

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**May 23, 2019**

**MEETING MINUTES**

**CALL TO ORDER**

Vice Chairman, Jeffery Joyner, called to order the meeting of COIDA at 8:02am 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:

Jeffery Joyner  
Craig Gelbsman\*  
Cheryl Robinson  
Andrew Marietta

Jeffrey Lord  
Patricia Kennedy  
David Rowley

Absent Board Member(s): Richmond Hulse, Jr., Tom Armao

Also, in attendance:

**STAFF**

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

**COUNSEL**

Joe Scott, Bond Counsel  
Kurt Schulte, Agency Counsel

\*Arrived after the start of the meeting

**CHAIRMAN'S REMARKS**

Vice Chairman, J. Joyner, welcomed fellow board members and counsel and moved immediately into the agenda.

**MEETING MINUTES**

J. Lord presented the meeting minutes from the April 25<sup>th</sup> COIDA board meeting. Board members were given a copy of the minutes prior to the meeting for review. C. Robinson made a correction regarding the adjournment of the meeting. C. Robinson requested a motion to approve the meeting minutes with the updated corrections. The motion was seconded by J. Lord, and approved by the remaining members present.

**TREASURER'S REPORT**

Treasurer, J. Lord, updated the board on the May Audit & Finance Committee meeting. Board members were provided with the financial reports that were presented at that meeting and a draft copy of the meeting minutes, as a report of the committee. J. Lord also went over some of the findings from the 2018 financial audit, which was reviewed by Mary Manzanero at the Audit & Finance Committee meeting.

## BILLS & COMMUNICATIONS

M. Marino provided a report reviewing the bills to be paid, and the deposits that have been made since the May Audit & Finance meeting. There was nothing out of the ordinary for the expenses or deposits. D. Rowley made a motion to approve payment of the bills. The motion was seconded by J. Lord, and approved by the remaining members present.

J. Zakrevsky advised the board that he received a letter from the NYS Senate Standing Committee on Investigations and Government Operations. The purpose of the letter was to request information and documentation to investigate compliance with the Public Authorities Reform Act. J. Zakrevsky was made aware that all IDA and economic development agencies in the state received one. The information is due back to the NYS Senate by June 28, 2019.

## COMMITTEE REPORTS

### ❖ GOVERNANCE COMMITTEE

The Governance Committee meeting is held quarterly, as such, there was no Governance meeting in the month of May. The next Governance Committee meeting will be held in August.

### ❖ AUDIT AND FINANCE COMMITTEE

The Audit and Finance Committee meeting was held on May 9, 2019. 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 May 9, 2019. C. Robinson, Chair of the projects committee, referred members to the draft meeting minutes from that meeting and the updated project trackers as a review of the projects committee.

## NEW BUSINESS / UNFINISHED BUSINESS

- **Approval of Updated Sexual Harassment Policy** – J. Zakrevsky provided board members with a draft updated copy of the agency's sexual harassment policy. He used New York State's template for the IDA's policy and advised that the state's website also has training videos for employees to take. D. Rowley made a motion to approve the update of the agency's sexual harassment policy. The motion was seconded by C. Gelbsman, and approved by the remaining members present.
- **Roundhouse Road** – J. Zakrevsky advised the board that we are in the process of getting three bids for the resurfacing of a portion of Roundhouse Road. He hopes to have them by the June 13<sup>th</sup> Projects Committee meeting for the board to review.
- **Corning Solar** – J. Zakrevsky reported on the Corning Solar project which has been an ongoing discussion with them since December 2018. It appears that Corning has finally agreed to work with submitting a formal application, for their solar array project, to the IDA within a few days.

## **PUBLIC COMMENT**

There were no public comments.

## **ADJOURNMENT**

There being no further business to discuss, D. Rowley made a motion to adjourn the meeting. J. Lord seconded the motion, and the meeting was adjourned at 8:20am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – June 13<sup>th</sup>, 2019 at 8:00am
- COIDA/OCCRC Board Meeting – June 27<sup>th</sup>, 2019 at 8:00am.

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