUSINESS
 - DATES FOR NOVEMBER AND DECEMBER BOARD MEETINGS
 - ADOPTION OF 2024 COIDA BUDGET
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
JULY 27th, 2023**

MEETING MINUTES

CALL TO ORDER

Chair, C. Robinson, called to order the meeting of COIDA at 8:01am. M. Marino conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Jeffrey Lord
Patricia Kennedy**
James Seward (**v**)

David Rowley
Tom Armao
Andrew Marietta*

Absent Board Member(s): Craig Gelbsman

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Tammy Graves, **Marketing Coordinator (v)**
Nasim Vargha **Administrative Assistant**
Kurt Schulte, **Agency Counsel (v)**
Joseph Scott, **Bond Counsel (v)**

GUESTS

Mayor Mark Drnek, **Mayor of Oneonta ****
Greg Mattice, **Oneonta City Administrator ****
Michelle Catan, **Small Business Development Center****
Richard Harlem, **Harlem & Jervis ****

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

* - arrived after start of meeting

** - left before end of meeting

CHAIR'S REMARKS

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

DISCUSSION ABOUT DOWNTOWN ONEONTA PARKING

C. Robinson introduced Mayor Drnek and City Administrator Greg Mattice. She noted that the IDA is concerned with the closing of the parking garage in downtown Oneonta and how that may affect the economic development of the downtown area. Mayor Drnek explained that the decision to close the three-tier parking garage came after the ramps were found to be unsafe. Since closing the parking garage, an effort to find additional parking spaces around town has been made. Mayor Drnek reported that he has put together an Engagement Marketing Committee that will be focusing on bringing families from the Cooperstown All-Star Village to Downtown Oneonta with a shuttle program. C. Robinson asked if the additional parking that has been found will be permanent or short term. G. Mattice explained that as part of the City's DRI project on Market Street, the additional parking spots will be made permanent. P. Kennedy asked how long the 'short-term' solution is expected to last. Mayor Drnek explained that the demolition of the existing parking garage would not be for several months, and he expects a new structure to be built by the end of 2025. The City will also be implementing paid parking around town. D. Rowley questioned what the prior engineering studies of the parking garage had shown. G. Mattice said that an engineering study was done in 2011 and showed that repairs could be done to preserve the parking garage for another 10 years. Another study was done last summer which showed extensive damage. The City decided it would be more cost effective to rebuild rather than repair. T. Armao asked if the city had exhausted all of their engineering options, and G. Mattice noted that the engineering studies had been extensive, and rebuilding appears to be the only option. Mayor Drnek added that cost has been driving forward the decision to rebuild rather than repair. He also believed that, despite the current narrative, there is enough parking in the downtown area. C. Robinson expressed concern that locals would be alienated with the current parking plan. She explained that she avoids downtown Oneonta due to a lack of parking and believes that most people do not want to walk far to get to their destination, especially if they are elderly or the weather is bad. Mayor Drnek said that they are working on an app that would show live parking availability and would make it easier to find a spot. D. Rowley said that there has been a lot of confusion regarding the plan for the parking garage, and he asked if there is a plan for the new structure. G. Mattice said that the current plan is to build a surface level parking lot. P. Kennedy noted that, because the new Ford on Main apartment building will have an internal elevator to go up to Main Street, it would be safer and more accessible to demolish the current stairwell. She added that they were not aware that the parking garage would be closed when they bought the building for Ford on Main. C. Robinson asked if a second level could be added in the future, and Mayor Drnek replied that they hope to eventually add a second level that could be accessed on Water Street. J. Lord asked about the \$10 million bond and how it would be used. G. Mattice explained that it would include the demolition of the parking garage and street improvements on Market Street at least. J. Zakrevsky asked if the City has a revenue source for the bond and Mayor Drnek said that the paid parking system would serve as a revenue source.

C. Robinson expressed concern that a surface level parking lot would not be enough. She also questioned whether the paid parking system would deter locals from coming to the downtown area. A. Marietta noted that downtown Oneonta does not have an anchor attraction that would bring more people. J. Lord questioned whether the paid parking revenue would be able to pay for a bond. J. Scott added that, in his experience, parking garages are difficult to finance.

