**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**REORGANIZATION COMMITTEE**

**FEBRUARY 1, 2018**

**MEETING MINUTES**

**CALL TO ORDER**

The County of Otsego Industrial Development Agency Reorganization Committee was called to order at 8:04am at the Otsego Now offices located at 189 Main Street, Suite 500, Oneonta, NY. Members present were Rick Hulse, Jeff Lord, Tom Armao, Cheryl Robinson, Sarah Harvey, Jeff Joyner, Craig Gelbsman, and Patricia Kennedy; staff Jody Zakrevsky and Meaghan Marino; and Jim Kevlin, of the Hometown Oneonta.

**EXECUTIVE SESSION**

Mr. Hulse made a motion to enter executive session, with board members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:06am for the following reasons: To discuss employment and personnel. The motion was seconded by Mr. Gelbsman, and approved by all members present. The board entered executive session at 8:07am.

No action was taken during executive session.

Later, Mr. Hulse made a motion to enter back into public session; Ms. Robinson seconded, and all members approved. The board exited executive session at 8:27am.

**CONFIRMATIONS AND APPOINTMENTS**

● Election of Officers to the Agency

Chair – Rick Hulse

 Vice Chair – Jeff Joyner

 Secretary – Craig Gelbsman

 Treasurer – Jeff Lord

Mr. Lord made a motion to approve the election of officers of the agency; Ms. Kennedy seconded, and the motion was approved by all members.

● Appointment of Chief Executive Officer and Staff to the Agency

 Chief Executive Officer – Jody Zakrevsky

 Administrative Director – Meaghan Marino

Mr. Gelbsman made a motion to approve the appointment of chief executive officer and staff to the agency; Ms. Robinson seconded, and the motion was approved by all members.

● Appointment of Auditing Firm Regarding Preparation of Financial Statements

 Mostert, Manzanero & Scott, LLP.

Mr. Armao made a motion to approve the appointment of auditing firm regarding preparation of financial statements; Mr. Lord seconded, and the motion was approved by all members.

● Appointment of Agency Counsel

 Kurt D. Schulte, Esq.

Mr. Lord made a motion to approve the agency counsel; Mr. Armao seconded, and the motion was approved by all members.

● Appointment of Bank of the Agency and Accounts

 Checking Account – Community Bank N.A.

 CD Account – Community Bank N.A.

 MMDA – Community Bank N.A.

 Line of Credit – Community Bank N.A.

 MMDA – NBT Bank

Mr. Lord made a motion to approve the appointment of bank of the agency and accounts; Ms. Harvey seconded, and the motion was approved by all members.

● Approval and Confirmation of Agency Policies

 Uniform Tax Exemption Policy

 Investment Policy

 Procurement Policy

 Public Authority Accountability Act Policies

Ms. Harvey made a motion to approve the confirmation of agency policies; Mr. Joyner seconded, and the motion was approved by all members.

● Appointment of Contract Officer

 Chief Executive Officer – Jody Zakrevsky

 Administrative Director – Meaghan Marino

Mr. Armao made a motion to approve the appointment of contract officers; Mr. Joyner seconded, and the motion was approved by all members.

● Appointment of Investment Officer

 Treasurer – Jeff Lord

Ms. Robinson made a motion to approve the appointment of investment officer; Mr. Joyner seconded, and the motion was approved by all members.

● Audit and Finance Committee Officers

 Chair – Jeff Lord

 Vice Chair – Craig Gelbsman

 Member – Sarah Harvey

 Member – Patricia Kennedy

Mr. Lord made a motion to approve the finance and audit committee officers; Mr. Joyner seconded, and the motion was approved by all members.

● Project Oversight Committee Officers

 Chair – Sarah Harvey

 Vice Chair – Cheryl Robinson

 Member – Patricia Kennedy

 Member – Tom Armao

Ms. Harvey made a motion to approve the project oversight committee officers; Mr. Joyner seconded, and the motion was approved by all members.

● Governance and Compliance Committee Officers

 Chair – Rick Hulse

 Vice Chair – Jeff Lord

 Members – Entire board

Mr. Armao made a motion to approve the governance and compliance committee officers; Mr. Joyner seconded, and the motion was approved by all members.

● Designation of Newspaper

 The Daily Star

Mr. Armao made a motion to approve the designation of newspaper; Mr. Lord seconded, and the motion was approved by all.

**ADJOURNMENT**

There being no further business to discuss, Mr. Hulse moved to adjourn the meeting. Mr. Lord seconded the motion, and the motion was approved by all. The meeting adjourned at 8:27am

**UPCOMING MEETINGS**

The next meeting will be the COIDA/OCCRC Board meeting on February 22, 2018 at 8:00am.