

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**December 27, 2018**

**MEETING MINUTES**

**CALL TO ORDER**

Chairman, Richmond Hulse Jr., called to order the meeting of COIDA at 8:16am at the Otsego Now offices located at 189 Main Street, 5<sup>th</sup> floor, Oneonta, NY. Meaghan Marino conducted roll call and determined there was NOT a quorum. Voting members present included:

Richmond Hulse, Jr.  
Patricia Kennedy

Tom Armao  
Cheryl Robinson

Absent Board Member(s): Jeffery Joyner, Jeffrey Lord, Craig Gelbsman, Andrew Marietta\*

Also, in attendance:

**GUESTS**

Steve Barton, Schenevus Planning Committee\*\*

**STAFF**

Jody Zakrevsky, CEO  
Meaghan Marino, Dir. Of Finance & Admin

**COUNSEL**

Kurt Schulte, Agency Counsel  
A. Joseph Scott, Bond Counsel

\* Andrew Marietta attended the meeting via phone conference, but was ineligible to vote on meeting items

\*\* Departed before end of meeting

**CHAIRMAN'S REMARKS**

Chairman, R. Hulse, welcomed fellow board members and guests and opted to move immediately into the agenda.

**MEETING MINUTES**

Board members were provided with a draft copy of the meeting minutes from the November 29<sup>th</sup> COIDA board meeting. Due to a lack of quorum, the minutes were unable to be approved and will be voted on at a future meeting.

**TREASURER'S REPORT**

Treasurer, J. Lord, was absent from the board meeting. Board members were provided with the financial reports that were presented at the December Audit & Finance Committee meeting and a draft copy of the meeting minutes from that meeting, as a report of the committee.

## **BILLS TO BE PAID**

M. Marino provided a report reviewing the bills to be paid, and the deposits that have been made since the December Audit & Finance meeting. There was nothing out of the ordinary for the checks or deposits. Due to a lack of quorum, there was no vote to approve the bills to be paid. However, because the bills were regular monthly expenses, they were signed and paid.

- Hodgson Russ Invoice – At the December 8<sup>th</sup> Audit & Finance Committee meeting, M. Marino provided members with four invoices from Hodgson Russ for various services. Members voted to pay the bills, with the exception of one for the Railyards Acquisition. Board members agreed to pay the last invoice, contingent on J. Scott coming to the board meeting and explaining the charge. Because several of the board members were not at the Audit & Finance Committee meeting and were not on the board during the Railyards acquisition, J. Zakrevsky updated them on the history of the invoices. J. Scott explained that he had good lines of communication with the previous CEO, and the Railyard acquisition had constant deal changes, but he did his best to keep the board apprised of all actions that took place. However, he feels strongly about the work that was done and took significant write-offs on the firms work. Moving forward, J. Scott advised that he will have more communication with the board, he will do better on monitoring partners and firm staff to ensure work is being done correctly and in a timely manner, and he will reconfigure the IDA's billing schedule and bill for each action he takes, as opposed to waiting to invoice each quarter. P. Kennedy thanked J. Scott for his work and suggested that everyone's roles be identified moving forward, as well as authorizations.

## **COMMITTEE REPORTS**

### **❖ GOVERNANCE COMMITTEE**

The Governance Committee meeting was held on December 10<sup>th</sup>. A copy of the draft meeting minutes from that meeting were given to board members as a review of the committee.

### **❖ AUDIT AND FINANCE COMMITTEE**

The Audit and Finance Committee meeting was held on December 10<sup>th</sup>. Please refer to the 'Treasurer's Report', as the report for the Audit and Finance Committee.

### **❖ PROJECTS COMMITTEE**

The Projects Committee meeting was held on December 10<sup>th</sup>. A copy of the draft meeting minutes from that meeting were given to board members as a review of the committee.

## **CEO'S REPORT**

J. Zakrevsky advised the board that moving forward, he will present his full CEO's report of activities at the Projects Committee meetings. J. Zakrevsky did comment on the following topics:

- Custom Electronics – J. Zakrevsky received the signed agreement between the Town of Oneonta and the IDA for the Custom Electronics. Custom Electronics will create 50 jobs with their expansion.

- Steiner’s Meat Processing – M. Marino completed a grant application for the expansion of Steiner’s. The grant was awarded for \$30,000.
- Andela Products – Andela was awarded a grant for \$950,000 for the expansion of Andela Products and Ruby Lake Glass. J. Zakrevsky is working closely with Cynthia Andela on the project. A brief discussion ensued on the project.
- 2019 Priority Projects – J. Zakrevsky identified what he thinks the 3 priority projects are for the IDA in 2019.
  1. The Railyards – with the upcoming completion of Delaware Engineering’s GEIS, it’s time to start work on marketing, lights, infrastructure, etc.
  2. Custom Electronics / Astrocom / IOXUS – with the recent award of the Custom Electronics grant, a lot of time and energy will be spent on making sure the jobs are created and other grant requirements are kept on track. Going back to the IDA’s 2018 Strategic Plan, more work will also be done with IOXUS and Astrocom to continue to create a technology cluster in our area.
  3. Andela Products – J. Zakrevsky will be working closely with Andela on the recent grant they were awarded for an industrial park in Richfield Springs that will house Andela Products, Ruby Lake Glass, and potentially two other companies.

## **NEW BUSINESS / UNFINISHED BUSINESS**

J. Zakrevsky advised the board that later in the afternoon he had a meeting with a representative from newly-elected Congressman Delgado’s office. They are interested in potentially leasing space in our office to work out of 2 days of the week. Both, R. Hulse and P. Kennedy, welcomed the idea as it would be an easy opportunity to have access to a Congressman for future projects. T. Armao suggested that the IDA remain “a-political”. He questioned, if we put the Congressman in our offices, is it perceived to the public that we are endorsing him? J. Zakrevsky explained that so long as Rep. Delgado is paying for the space, and we are not giving them the space for free, it is simply a business transaction and not a government entity endorsing his initiatives.

J. Zakrevsky advised the board that General Electric has requested \$10,000 to continue their study of how the Railyards, and other local areas, can be free from NYSEG for their energy needs. J. Zakrevsky cited some negatives he had with signing a contract with GE, including their energy unit being rather new and not having a track record to refer to, and the downsizing of their staff in Schenectady. However, with the budget money from the County, it could be used to fund this study. C. Robinson suggested that an RFP be issued to see if any other companies could do similar work. A brief discussion ensued, and several board members agreed that an RFP should be issued.

## **ADJOURNMENT**

Due to a lack of quorum, there was no motion to adjourn the meeting.

## **UPCOMING MEETING SCHEDULE**

- Audit & Finance Committee Meeting / Projects Committee Meeting / Governance Committee Meeting – January 10<sup>th</sup>, 2019
- COIDA/OCCRC Board Meeting – January 24<sup>th</sup>, 2018 at 8:00am.

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