

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
November 14, 2019

MEETING MINUTES

CALL TO ORDER

Vice Chairman, Jeffery Joyner, called to order the meeting of COIDA at 9:15am at the Otsego Now offices, located at 189 Main Street, 5th Floor, Oneonta, NY. J. Joyner conducted roll call and determined there was a quorum. Voting members present included:

Jeffery Joyner
Craig Gelbsman*
Patricia Kennedy
Andrew Marietta

Jeffrey Lord
Tom Armao
David Rowley
Cheryl Robinson

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

Also, in attendance:

STAFF
Jody Zakrevsky, CEO

COUNSEL
Kurt Schulte, Agency Counsel

GUESTS
Tim Carpenter, MRB Group
Rick Warner, Shearers Express, Inc.

*departed before end of meeting

CHAIRMAN'S REMARKS

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

MEETING MINUTES

J. Joyner indicated that the October COIDA board meeting minutes will be approved at the December 12th Board meeting.

TREASURER'S REPORT

The November Audit & Finance Committee meeting was held just prior to today's November board meeting. As such, J. Lord did not provide members with a recap of that meeting.

BILLS & COMMUNICATIONS

J. Lord provided a report reviewing the bills to be paid, and the deposits that have been made since the October board meeting. There were no bills specific to OCCRC. C. Gelbsman made a motion to approve payment of the bills. The motion was seconded by J. Joyner and approved by the remaining members present.

COMMITTEE REPORTS

- ❖ **Audit & Finance** – The November Audit & Finance Committee meeting was held just prior to today's November board meeting. As such, J. Lord did not provide members with a recap of that meeting. Please refer to the November 14th Audit & Finance meeting minutes as a recap of that meeting.
- ❖ **Governance Committee** – The Governance Committee meeting is held quarterly, as such, there was no Governance meeting in the month of November. The next Governance Committee meeting will be held in December, 2019.
- ❖ **Projects Committee** – The November Projects Committee meeting was held just prior to today's November board meeting. As such, C. Robinson did not provide members with a recap of that meeting. Please refer to the November 14th Projects meeting minutes as a recap of that meeting.

NEW BUSINESS / UNFINISHED BUSINESS

- **Introduction of Tim Carpenter, MRB Group** – T. Carpenter of the MRB Group introduced himself as one of the engineers for the MRB Group and explained that he had met with J. Zakrevsky and Michael N'dolo of the MRB Group the previous week to discuss a proposal to do work on the grant application for EDA funding for the Richfield Springs Business Park. T. Carpenter gave a brief background of the MRB Groups capabilities and interest in working with Otsego Now on future projects.
- **Presentation by Rick Warner, Shearers Express** – R. Warner gave a brief presentation regarding his business and plans for expansion at the Oneonta Business Park.
- **CEO Review** – J. Joyner reminded the board to review the job description and self-evaluation of the CEO and send comments back to him by the December board meeting. At that meeting, the board will review the job performance of the CEO.

RESOLUTIONS AND MOTIONS

Approve Contract with MRB Group

The MRB Group provided the board with a proposal to prepare and submit an EDA grant application, on behalf of the IDA, for the Richfield Springs Business Park, at a fixed fee of \$5,270.00. The board briefly discussed approaching Andela Products and Ruby Like Glass to request jointly contributing \$2,000.00 toward the application, with Otsego Now contributing the remaining \$3,270.

J. Joyner made a motion to approve the contract with the MRB Group. D. Rowley seconded the motion and it was approved by remaining members.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

There being no further business to discuss, J. Joyner made a motion to adjourn the meeting. D. Rowley seconded the motion, and the meeting was adjourned at 10:03 a.m.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Governance Committee Meeting / Projects Committee Meeting – December 12th, 2019 at 8:00am
- COIDA/OCCRC Board Meeting – December 12th, 2019 at 8:00am.

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