

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

**PROJECTS COMMITTEE  
SEPTEMBER 10, 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 8:23am via video conferencing app, GoToMeeting.. Committee members present were:

Cheryl Robinson  
Patricia Kennedy\*  
David Rowley  
Jeffrey Lord

Tom Armao  
Andrew Marietta  
Jeffery Joyner

Also, in attendance:

**STAFF**

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

\*departed before the end of meeting

**CHAIRMAN'S REMARKS**

Projects Chair, Cheryl Robinson, welcomed committee members and staff, and noted how busy J. Zakrevsky and M. Marino have been recently with the EDA Grant award for Richfield Springs and the many COVID-19-related activities that the agency has taken on. She then moved into the agenda.

**MEETING MINUTES**

C. Robinson requested a motion to approve the August 13<sup>th</sup> 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, J. Lord made a motion to approve the meeting minutes. D. Rowley 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 August 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 we received an extension on their grant award, which moved the date to March, 2021. He expects the final bills for the construction of their renovation and the final bills for their equipment will be in by December, 2020. With the extension, this puts us in very good shape to close out the grant in more than enough time.
- **Andela Products** – EDA awarded the IDA the \$1.2million award for infrastructure improvements in the Richfield Springs Business Park. There was a brief discussion over the financing for the project should Andela not go through with purchasing the land in Richfield Springs from the IDA.
- **Rail Yards** – J. Zakrevsky spoke about the timeline for potentially applying for an EDA grant for infrastructure improvements for the Oneonta Rail Yards. However, he's pushed the timeline for applying for this grant to 2021/2022, because much of the site work plans that were done prior to the EDA grant for Richfield Springs, has not been done for the Oneonta Rail Yards.

## NEW/UNFINISHED BUSINESS

- **Staffing** – T. Armao brought of the issue of limited staff in the office and the amount of priority projects and new initiatives that the office is taking on. He asked if the board should be looking into taking on new staff or contract labor? J. Zakrevsky agreed that M. Marino is taking on more work in the office, as work for himself is added on. He agreed that adding contract labor, not necessarily for office work, but to take on work, for example, Andela Products/Richfield Springs Business Park. To be better equipped to answer the staffing question, J. Zakrevsky advised he needs to have more insight into the 2021 budget, that he has already started working on. J. Zakrevsky advised that he would like to look for someone to take M. Marino's position in the future because she is taking on more responsibilities that he would normally do. He'd also like to take away some of her day-to-day activities, so that she can be more involved in projects. By hiring an assistant, even part-time, for M. Marino, it would be the least expensive way to bring in a new staff person to the office. He also mentioned recent discussions with Southern Tier 8 to provide funding for some of the projects that the IDA is working on. C. Robinson advised that we've had these discussions before, around extra staffing in the office, and if it's truly a need, then she is requesting a plan advising where the IDA is going, how we're getting there, and how it will be funded. J. Zakrevsky advised that he would work on a timeline to get help for M. Marino in preparation with the 2021 budget.
- **Fieldstone Resort** – D. Rowley brought up the Fieldstone Resort and the group from Long Island that is purchasing the property to build new housing. He questioned if the group plans to continue operating the existing facility? And how many residences are they considering building? J.

Zakrevsky advised that he asked both of these questions and more, but at this time, he has not gotten an answer to either. J. Lord asked for the size of the property. J. Zakrevsky advised that its roughly 170 acres. J. Lord also recommended our marketing firm, as part of our marketing campaign, reach out to the group, who likely has more connections down state for others who may want to relocate to our area. D. Rowley questioned if the group is building a development, or just building housing primarily for their group. J. Zakrevsky said he got the impression it was primarily for their group.

## **ADJOURNMENT**

There being no further business to discuss, J. Lord made a motion to adjourn the projects committee meeting at 8:41am. D. Rowley seconded the motion, and it was approved by remaining members.

## **UPCOMING MEETING SCHEDULE**

The next Projects Committee meeting will be held on October 8<sup>th</sup>, 2020 at 8:00am.