

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**PROJECTS COMMITTEE
JULY 9, 2020
MEETING MINUTES**

Due to the Coronavirus (COVID-19), Federal and State emergency bans on large meetings or gatherings, and pursuant to Governor Cuomo's Executive Order 220.1, issued on March 12, 2020 suspending the Open Meetings Law, this COIDA/OCCRC Projects Committee meeting was held via video conferencing, instead of an open meeting for the public to attend. Members of the public were given instructions on how to join the meeting.

CALL TO ORDER

The COIDA's and OCCRC's joint Projects Committee meeting was called to order at 8:39am via video conferencing app, GoToMeeting. Committee members present were:

Cheryl Robinson
David Rowley
Tom Armao
Andrew Marietta

Patricia Kennedy
Jeffrey Lord
Jeffery Joyner
Joshua Edmonds

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**
Kurt Schulte, **Agency Counsel**

CHAIRMAN'S REMARKS

Projects Chair, Cheryl Robinson, welcomed committee members and staff, and moved immediately into the agenda.

MEETING MINUTES

C. Robinson requested a motion to approve the June 11th Project Committee meeting minutes. Committee members were given a draft copy of the minutes prior to the meeting for review. There being no corrections to be made, D. Rowley made a motion to approve the meeting minutes. A. Marietta seconded the motion and the motion was approved by remaining board members.

CEO REPORT OF PROJECTS

J. Zakrevsky recapped some of his activities since the June Board meeting until now. He also provided members with a detailed update of some of the IDA's priority projects. The following topics were discussed in greater detail:

- **Custom Electronics** – J. Zakrevsky reviewed the project charter for Custom Electronics. He noted that they have hired 50 new employees, so they have met their quota for the CDBG funding they received. J. Zakrevsky also mentioned that he spoke with HCR and they would entertain approving an extension on this project, as manufacturing has slowed down in recent months due to COVID-19. He also noted that Custom Electronics has begun upgrades to their Winnie Hill Road facility, which was part of the project.
- **Richfield Springs Business Park** – J. Zakrevsky noted that our EDA application for investment assistance to support the park has been selected through EDA's competitive application review process and will be further considered for funding. J. Zakrevsky hopes that the EDA award will go out in August or September, and then start design work in the Winter/Spring, and then begin construction Summer of next year.
- **Rail Yards** – J. Zakrevsky advised that the MRB Group and Elan Planning continue working on the master plan for the Oneonta Rail Yards. They're expected to present at the July 23rd board meeting.
- **Oneonta Business Park** – The County currently uses an IDA parcel in the Oneonta Business Park as a parking lot for people to leave their cars and take the bus to surrounding areas. This was an informal arrangement made between the County Planning Dept. and the IDA several years ago. The property that this is currently on is intended to be sold to Catskill Packing, LLC. for the halal meat processing facility. The IDA is considering another parcel that the County can pave to continue their bus pick-ups.
- **IOXUS** – XS Batteries, d/b/a IOXUS, alerted the IDA that they intend to keep their operations in Oneonta, as opposed to moving to Tennessee. J. Zakrevsky has alerted IOXUS of various funding opportunities they can take advantage of in NYS. C. Robinson asked about the ESD that had a company interested in the IOXUS building, and whether we had any other facilities in mind for them, now that IOXUS is staying in their Oneonta location. J. Zakrevsky advised that he had sent building-specific information to the ESD, but has still not received any updates. He also noted that they had inquired about open land for the potential to build a new facility, so he also provided them information on the Oneonta Rail Yards and the Oneonta Business Park. He also alerted ESD that the IOXUS building is technically not off the table until there is an agreement to purchase signed. J. Lord questioned the make-up of the company buying IOXUS; are they buying the name? Is it a different company acquiring the assets? Will it be a new company? J. Zakrevsky advised that he recently requested financials and the company structure from XS Batteries, because the IDA will need this information to apply for a small-cities funding application. His understanding is that XS Batteries is purchasing the assets and keeping the name IOXUS, but it's unclear if IOXUS is staying in business.
- **County Micro-Enterprise Funding** – The IDA has been administering the County's microenterprise funding program. To date, the IDA has received 16 applications from County businesses. IDA staff met with the IGA Committee, who will be awarding the funds, and their recommendation was to take any businesses that have previously received grant funding through

the County and put them towards the bottom of the list, and look at new applications first. The next step is to make recommendations of who the IDA feels should receive funding and review those again with the IGA Committee. They will award funding at the August 5th County board meeting. A. Marietta questioned how much money the County has allocated to the microenterprise program. J. Zakrevsky advised the amount is \$195,000, and requests have exceeded \$430,000. A. Marietta, who is also a member of the County's IGA Committee, confirmed that the IGA Committee has not seen any of the full applications. J. Zakrevsky advised that we provided a rating sheet and descriptions of each project so that the IGA Committee wouldn't have to review all applications, and M. Marino advised that if any members want to review specific/all applications, she could send them out. There was a brief discussion over the timeline of the next IGA meeting and the County board meeting to determine when to award funds, and whether the County board needs to vote to approve funding. J. Lord questioned what type of businesses have applied for the microenterprise program. M. Marino advised that all applications come from businesses with five employees or less, based in Otsego County, most are existing businesses that remained open during the COVID-19 pandemic. The applicants are comprised of boutiques, hotels, restaurants, etc.

NEW/UNFINISHED BUSINESS

- **Marketing Proposals** – Committee members were sent proposals from four different companies offering to handle marketing campaign for the IDA. C. Robinson opened the floor to discuss or ask any questions related to the proposals. J. Zakrevsky advised that staff would narrow down the proposals to two and would then ask those firms to walk through their proposals with us. There was a brief discussion comparing the proposals. J. Lord questioned, that although we do not have a signed contract yet with Vibrant Brands, that they would still attend any presentations by the firms. J. Zakrevsky confirmed.
- **Community Foundation Grant** – J. Zakrevsky advised that the IDA must finalize an agreement with the Cooperstown Foundation to receive the money and administer the program. Staff had been waiting for the Community Foundation to issue a press release about the program before we acted. He added that M. Marino attended a video conference regarding the legal ramifications of IDAs using their own funds for grant programs or loan programs (legislation was passed allowing IDAs to do make grants/loans in light of the COVID-19 pandemic). J. Zakrevsky feels confident that we can administer this grant program with the requirements made by the Comptroller's office.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the projects committee meeting at 9:47am. T. Armao seconded the motion, and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on July 9th, 2020 at 8:00am.