

OTSEGO COUNTY CAPITAL RESOURCE CORPORATION

February 6, 2020

ANNUAL MEETING MINUTES

CALL TO ORDER

Vice Chairman, Jeffery Joyner, called to order the Annual meeting of OCCRC at 8:17am at the Otsego Now offices located at 189 Main Street, 5th floor, Oneonta, NY. Meaghan Marino conducted roll call and determined there was a quorum. Voting members present included:

Jeffery Joyner
Cheryl Robinson
Tom Armao
Andrew Marietta

Craig Gelbsman
Patricia Kennedy
Jeffrey Lord
David Rowley

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

Also, in attendance:

STAFF

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

COUNSEL

Kurt Schulte, Agency Counsel

CHAIRMAN'S REMARKS

Vice Chairman, J. Joyner, welcomed fellow board members and staff and opted to move immediately into the agenda.

CONFIRMATIONS AND APPOINTMENTS

- Confirmation of Agency Board Meeting Schedule

4th Thursday of every month, at 8:00am immediately following the COIDA meeting

- Election of Officers of COIDA and OCCRC

Chair: Jeffery Joyner
Vice Chair: David Rowley
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 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: Andrew Marietta, Patricia Kennedy

- Governance Committee

Chair: Jeffery Joyner

Vice Chair: David Rowley

Members: Tom Armao, Cheryl Robinson

- 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 OCCRC Annual Meeting. P. Kennedy seconded the motion, and the meeting was adjourned at 8:25am.

UPCOMING MEETING SCHEDULE

- COIDA and OCCRC Board Meetings – February 27th, 2020 at 8:00am.

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