MEETING MINUTES

C. Robinson presented the meeting minutes from the June 22nd, 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 June 22nd 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.

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

COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on July 13th, 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 13th, 2023. The Governance Committee meets quarterly, and the next meeting will take place on August 10th, 2023.
- ❖ Projects Committee – The Projects Committee meeting was held on July 13th, 2023. T. Armao referred board members to the draft meeting minutes that they received the day before. J. Zakrevsky reported that he has received a draft agreement back from the Town of Richfield attorney. J. Scott explained that the Town board adopted a resolution to move forward with the project, but the draft agreement that he received had some requirements that he did not expect and would like to go over with the IDA board.

NEW BUSINESS / UNFINISHED BUSINESS

RFPs for Phase 1 Environmental Study (139 Commerce Road): J. Zakrevsky reported that he received four proposals from engineering firms. He recommended hiring Barton & Loguidice at \$3,600. Although Keystone Associates was the cheapest bid, they included a stipulation that they could renegotiate at a higher price at any time and that they were not responsible for slowing down the project.

RESOLUTIONS

There were no Resolutions for this meeting.

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 9:15am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting/Governance Committee Meeting – August 10th, 2023
- COIDA/OCCRC Board Meeting – August 24th, 2023

***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
JULY 13TH, 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 8th 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 10th, 2023 at 8:00am.

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

**AUDIT & FINANCE COMMITTEE
AUGUST 10TH, 2023
MEETING MINUTES**

CALL TO ORDER

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

David Rowley
Cheryl Robinson

Tom Armao
James Seward (v)

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

Also, in attendance:

STAFF

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

GUESTS

Troy Turley, **Apple Converting**

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

CHAIR'S COMMENTS

J. Lord, Chair of the Audit & Finance Committee, was absent so C. Robinson moved immediately into the agenda.

MEETING MINUTES

C. Robinson noted that, due to a lack of quorum, the July 13th meeting minutes could not be approved.

PAYMENT OF BILLS

C. Robinson reviewed the bills and deposits made since the July 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. Due to a lack of quorum, the payment of bills outside of normal operating expenses could not be approved.

REVIEW OF FINANCIALS

J. Zakrevsky reviewed the agency's financials and reported that invoices for annual PILOT and bond fees have been sent out.

NEW AND UNFINISHED BUSINESS

2024 County Budget Request: J. Zakrevsky reported that he has been working on the 2024 County budget request. He noted that the range given by the County was based on the allocation given out this year, rather than past years.

PARIS Report Annual Budget: J. Zakrevsky explained that the PARIS Report annual budget is due by October 1st and is expected to be completed on time.

ADJOURNMENT

There being no further business to discuss, the Audit & Finance committee meeting was adjourned at 8:05am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is September 14th, 2023 at 8:00am.

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

**AUDIT & FINANCE COMMITTEE
SEPTEMBER 14TH, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:01am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

David Rowley
Andrew Marietta*

Tom Armao
James Seward (v)

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

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Tammy Graves, **Marketing Coordinator (v)**
Nasim Vargha, **Administrative Assistant**

GUESTS

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

(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, was absent so A. Marietta led the meeting. He moved immediately into the agenda.

MEETING MINUTES

A. Marietta noted that, due to a lack of quorum, the July 13th meeting minutes and the August 10th meeting minutes could not be approved.

PAYMENT OF BILLS

A. Marietta reviewed the bills and deposits made since the August 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. Due to a lack of quorum, the payment of bills outside of normal operating expenses could not be approved.

REVIEW OF FINANCIALS

J. Zakrevsky reported that he had met with the County Administrator regarding the annual appropriation request. The County Administrator said he had made a mistake with the request range but would still support an increase in the IDA's budget. A. Marietta noted that the County is in a sound financial position, so it would make sense for the budget to be increased for 2024. The original request was for \$449,000.

