

**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 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, JUNE 27<sup>TH</sup>, 2024**

- ROLL CALL
- CHAIR'S REMARKS
- APPROVAL OF MEETING MINUTES
  - May 23<sup>rd</sup> COIDA Board Meeting Minutes
  - June 13<sup>th</sup> 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
- NEW AND UNFINISHED BUSINESS
  - DISCUSSION WITH JOE SCOTT & CHRIS CANADA
  - RICHFIELD SPRINGS
- PUBLIC COMMENT PERIOD
- EXECUTIVE SESSION (IF NEEDED)
- ADJOURNMENT

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**May 23<sup>rd</sup>, 2024**

**MEETING MINUTES**

**CALL TO ORDER**

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

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

David Rowley  
Andrew Marietta  
Tom Armao  
Craig Gelbsman

Absent Board Member(s): Craig Gelbsman & Joseph Scott

Also, in attendance:

**STAFF**

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

(v) – virtual

\*\* - left before end of meeting

**CHAIR'S REMARKS**

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

**MEETING MINUTES**

C. Robinson presented the meeting minutes from the April 25, 2024 COIDA board meeting and May 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.

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

## COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on May 9th, 2024. Audit & Finance Committee Chair D. Rowley let the draft minutes stand as the report.
- ❖ Governance Committee – The Governance Committee meeting was held on April 11<sup>th</sup>, 2024.
- ❖ Projects Committee – The Projects Committee meeting was held on May 9th, 2024.

## AUDIT & FINANCE COMMITTEE AND TREASURER

J. Lord presented virtually. He stated financials are in good condition and decent income. Projects are needed.

## BILLS & COMMUNICATIONS

M. Remillard reviewed the bills to be paid. She noted NYSDOT Richfield Springs work permit fee is \$550.00 and deposits are rent payments. T. Armao made a motion to approve the payment of bills. J. Long seconded the motion, and it was approved by the remaining members.

## COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on May 9<sup>th</sup>, 2024. J. Lord, Chair of the Committee, referred board members to the draft of the meeting minutes that had been provided to them.
- ❖ Projects Committee – The Projects Committee meeting was held on May 9<sup>th</sup>, 2024. T. Armao, Chair of the Committee, stated there has been a brief progress on projects. J. Zakrevsky reports there will be a meeting on May 28<sup>th</sup>, 2024 with Richfield Springs Construction Company and management.

## NEW BUSINESS / UNFINISHED BUSINESS

- ❖ **NYS Public Service Commission Public Hearing Date** J. Zakrevsky explained there will be a Zoom meeting held on June 5<sup>th</sup>, 2024 at 1:00 pm.
- ❖ **OtsegoNow May 23<sup>rd</sup>, 2024 Board Meeting Presentation** J. Zakrevsky stated his vision and goals for the next couple years regarding the expansion of the company.
- ❖ **Housing & Innovation** P. Kennedy is a part of RIC who expressed their concerns of IDA's noninvolvement in the lack of housing in the company. C. Robinson explained that OtsegoNow should be used as a special tool for supporting housing projects to help but not take the role lead. Board members requested that our attorneys from Hodgson Russ be at the June board meeting to discuss legislation around IDA's limitations in addressing the need for housing. Innovation Acceleration has several recommendations that J. Zakrevsky will be reviewing for an Economic Director to bring to the next board meeting. There was a brief discussion on proposals J. Zakrevsky received but no action was taken.

## 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 9:18am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting/Governance Committee Meeting – **June 13<sup>th</sup>, 2024**
- COIDA/OCCRC Board Meeting – **June 27<sup>th</sup>, 2024**

**\*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

JUNE 13<sup>TH</sup>, 2024

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:

Cheryl Robinson (v)

David Rowley

Andrew Marietta (v)\*

Absent Member(s): James Seward, Jeffrey Lord, Craig Gelbsman, Tom Armao, James Seward, Patricia Kennedy

Also, in attendance:

### STAFF

Jody Zakrevsky, CEO

Jordan Allen, Administrative Assistant

Kurt Schulte, Agency Counsel

(v) – virtual

## CHAIR'S COMMENTS

Due to lack of in-person quorum, the Audit & Finance Committee meeting was immediately cancelled.

## UPCOMING MEETING SCHEDULE

The next Audit & Finance Committee meeting is July 11<sup>th</sup>, 2024 at 8:00am.

