

# COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

January 9, 2020

## MEETING MINUTES

### CALL TO ORDER

Vice Chairman, Jeffery Joyner, called to order the meeting of COIDA at 8:31am at the Otsego Now offices, located at 189 Main Street, 5<sup>th</sup> Floor, Oneonta, NY. J. Joyner conducted roll call and determined there was a quorum. Voting members present included:

Jeffery Joyner  
Craig Gelbsman  
Patricia Kennedy  
Cheryl Robinson

Jeffrey Lord  
Tom Armao  
David Rowley  
Andrew Marietta

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

Also, in attendance:

#### STAFF

Jody Zakrevsky, **CEO**  
Meaghan Marino, **Dir. of Finance and Administration**

#### COUNSEL

Kurt Schulte, **Agency Counsel**

#### GUESTS

Michael N'Dolo, **MRB Group**  
Daniel Valle, **Sweet Home Productions**

### CHAIRMAN'S REMARKS

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

### MEETING MINUTES

J. Joyner presented the meeting minutes from the December 12<sup>th</sup> COIDA board meeting. Board members were given a copy of the minutes prior to the meeting for review. D. Rowley made a motion to approve the meeting minutes. The motion was seconded by J. Lord, and it was approved by the remaining members present.

### TREASURER'S REPORT

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

## **BILLS & COMMUNICATIONS**

The bills and communications were reviewed and approved at the January 9<sup>th</sup> Audit & Finance Committee.

## **COMMITTEE REPORTS**

- ❖ Audit & Finance – The January Audit & Finance Committee meeting was held just prior to today’s January board meeting. As such, J. Lord did not provide members with a recap of that meeting. Please refer to the January 9<sup>th</sup> Audit & Finance meeting minutes as a recap of that meeting.
- ❖ Governance Committee – The January Governance Committee meeting was held just prior to today’s January board meeting. As such, J. Lord did not provide members with a recap of that meeting. Please refer to the January 9<sup>th</sup> Governance meeting minutes as a recap of that meeting.
- ❖ Projects Committee – The January 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 January 9<sup>th</sup> Projects meeting minutes as a recap of that meeting.

## **NEW BUSINESS / UNFINISHED BUSINESS**

There was no new or unfinished business to attend to.

## **RESOLUTIONS AND MOTIONS**

### Authorizing Submission of EDA Grant Application and Commitment to Cost-Share

**RESOLUTION – Submission of Grant Application and Commitment to Cost Share – Richfield Springs Eco-Industrial Business Park**

WHEREAS, the Otsego County Industrial Development Agency owns certain property in the Town of Richfield which was being planned for a new industrial park; and

WHEREAS, the Otsego County IDA has hired Keystone Associates to develop site plans, utility designs and cost estimates for said park; and

WHEREAS, several companies have expressed a desire to locate within said park; now therefore be it

RESOLVED, that the CEO of the Agency is hereby authorized and directed to submit a grant application to the U.S. Economic Development Administration under its Public Works and Economic Adjustment Assistance Notice of Funding Opportunity, to result in the preparation of the Richfield Springs Eco-Industrial Business Park site and the extension of utilities to the site; and further be it

RESOLVED, the Agency is committed to providing \$18,845.00 from its budget as cost-share for the project; and further be it

RESOLVED, the Agency is committed to issue bonds in the amount of \$718,224.00 to serve as the additional cost-share and acknowledging that these funds are not conditional or encumbered in any way that precludes their use consistent with the purpose of the project as defined in the grant application.

Resolution authorizing the IDA to provide up to \$18,845.00 from its budget for the Richfield Springs Business Park project. It further authorizes the IDA to issue bonds for the project up to \$718,224.00.

C. Robinson made a motion to approve the above resolution. J. Lord seconded the motion, and it was approved by the remaining members.

### Authorizing Contract with MRB Group for Engineering Services

Resolution authorizing the Chair of the IDA to enter a contract with the MRB Group to freeze their rates for a one-year period for ongoing engineering oversight services. There is no cost to sign the proposal, and any engineering services that they would provide would still be required to go to the board for full approval.

D. Rowley made a motion to approve the signing the contract with the MRB Group. P. Kennedy seconded the motion, and it was approved by the remaining members.

### Authorizing Increase in Compensation to the CEO of COIDA

**RESOLUTION – AUTHORIZING INCREASE IN COMPENSATION TO THE CEO OF THE OTSEGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

WHEREAS, the Chief Executive Officer was hired on September 25, 2017 and has not had a salary adjustment since his appointment; and

WHEREAS, the Board of Directors of the Otsego County Industrial Development Agency has reviewed salaries of other IDAs chief executive officers in upstate New York; and

WHEREAS, the Board of Directors of the Otsego County Industrial Development Agency has performed its annual evaluation of the Agency's Chief Executive Officer and has made certain recommendations; now therefore be it

RESOLVED, that the Chief Executive Officer of the Otsego County Industrial Development Agency annual salary be increased by 5% effective January 1, 2020.

Resolution authorizing a 5% salary increase to the CEO, Jody Zakrevsky, of the IDA, effective January 1<sup>st</sup>, 2020.

J. Lord made a motion to approve the increase in salary for the CEO. 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. Lord made a motion to adjourn the meeting. C. Robinson seconded the motion, and the meeting was adjourned at 8:35a.m.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Annual Meeting – February 6<sup>th</sup>, 2020
- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – February 6<sup>th</sup>, 2020 at 8:00am
- COIDA/OCCRC Board Meeting – February 27<sup>th</sup>, 2020 at 8:00am.

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