

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
MARCH 22, 2018**

MEETING MINUTES

CALL TO ORDER

Board Chairman, Richmond Hulse, Jr., called to order the meeting of COIDA at 8:00am at the Otsego Now offices located at 189 Main Street, 5th floor, Oneonta, NY. Voting members present were Jeffery Lord, Craig Gelbsman, Patricia Kennedy, Tom Armao, Cheryl Robinson, and Andrew Marietta (arrived at 8:04am).

Also in attendance were staff members Jody Zakrevsky and Meaghan Marino, agency counsel Kurt Schulte, bond counsel Joe Scott, City of Oneonta Mayor Gary Herzig (departed at 9:04am), and Oneonta property owner, Bryan Shaughnessy (departed at 9:04am).

CHAIRMAN'S REMARKS

Chairman, R. Hulse, welcomed the board members and guests, and moved immediately to the agenda with approval of the meeting minutes.

MEETING MINUTES

R. Hulse presented the meeting minutes from the February 22nd COIDA and OCCRC board meetings. The board had been given the minutes prior to the meeting to review. J. Lord made a motion to approve the minutes; C. Robinson seconded the motion and all members approved.

TREASURER'S REPORT

J. Lord spoke briefly about the Audit and Finance Committee meeting that was held on March 8th. He spoke about the updated YTD report that tracks monthly expenses/income compared to the 2018 budget. He also mentioned that our auditors came to the offices at the beginning of March to gather information needed for the audit. The audit is still ongoing and M. Marino and Jim Lozano (CFO) are working with the auditors to provide detailed information, as requested.

BILLS TO BE PAID

M. Marino provided a report that went over the bills to be paid, and the deposits that have been made since the Audit and Finance Committee meeting on March 8th. There was nothing unusual about the bills to be paid, or the deposits that were made. T. Armao moved

to pay the bills, C. Gelbsman approved the motion, and the motion was approved by all members.

COMMITTEE REPORTS

❖ GOVERNANCE COMMITTEE

There was no Governance Committee meeting in the month of March 2018.

❖ AUDIT AND FINANCE COMMITTEE

The Audit and Finance Committee meeting was held on March 8th, 2018. Please refer to the 'Treasure's Report', as the report for the Audit and Finance Committee.

❖ PROJECTS COMMITTEE

The Projects Committee meeting took place on March 8th, 2018. Projects Committee Vice Chair, C. Robinson, advised that J. Zakrevsky would highlight any updates with projects in his report. She commended him on his work with grants. C. Gelbsman asked about the status of Delaware Engineering's work in the railyards and questioned if they are keeping J. Zakrevsky up to date on information. J. Zakrevsky advised that he does have regular contact with them. They are currently on schedule and are doing what they can to compress the timeline but, as of now, it will be completed at the scheduled time – December 2018. He also advised that they received the environmental study done by Malcolm Pirnie, Inc., so it's possible that no additional testing will be needed and no extra money will be spent.

CEO'S REPORT

J. Zakrevsky updated the board on the following matters:

- Andela Products/Ruby Lake Glass – They are looking to accelerate their expansion. They currently are looking at two properties in Richfield Springs; one that belongs to the IDA and the other that already has water, sewer, and gas. J. Zakrevsky advised that even though the IDA property does not have water/sewer/gas, it is not off the table.
- Brooks Bottling – J. Zakrevsky supplied the board with two proposals that he received to appraise the land at Pony Farm. He asked the board for a resolution to hire one of the companies – but the board opted to leave the decision in his hands. There was a brief discussion going back and forth about the pros and cons of both companies – but ultimately, J. Zakrevsky advised that he will work with Snowdon Partners to appraise the land.
- TENTRR – Their grand opening is set for tonight, March 22nd. They are currently working with J. Zakrevsky on a small city grant application.