A. Marietta asked if there were any updates on the family entertainment center project and J. Zakrevsky reported that a revised application has been submitted. A. Marietta asked if it would impact the annual budget, and J. Zakrevsky replied that it would not be included in the annual budget. The annual budget should be approved in October.

D. Rowley asked if there had been any follow-up conversations with the City of Oneonta regarding the IDA assisting the City with the parking garage situation. T. Armao expressed doubt that they wanted assistance.

NEW AND UNFINISHED BUSINESS

There was no New/Unfinished Business for this meeting.

ADJOURNMENT

There being no further business to discuss, the Audit & Finance committee meeting was adjourned at 8:13am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is October 12th, 2023 at 8:00am.

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

**AUDIT & FINANCE COMMITTEE
OCTOBER 12TH, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Audit & Finance Committee meeting was called to order at 8:01am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Jeffrey Lord
Patricia Kennedy
Tom Armao
James Seward (**v**)*

Craig Gelbsman
David Rowley
Andrew Marietta (**v**)*
Cheryl Robinson

Absent Member(s):

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Tammy Graves, **Marketing Coordinator**
Nasim Vargha, **Administrative Assistant**
Kurt Schulte **Agency Counsel (v)***

(**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 into the agenda.

PAYMENT OF BILLS

J. Lord reviewed the bills and deposits made since the September 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. C. Gelbsman made a motion to approve the payment of bills. The motion was seconded by D. Rowley and approved by the remaining members.

REVIEW OF FINANCIALS

J. Zakrevsky noted that the agency is doing better financially than last year at this time. He is also expecting to close on Skyline Hospitality in November, which would bring in additional revenue. The committee then reviewed the draft budget for 2024. T. Armao questioned the amount for the Otsego County appropriation and M. Marino explained that J. Zakrevsky has asked for \$400,000 but will not know the exact amount until it is approved in November. C. Robinson asked why the amount for Hodgson Russ was doubled for 2024 and M. Marino said that they had not sent out a bill for 2023 yet so she expected the amount to be doubled.

NEW AND UNFINISHED BUSINESS

Quorum Guidelines: M. Marino explained that due to the quorum guidelines there is rarely a quorum for committee meetings. She proposed that all meeting minutes and bills, outside of normal operating expenses, be saved until the board meetings for approval.

ADJOURNMENT

There being no further business to discuss, the Audit & Finance committee meeting was adjourned at 8:17am.

UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is November 9th, 2023 at 8:00am.

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

**PROJECTS COMMITTEE
JULY 13th, 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 8th 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. Varga 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 10th, 2023, at 8:00am.

DRAFT

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

**PROJECTS COMMITTEE
AUGUST 10th, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:06am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Tom Armao
James Seward **(v)**
Andrew Marietta **(v)***

Cheryl Robinson
David Rowley

Absent members: Craig Gelbsman, Jeffrey Lord, Patricia Kennedy

Also, in attendance:

STAFF

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

GUESTS

Troy Turley, **Apple Converting**
Douglas Gulotty
Robert Hickey, **Hickey Golf**

(v) – virtual

* - arrived after start of meeting

CHAIR'S REMARKS

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

MEETING MINUTES

T. Armao noted that due to a lack of quorum, the July 13th Project Committee meeting minutes could not be approved.

PRESENTATION

D. Gulotty and R. Hickey gave a presentation on their new project and their interest in a PILOT agreement with the IDA. Their proposed project would be creating a family entertainment center and three baseball/softball fields outside of Cooperstown. They want to move forward with a PILOT agreement to alleviate some of the project's sales tax. D. Gulotty explained that with the three operational fields, they plan to create approximately 123 new jobs. The entertainment center is expected to be operational for about 210 days out of the year. He noted that there is also space to expand and create more fields. So far, they have cleaned up the property and made some minor improvements to the existing buildings. C. Robinson asked how many full-time, year-round jobs would be created, and D. Gulotty explained that the entertainment center would create about 16-18 year-round jobs.

J. Zakrevsky explained that the application would be treated as a 10-year PILOT agreement because it falls more under real estate. He also questioned some discrepancies in their application relating to project cost, and D. Gulloty explained that R. Hickey already owns the property, so the property price was not included in the final project cost. J. Zakrevsky said that the IDA will do a separate analysis and then calculate the benefits that can be offered once an updated application is received.