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

**PROJECTS COMMITTEE  
June 13<sup>th</sup>, 2024  
MEETING MINUTES**

**CALL TO ORDER**

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:11am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Cheryl Robinson (v)  
Andrew Marietta (v)

David Rowley

Absent members: James Seward, Tom Armao, Jeffrey Lord, Patricia Kennedy, Chris Gelbsman

Also, in attendance:

**STAFF**  
Jody Zakrevsky, **CEO**  
Jordan Allen, **Administrative Assistant**  
Kurt Schulte, **Agency Counsel (v)**

(v) – virtual

**CHAIR'S REMARKS**

Due to lack of in-person quorum, the Projects Committee meeting was immediately cancelled.

**UPCOMING MEETING SCHEDULE**

The next Projects Committee meeting will be held on July 11<sup>th</sup>, 2024 at 8:00am.

**COIDA EXPENSES**  
5/23/24 - 6/26/2024

| Vendor                               | Amount Due         | Due Date | Reimbursable? | Notes   |
|--------------------------------------|--------------------|----------|---------------|---|
| Melex                                | \$4,116.67         | 1-Jul    |               | July Rent   |
| Jim Lozano                           | \$750.00           | 26-Jun   |               | Monthly accounting services for July                                    |
| Capital Energy Partners              | \$7,500.00         | 26-Jun   |               | Consulting Services Richfield Springs Industrial Park Nov 2023-Jan 2024 |
| Ed & Ed                              | \$80.70            | 26-Jun   |               | copies/prints for may & june  |
| Spectrum                             | \$304.95           | 1-Jul    |               | otsego now wifi and voice   |
| Dept of labor unemployment insurance | \$80.01            | 27-Jun   |               | Re-employment service fund  |
| <b>COIDA TOTAL</b>                   | <b>\$12,832.33</b> |          |               |   |

**COIDA PAID EXPENSES**

5/23/24 - 6/26/24

| Vendor                           | Amount     | Date Paid |  | Notes  |
|----------------------------------|------------|-----------|--|--|
| Melex                            | \$4,116.67 | 1-Jun     |  | june rent  |
| Spectrum                         | \$304.95   | 31-May    |  | otsego now wifi and voice  |
| MVEDD                            | \$5,000.00 | 28-May    |  | administrative yearly cost of operation of the MVEDD Inc         |
| C & A Lawn Care                  | \$1,100.00 | 10-Jun    |  | New General Maintence PF   |
| First Bankcard                   | \$1,199.00 | 10-Jun    |  | 2024 basic economic development course/Zoom monthly subscription |
| NYSEG                            | \$413.45   | 17-Jun    |  | 189 main st utilities  |
| NYSEG                            | \$125.18   | 17-Jun    |  | pony farm rd street lighting                                     |
| BST CFO for Hire                 | \$70.00    | 17-Jun    |  | Quick Books monthly fee  |
| Hummel's                         | \$23.98    | 17-Jun    |  | Office supplies  |
| Great America Financial Services | \$174.83   | 17-Jun    |  | copier agreement and insurance                                   |
| Philadelphia Insurance Companies | \$4,934.70 | 17-Jun    |  | non profit umbrella/non profit package                           |
| Otsego County Code Enforcement   | \$100.00   | 17-Jun    |  | building fee for Richfield Springs Eco-Business Park             |
| Meaghan Remillard                | \$463.64   | 25-Jun    |  | travel expenses for Utica and Albany                             |
|                                  |            |           |  |  |
|                                  |            |           |  |  |
|                                  |            |           |  |  |

**COIDA DEPOSITS**  
**5/23/24 - 6/26/2024**

| <b>Vendor</b>                    | <b>Amount</b> | <b>Date of Deposit</b> | <b>Notes</b>                        |
|----------------------------------|---------------|------------------------|-------------------------------------|
| Warms Waste Not                  | \$50.00       | 23-May                 | May Rent                            |
| ST8                              | \$200.00      | 23-May                 | June Rent                           |
| Spectrum Cade                    | \$25.23       | 3-Jun                  | refund from Cade cancelling service |
| IOXUS                            | \$6,562.50    | 3-Jun                  | May Rent                            |
| Cade                             | \$1,100.00    | 6-Jun                  | June Rent                           |
| Apple Converting                 | \$5,000.00    | 6-Jun                  | June Rent                           |
| Foothills Performing Arts Center | \$1,667       | 6-Jun                  | June loan payment                   |
| Foothills Performing Arts Center | \$1,667       | 25-Jun                 | July loan payment                   |
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| <b>TOTAL</b> | <b>\$16,271.07</b> |
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