- NYSEG Meeting – J. Zakrevsky spoke about his meeting on March 14th with the President of NYSEG, Senator Seward, and board member T. Armao. Both he and T. Armao advised that the meeting went great and that Senator Seward pushed NYSEG to provide us with answers and solutions. NYSEG advised that they are pushing their own staff to develop solutions to the natural gas crisis. Although they never publicly admitted it, NYSEG was banking on the Constitution pipeline and is now trying to find out how to get by without it. T. Armao explained that the only short-term solution is a CNG station, but this is a “real strategic problem”.
- NYS Comptroller Reports – J. Zakrevsky is currently working on these reports, however they are due at the end of the month and he feels they might be late because we are missing audit info. As of now, the 2017 audit is not complete. Bond counsel, J. Scott suggested reaching out to OSC and advising them of the situation.
- Otsego Now Training Space – There was a 2-week Manufacturing Work Force training that SUNY Broome held in the Otsego Now offices. The training was a success and was followed by a mini-manufacturing job fair that was attended by the trainees, and local residents seeking employment. At the same time, the Small Business Development Center, held two trainings going on in other meeting space. Otsego Now will be compensated for the meeting space use from SUNY Broome.
- Steiner’s Packing Company – J. Zakrevsky met with several board members of CADE, including their new Executive Director, to discuss funding options for Steiner’s expansion. J. Zakrevsky will be working with them on a \$50k small city grant and will be looking into county loans. With their expansion, they intend to hire 5-6 new employees.
- Otsego Now Office Space – CADE has had discussions about possibly moving their offices to the mezzanine level of the Otsego Now offices. Southern Tier East has also had discussions about using the empty office next to Michelle Catan’s office.
- Coditum – They had set a deadline of March 31st to decide if we were going to go ahead with the program or not. If so, they need to start recruiting college kids to get the ball rolling for the start of the school year in the fall. Coditum is responsible for running the program, recruiting the kids, and advertising the program in the community. The program would be held on Saturday’s, tentatively in the Otsego Now training space. J. Zakrevsky advised that both he and Otsego Co. Chamber President, Barbara Ann Heegan, had agreed that should the project come into fruition, they would alternate every other Saturday to make sure an office staff is here while the class is going on. Some board members questioned if agency staff would need to go through a training to be able to work around kids. J. Zakrevsky advised he would bring the question up with Coditum. Moving forward, to get the community and the school districts engaged, C. Robinson will lead the Coditum project, validate all the details, and do what she can to secure funding. The entire board was in favor of C. Robinson heading up this endeavor.

R. Hulse expressed a desire to enter executive session, but first he asked B. Shaughnessy and Mayor Gary Herzig if they wanted to address the board.

- B. Shaughnessy asked the board if they had received a letter they he sent out dated March 14th. The letter was from five local business owners expressing their concerns about the proposed Food and Beverage Innovation Center. The board advised that they all received copies of the letter.
- Mayor Gary Herzig explained that he stopped by to set up a meeting with J. Zakrevsky regarding Market Street and estimates for Roundhouse Road.

EXECUTIVE SESSION

R. Hulse made a motion to enter executive session, with board members, agency council, and Otsego Now staff, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 9:04am for the following reasons: To discuss a legal issue with a land sale. The motion was seconded by J. Lord and approved by all members present. The board entered executive session at 9:05am.

No action was taken during executive session.

Later, C. Robinson made a motion to enter back into public session; T. Armao seconded, and all members approved. The board exited executive session at 9:22am.

RESOLUTIONS AND MOTIONS

Changes to Ethics Policy

The board questioned some of the wording in the proposed resolution. They asked that some of the words in the document be defined. They wanted to know if the ethics policy was just for Otsego Now staff, or if it extended to board members as well. J. Scott will check on the legal aspect of it, and work with J. Zakrevsky on updating the policy. Hopefully it will be done by the next board meeting. As such, this resolution was not approved by the board.

Approving Release of 3 acres of Property owned by RLM Land, LLC.

The IDA currently has a lien on approximately 70 acres owned by RLM Land, LLC. They are seeking permission from the IDA to survey out 3 acres and sell the land. K. Schulte will draft a letter to their attorney advising them of the steps the IDA would like to take. After a brief discussion, the resolution was not approved.

NEW BUSINESS

There was no new business to attend to.

UNFINISHED BUSINESS

There was no unfinished business to attend to.

ADJOURNMENT

There being no further business to discuss, C. Robinson motioned to adjourn the meeting at 9:35a. J. Lord approved, and the meeting was adjourned.

UPCOMING MEETING SCHEDULE

- Audit & Finance Committee Meeting / Projects Committee Meeting / Governance Committee Quarterly meeting – April 12, 2018 at 8:00am.
- COIDA/OCCRC Board Meeting – April 26, 2018 at 8:00am.

***All meetings are held at the Otsego Now offices at 189 Main Street, Oneonta. NY. 13820**