CEO REPORT OF PROJECTS

There was no CEO Report of Projects for this meeting.

NEW/UNFINISHED BUSINESS

There was no New/Unfinished Business for the meeting.

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 8:39am for the following reasons: to discuss the medical, financial, credit or employment history of a particular person or corporation. D. Rowley seconded the motion, and it was approved by all committee members present. The committee entered executive session at 8:39am. There was no action taken in executive session.

The committee exited executive session at 9:18am.

ADJOURNMENT

There being no further business to discuss, the Projects Committee meeting was adjourned at 9:21am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on September 14th, 2023, at 8:00am.

DRAFT

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

**PROJECTS COMMITTEE
SEPTEMBER 14th, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:13am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Tom Armao
David Rowley

James Seward (v)
Andrew Marietta

Absent members: Craig Gelbsman, Jeffrey Lord, Patricia Kennedy, Cheryl Robinson

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Tammy Graves, **Marketing Coordinator (v)**
Nasim Vargha, **Administrative Assistant**

GUESTS

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

(v) – virtual

CHAIR'S REMARKS

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

MEETING MINUTES

T. Armao noted that due to a lack of quorum, the July 13th meeting minutes and the August 10th meeting minutes could not be approved.

CEO REPORT OF PROJECTS

Richfield Springs: J. Zakrevsky reported that after meeting with Cheryl Robinson, he has decided to move forward with the Richfield Springs Project. D. Rowley asked if they had made the August 28th deadline to start construction. J. Zakrevsky explained that they made the deadline because they put the construction signs up at the site on August 26th. EDA considers this as the start of construction. J. Zakrevsky reported that the Town Supervisor has signed the required EDA documents, but they only have signatures and were not filled in properly. He has sent the documents to Barton & Loguidice to fill in, with the help of the Town of Richfield. J. Zakrevsky also requested the draft water and sewer agreements so that he can send them to EDA for approval. L. Frigault reported that the Town Board has authorized their supervisor to sign the water and sewer documents. He also noted that the Planning Board has completed a revised SEQR for this project.

Apple Converting: J. Zakrevsky reported that a new lease was signed with Apple Converting. Apple Converting is awaiting the results of the environmental study before they make any major changes to the building.

Community Foundation of Otsego County: J. Zakrevsky explained that he met with the president of the Community Foundation of Otsego County to talk about creating a revolving loan fund. J. Zakrevsky advised him to reach out to banks, once he has enough money from individuals doners, and ask them to match the amount to recapitalize the loan fund. He also suggested that members of those banks be on the loan review committee. The IDA would be responsible for administering the loans.

York Modern: J. Zakrevsky and T. Graves met with York Modern in Unadilla to discuss some of their cash flow issues. York Modern is currently having manufacturing problems because their equipment has been down. They are now dealing with a backorder that they are unable to fill. J. Zakrevsky encouraged them to approach the Office of Community renewal and request funds to repair the machinery. They can state that the employment of their workers could be impacted by the lack of working machinery. J. Seward asked if they had a quote for how much it would cost to repair or replace the equipment. J. Zakrevsky explained that they have discussed it, but do not have anything in writing yet.

Microenterprise Grant: M. Marino reported that the committee for the microenterprise grant has met and has chosen the businesses that they would like to fund. The list of awardees will need to be approved by the County's IGA committee, the Administration committee, and the full County Board. There was over \$1 million in requests.

Edmeston Solar: D. Rowley asked about the status of Edmeston Solar. J. Zakrevsky reported that the company has rejected the IDA's analysis and request for a PILOT payment because they feel that their model is more accurate. The IDA used the model that was recommended by NYSERDA.

T. Armao asked if the creation of a distribution center would be compatible with the IDA's current assets. J. Zakrevsky explained that distribution centers have a very specific list of criteria when looking for sites, one of which is the availability of natural gas. This stipulation makes it difficult.

NEW/UNFINISHED BUSINESS

There was no New/Unfinished Business for the meeting.

