

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY  
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION  
February 7, 2019**

**ANNUAL MEETING MINUTES**

**CALL TO ORDER**

Chairman, Richmond Hulse Jr., called to order the Annual meeting of COIDA and OCCRC at 8:04am 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 a quorum. Voting members present included:

Richmond Hulse Jr.  
Cheryl Robinson  
Tom Armao  
Andrew Marietta\*

Jeffery Joyner  
Patricia Kennedy  
Jeffrey Lord

Absent Board Member(s): Craig Gelbsman, David Rowley

Also, in attendance:

**STAFF**

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

**COUNSEL**

Kurt Schulte, Agency Counsel

\*Arrived after the start of the meeting

**CHAIRMAN'S REMARKS**

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

**BILLS TO BE PAID**

M. Marino provided a report reviewing the bills to be paid, and the deposits that have been made since the January Board meeting. There was nothing out of the ordinary for the checks or deposits. J. Joyner made a motion to pay the bills presented. R. Hulse seconded the motion and it was approved by the remaining members.

**CONFIRMATIONS AND APPOINTMENTS**

- Confirmation of Agency Board Meeting Schedule

4<sup>th</sup> Thursday of every month, at 8:00am

- Election of Officers of COIDA and OCCRC

Chair: Richmond Hulse, Jr.  
Vice Chair: Jeffery Joyner  
Treasurer: Jeffrey Lord  
Secretary: Craig Gelbsman

- Appointment of Chief Operating Officer and Agency Staff

Jody Zakrevsky, Chief Operating Officer  
Meaghan Marino, Director of Finance and Administration

- Appointment of Auditing Firm for Preparation of Financial Statements

Mostert, Manzanero, & Scott, LLP.

- Appointment of Agency Counsel

Kurt D. Schulte, Esq.

- Appointment of Bond Counsel to the Agency

Hodgson Russ, LLP.

- Appointment of Bank of the Agency and Accounts

Community Bank, NA – Checking Account  
Community Bank, NA – CD Account  
Community Bank, NA – MMDA  
Community Bank, NA – Line of Credit  
NBT Bank – MMDA

- Approval and Confirmation of Agency Policies

Uniform Tax Exemption Policy  
Investment Policy  
Procurement Policy  
Public Authority Accountability Act Policies

- Appointment of Contract Officer

Jody Zakrevsky, Chief Operating Officer

- Appointment of Investment Officer

Jeffrey C. Lord, Treasurer

- Audit & Finance Committee

Chair: Jeffrey Lord

Vice Chair: Craig Gelbsman

Members: Andrew Marietta, Patricia Kennedy

- Project Oversight Committee

Chair: Cheryl Robinson

Vice Chair: Tom Armao

Members: Jeffery Joyner, Patricia Kennedy, David Rowley

- Governance Committee

Chair: Richmond Hulse, Jr.

Vice Chair: Jeffrey Lord

Members: Entire Board

- Designation of Newspaper

The Daily Star

T. Armao made a motion to approve all confirmations and appointments for COIDA and OCCRC. P. Kennedy seconded and the motion was approved by remaining board members.

## **ADJOURNMENT**

There being no further business to discuss, J. Lord made a motion to adjourn the Annual Meeting. P. Kennedy seconded the motion, and the meeting was adjourned at 8:18am.

## **UPCOMING MEETING SCHEDULE**

- Audit & Finance Committee Meeting / Projects Committee Meeting – February 14<sup>th</sup>, 2019
- COIDA/OCCRC Board Meeting – February 28<sup>th</sup>, 2019 at 8:00am.

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