ADJOURNMENT

There being no further business to discuss, the Projects Committee meeting was adjourned at 8:55am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on October 12th, 2023, at 8:00am.

DRAFT

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

**PROJECTS COMMITTEE
OCTOBER 12th, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:13am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Jeffrey Lord
Patricia Kennedy
Tom Armao
James Seward **(v)***

Craig Gelbsman
David Rowley
Andrew Marietta **(v)***
Cheryl Robinson

Absent members:

Also, in attendance:

STAFF
Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Tammy Graves, **Marketing Coordinator**
Nasim Vargha, **Administrative Assistant**
Kurt Schulte **Agency Counsel (v)***

(v) – virtual

* - arrived after start of meeting

CHAIR'S REMARKS

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

CEO REPORT OF PROJECTS

Richfield Springs: J. Zakrevsky reported that he has submitted all of the paperwork that names the Town of Richfield as a co-applicant on the grant. He also received a bill from Anjo Construction for the sign that was put up as well as their bonding. J. Zakrevsky noted that because the roadway was moved back, the material costs will be less. Additionally, HUNT Engineering is finalizing their construction contracts.

Oneonta Railyards: J. Zakrevsky explained that he was contacted by a company that owns a gym and is interested in expanding onto the IDA's property in the railyards. He told them to contact him again once they had a full financial plan. J. Zakrevsky also reported that Ed May, who owns the adjacent property, has requested to purchase a piece of the IDA's land to build a roadway. N. Varga reached out to three surveyors to survey a smaller parcel of land for the roadway.

York Modern: T. Armao asked for an update on York Modern and the replacement of their equipment. T. Graves reported that they were looking into applying for a City Block Grant with the village, but she had not heard about any further developments. T. Armao said that it would be beneficial to understand their financial standing before recommending assistance.

Microenterprise Grant: M. Marino reported that she received 36 applications for the microenterprise grant that the IDA is administering on behalf of the County. The committee met in September and awarded 10 applicants. The list was approved by the County's IGA committee but will also need to be approved by the Admin committee and the full Board.

NEW/UNFINISHED BUSINESS

There was no New/Unfinished Business for the meeting.

ADJOURNMENT

There being no further business to discuss, the Projects Committee meeting was adjourned at 8:58am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on November 9th, 2023, at 8:00am.

COIDA EXPENSES
10/12/2023 - 10/25/2023

Vendor	Amount Due	Due Date	Reimbursable?	Notes
Barton & Loguidice	\$1,238			general funding admin support, oneonta airport
Barton & Loguidice	\$691.50			grant admin services (June)
Capital Energy Partners	\$10,500			consulting services for Richfield Springs (July-September)
HUNT Engineering	\$6,295			engineering fees for Richfield Springs
ISD	\$89.50			monthly email exchange (July)
ISD	\$52.50			IT support (July)
Spectrum	\$39.99	22-Oct		cade phones
Spectrum	\$299.95	31-Oct		otsegonow wifi and voice
TECHKnowledge	\$500.00		Yes	photography/video for Brooks BBQ

COIDA TOTAL	\$19,706.36
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COIDA DEPOSITS 10/12/2023 - 10/25/2023

Vendor	Amount	Date of Deposit	Notes
CADE	\$1,050	12-Oct	october rent
Foothills	\$1,666.67	12-Oct	october loan repayment
Southern Tier 8	\$100.00	13-Oct	october rent

TOTAL	\$2,816.67
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2024 COIDA Adopted Budget						
			4 Year Operating Plan, Revenue Plan			
REVENUE & FINANCIAL SOURCES	2022 Actual	2023 Projected	2024 Adopted	2025 Proposed	2026 Proposed	2027 Proposed
	Budget	Budget	Budget	Budget	Budget	Budget
Operating Revenues						
Charges for Services	\$296,541.00	\$209,566.97	\$102,569.40	\$102,569.40	\$102,569.40	\$102,569.40
Rental & Financing Income	\$136,340.00	\$131,220.00	\$150,600.00	\$150,600.00	\$150,600.00	\$150,600.00
Other Operating Revenues				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
Nonoperating Revenues				\$0.00	\$0.00	\$0.00
Investment Earnings	\$0.00	\$0.00	\$20,085.04	\$20,085.04	\$20,085.04	\$20,085.04
State subsidies/grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Subsidies/grants	\$0.00	\$0.00	\$73,200.00	\$73,200.00	\$15,000.00	\$14,000.00
Municipal Subsidies/grants		\$146,407.10	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
Public Authority Subsidies		\$42,905.00	\$42,905.00	\$42,905.00	\$42,905.00	\$42,905.00
Other Non-Operating Expenses		\$217,817.47	\$0.00	\$0.00	\$0.00	\$0.00
Proceeds from the issuance of debt	\$45,953.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
Total Revenues & Financing Sources	\$478,834.00	\$747,916.54	\$564,359.44	\$564,359.44	\$506,159.44	\$505,159.44

2024 COIDA Adopted Budget							
<u>EXPENDITURES</u>							
		2022 Actual	2023 Projected	2024 Adopted	2025 Proposed	2026 Proposed	2027 Proposed
		Budget	Budget	Budget	Budget	Budget	Budget
Operating Expenditures							
Salaries and Wages		\$165,146.00	\$238,140.00	\$272,488.00	\$272,488.00	\$272,488.00	\$272,488.00
Other Employee Benefits		\$13,121.00	\$24,830.60	\$31,700.00	\$31,700.00	\$31,700.00	\$31,700.00
Professional Service Contracts		\$112,964.00	\$88,138.74	\$70,750.00	\$70,750.00	\$50,000.00	\$50,000.00
Supplies and Materials		\$5,696.00	\$5,000.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00
Other Operating Expenditures		\$203,559.00	\$61,566.34	\$166,180.00	\$166,180.00	\$145,000.00	\$145,000.00
					\$0.00	\$0.00	\$0.00
Nonoperating Expenditures					\$0.00	\$0.00	\$0.00
Payment of Principal on Bonds					\$0.00	\$0.00	\$0.00
Interest and other financing charges					\$0.00	\$0.00	\$0.00
Subsidies to other public authorities					\$0.00	\$0.00	\$0.00
Capital asset outlay					\$0.00	\$0.00	\$0.00
Grants and Donations					\$0.00	\$0.00	\$0.00
Other Non-Operating Expenditures					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
Total Expenditures		\$500,486.00	\$417,675.68	\$545,318.00	\$545,318.00	\$503,388.00	\$503,388.00
Excess (deficiency) of revenues and capital		-\$21,652.00	\$330,240.86	\$19,041.44	\$19,041.44	\$2,771.44	\$1,771.44

REVENUES**Operating Revenues****PILOTS**

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Advanced Bio-Tech	\$9,800.00	\$3,500.00	\$99,780.00	\$3,500.00
Cooperstown Center	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Corning	\$7,791.00	\$7,791.00	\$0.00	\$7,791.18
Corning Phase III Expansion	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
Corning Solar	\$0.00	\$0.00	\$0.00	\$0.00
Ford Block LLC (Springbrook)	\$6,267.01	\$6,267.01	\$6,267.01	\$89,528.78
Hickey Softball Fields	\$0.00	\$0.00	\$200.00	\$0.00
Hillside	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
Klugo	\$703.50	\$703.50	\$703.50	\$2,110.50
Northern Eagle	\$3,850.00	\$3,850.00	\$0.00	\$3,850.00
Skyline Hospitalities	\$14,350.00	\$0.00	\$0.00	\$0.00
ZAED Properties	\$2,307.89	\$0.00	\$23,935.29	\$11,342.50
TOTAL	\$102,569.40	\$79,611.51	\$180,885.80	\$175,622.96

Rental and Financing Income

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
139 Commerce Road	\$60,000.00	\$51,540.00	\$35,908.00	\$51,540.00
C.A.D.E.	\$13,200.00	\$12,480.00	\$8,400.00	\$12,600.00
Chamber of Commerce	\$0.00	\$12,000.00	\$0.00	\$0.00
Int. Food & Policy Research Institute	\$0.00	\$12,000.00	\$3,000.00	\$2,000.00
IOXUS	\$75,000.00	\$60,000.00	\$40,000.00	\$60,000.00
Office Rental/Congressman	\$0.00	\$0.00	\$0.00	\$8,250.00
Southern Tier 8	\$2,400.00	\$1,200.00	\$800.00	\$1,200.00
TOTAL	\$150,600.00	\$149,220.00	\$88,108.00	\$135,590.00

Other Operating Revenue

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Administrative Fees - OCCRC Bonds	\$42,905.00	\$42,905.00	\$0.00	\$42,905.00
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$16.81
Bank Interest	\$85.00	\$0.00	\$35.65	\$12.89
Misc.		\$0.00	\$4,553.74	\$0.00
Otsego County Appropriation	\$175,000.00	\$275,000.00	\$275,000.00	\$75,000.00
TOTAL	\$217,990.00	\$317,905.00	\$279,589.39	\$117,934.70

Non-Operating Revenues**Investment Earnings**

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Foothills Performing Arts Center	\$20,000.04	\$0.00	\$8,333.35	\$0.00
Oneonta Theater	\$0.00	\$0.00	\$0.00	\$0.00

State Subsidies/Grants

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
ESD Railyard Study	\$0.00	\$150,000.00	\$146,407.10	\$0.00

Federal Subsidies/Grants

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
ARC - Innovation Acceleration Center	\$46,200.00	\$44,000.00	\$20,167.95	\$0.00
CDBG Admin Fees	\$27,000.00	\$0.00		\$0.00

Municipal Subsidies/Grants

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Public Authority Subsidies	\$93,200.04	\$194,000.00	\$174,908.40	\$0.00

TOTAL REVENUE

\$564,359.44	\$740,736.51	\$723,491.59	\$429,147.66
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2024 Draft COIDA Budget

OPERATING EXPENSES

Salaries and Wages

Other Employee Benefits

DBL

Other Benefits

FICA

SUTA

Payroll Service

Interns

TOTAL

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
\$alaries and Wages	\$272,488.00	\$238,140.00	\$131,649.73	\$149,096.20
Other Employee Benefits	\$31,700.00	\$10,000.00	\$18,549.72	\$9,780.79
DBL				\$51.54
Other Benefits			\$267.59	\$524.44
FICA			\$6,573.30	\$9,297.43
SUTA			\$3,075.94	\$956.26
Payroll Service			\$776.04	\$5,868.11
Interns			\$444.66	\$0.00
TOTAL	\$304,188.00	\$248,140.00	\$161,336.98	\$174,525.89

Professional Service Contracts

Barton & Loguidice

Capital Energy Partners

CBRE Real Estate Appraisal

CFO for Hire/BST

Elan Planning

ESD

Fry Fyter

Hodgson Russ

ISD

Keystone Associates

Kurt D. Schulte

Mostert, Manzanero & Scott

MRB Group

MVEDD

NYS EDC

Paperkite - Website Maintenance

STEPRDB

Vibrant Brands

TOTAL

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Barton & Loguidice	\$3,000.00	\$3,000.00	\$2,965.75	\$4,009.75
Capital Energy Partners	\$0.00	\$0.00	\$12,250.00	\$0.00
CBRE Real Estate Appraisal	\$3,250.00	\$0.00	\$6,500.00	\$0.00
CFO for Hire/BST	\$17,000.00	\$15,000.00	\$12,980.13	\$13,062.13
Elan Planning	\$0.00	\$0.00	\$0.00	\$0.00
ESD	\$0.00	\$0.00	\$0.00	\$0.00
Fry Fyter	\$1,500.00	\$0.00	\$2,123.30	\$645.00
Hodgson Russ	\$10,000.00	\$5,000.00	\$0.00	\$0.00
ISD	\$5,000.00	\$5,000.00	\$2,964.41	\$0.00
Keystone Associates	\$0.00	\$0.00	\$14,984.69	\$21,675.15
Kurt D. Schulte	\$2,500.00	\$5,000.00	\$0.00	\$0.00
Mostert, Manzanero & Scott	\$10,000.00	\$10,000.00	\$8,650.00	\$4,000.00
MRB Group	\$0.00	\$0.00	\$0.00	\$16,500.00
MVEDD	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
NYS EDC	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Paperkite - Website Maintenance	\$1,500.00	\$0.00	\$1,225.00	\$42,705.55
STEPRDB	\$7,000.00	\$7,000.00	\$0.00	\$6,000.00
Vibrant Brands	\$0.00	\$0.00	\$0.00	\$12,500.00
TOTAL	\$70,750.00	\$60,000.00	\$74,643.28	\$131,097.58

Advertising and Marketing

Otsego County Chamber of Commerce

Marketing

Memberships

Sweet Home Productions

Conference, Meetings

Travel, Lodge, Meals

Supplies and Materials

Office Cleaning

Office Supplies

Computer, Phones, Copier

Copier Finance Charge

Data/Wifi/Internet - Spectrum

Otsego Telephone

Computer/Software

Leased Office Space

TOTAL

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Otsego County Chamber of Commerce	\$250.00	\$0.00	\$0.00	\$678.00
Marketing	\$35,000.00	\$50,000.00	\$48,000.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00	\$200.00
Sweet Home Productions	\$0.00	\$0.00	\$0.00	\$202.50
Conference, Meetings	\$2,000.00	\$1,000.00	\$1,615.00	\$1,976.00
Travel, Lodge, Meals	\$1,500.00	\$1,500.00	\$618.00	\$845.00
Supplies and Materials				
Office Cleaning	\$2,500.00	\$2,500.00	\$1,156.00	\$2,277.35
Office Supplies	\$1,700.00	\$2,500.00	\$985.03	\$2,218.09

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Copier Finance Charge	\$2,100.00		\$1,424.64	\$1,992.57
Data/Wifi/Internet - Spectrum	\$4,080.00		\$2,707.47	\$3,892.33
Otsego Telephone	\$700.00		\$595.00	\$499.00
Computer/Software		\$228.00		\$114.00
Leased Office Space	\$52,000.00	\$57,540.04	\$41,166.70	\$45,283.37
TOTAL	\$101,830.00	\$115,268.04	\$98,267.84	\$60,178.21

Insurance

Disability Benefits

Non-Profit PA

Non-Profit Umbrella

NYFIF

	2024 Draft Budget	2023 Adopted Budget	YTD	2022 Year's End
Disability Benefits	\$42,500.00	\$38,766.65		
Non-Profit PA			\$944.93	\$738.77
Non-Profit Umbrella			\$31,524.00	\$21,127.85
NYFIF			\$4,220.00	\$2,057.05
			\$117.00	\$697.44

Workmans Comp		\$123.00	\$441.28
TOTAL	\$42,500.00	\$38,766.65	\$36,928.93

Utilities and Maintenance

139 Commerce Electric	\$0.00	\$0.00	\$0.00	\$0.00
139 Commerce Gas	\$0.00	\$0.00	\$0.00	\$0.00
189 Main Street	\$6,200.00	\$5,000.00	\$3,447.96	\$5,749.89
General Maintenance	\$10,000.00	\$5,000.00	\$19,950.00	\$1,841.24
Oneonta Business Park Electric	\$1,350.00	\$5,000.00	\$766.33	\$1,071.60
Oneonta Business Park Mowing	\$3,000.00	\$5,000.00	\$2,150.00	\$2,784.76
Soccer Field Maintance/Richfield WS	\$5,000.00	\$5,000.00	\$211.87	\$407.86
TOTAL	\$25,550.00	\$25,000.00	\$26,526.16	\$11,855.35

Filing, Legal Ads, Misc.

TOTAL	\$500.00	\$500.00	\$2,071.73	\$8,437.76

Interest: LOC

TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL EXPENDITURES

	\$545,318.00	\$487,674.69	\$399,774.92	\$419,891.58

NET

	\$19,041.44	\$253,061.82	\$323,716.67	\$9,256.08