

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

May 27th, 2021

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 Board of Director's 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

Chairman, J. Joyner, called to order the meeting of COIDA at 8:01am via video conferencing app GoToMeeting. M. Marino conducted roll call and determined there was a quorum. Voting members present electronically included:

Jeffery Joyner
Jeffrey Lord
Cheryl Robinson
Tom Armao

David Rowley
Craig Gelbsman
Andrew Marietta
Joshua Edmonds

Absent Board Member(s): Patricia Kennedy

Also, in attendance:

STAFF

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

COUNSEL

Joe Scott, **Hodgson Russ**

GUESTS

Larry Frigault, **Richfield Springs Town Board**

CHAIRMAN'S REMARKS

Chairman, J. Joyner, welcomed fellow board members and spoke about changes taking place within the Bassett Healthcare Network (J. Joyner is President of Fox Hospital). Bassett Healthcare Network is partnering with Optum Healthcare to provide the facility with analytic capabilities, revenue processes, and IT support. It also gives 500 of Bassett's current employees the opportunity for job growth while remaining in our local community. J. Edmonds mentioned that there had been rumors about Bassett cutting those jobs, so J. Joyner was happy to dispel that and add that the job growth opportunities for those employees will provide better benefits, salaries, and stock options.

MEETING MINUTES

J. Joyner presented the meeting minutes from the April 22nd 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. Edmonds and it was approved by the remaining members present.

BILLS & COMMUNICATIONS

M. Marino reviewed the bills and deposits since the May 13th Audit & Finance Committee meeting. She noted that all expenses were normal operating expenses for the agency, except for a check to FilmCOOP. This was the last application awarded for the Recovery Fund, however, the board voted not to exceed the \$50,000 fund total so FilmCOOP was not awarded their entire request. M. Marino reached out to the Community Foundation who agreed to cover the remaining \$391. That money was sent out by the Cooperstown Foundation to Otsego Now and reimbursed to FilmCOOP. She also reviewed deposits made. The agency has started receiving 2021 administrative fees for PILOTs (IDA) and bonds (CRC).

D. Rowley made a motion to pay the bills provided. T. Armao seconded, and the motion was approved by remaining members.

COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on May 13th, 2021. J. Lord asked that board members review the draft May 13th Audit & Finance meeting minutes as a report of the Committee.
- ❖ Governance Committee – There was no Governance Committee meeting in May, 2021.
- ❖ Projects Committee – The Projects Committee meeting was held on May 13th, 2021. C. Robinson deferred the board to the draft May 13th Projects Committee meeting minutes as a report of the Project Committee meeting.

NEW BUSINESS / UNFINISHED BUSINESS

- **NYSEDC 2021 Annual Meeting Reception** – With the exception of 2020, the IDA has sponsored the opening reception for the NYS EDC's Annual meeting every year in Cooperstown. The meeting will be held in September at the Otesaga Hotel, and the board has always been supportive of hosting this reception. J. Zakrevsky is requesting approval to spend \$5,000 to hold the reception.
- **Keystone Engineering** – J. Zakrevsky brought this matter to both Committees at the May 13th Committee meetings, and is requesting approval from the board to hire Keystone Engineering to prepared construction bid documents. EDA is urging the IDA to move forward with the water/sewer/gas extension project for the Richfield Springs business park. They have granted a time extension for the start date of the project. To move forward, the IDA needs to have bid documents prepared, go out to bid, and get a realistic timeline back to the EDA. The estimated cost for bid documents is not to exceed \$23,000. The IDA board approving a resolution to hire Keystone Engineering would be contingent on the Otsego Co. Board approving a \$600,000 interest-free loan to the IDA for this project. Should they not approve the loan at their June 2nd board meeting. He noted

that the County's IGA Committee and the County's Administrative Committee have both recommended approving the loan to the IDA. J. Zakrevsky asked Larry Frigault, Richfield Springs Town Board Member, to give an update on the progress being made between the Town and the Village on the water/sewer district. L. Frigault noted that at the last Town board meeting, the board passed a resolution to form a committee specifically to work on the water/sewer district, intermunicipal agreements, and the engineering plan reports. He also attended the Village's board meeting and they agreed to join the committee. He noted how big of a step this is for the Town and the Village to be working on these items together.

- **Corning** – J. Zakrevsky noted that Corning paid their admin fees for their PILOT on their expansion done a few years ago. J. Scott has prepared the closing documents for Corning's most recent project. J. Scott noted that expects a closing in June/July. He also noted that this project also has an administrative fee, which has been agreed to by Corning.
- **Springbrook** – J. Scott noted that there was a productive meeting on Springbrook's housing project with their consultant team, the MRB Group, and the IDA. They discussed their preparation of the IDA's PILOT application and an aggressive schedule to close on the PILOT in July. To accommodate that there are several procedural steps to take including, a 30-day notice to taxing jurisdictions, which cannot be reduced. He mentioned possibly structuring their project around the IDA's meeting schedule to accommodate their timeline. He also noted that the IDA has the ability to hold a special meeting to vote on Springbrook's project. J. Zakrevsky discussed the likelihood of moving the July board meeting to the last Thursday in July to accommodate the 30-day notice period. There will be further discussion on Corning's project and Springbrook's at the next Projects Committee meeting.

RESOLUTIONS AND MOTIONS

NYSEDC 2021 Annual Meeting Reception Sponsorship

J. Zakrevsky requested approval from the board to sponsor the NYS EDC's opening reception for their Annual Meeting being held in September at the Otesaga in Cooperstown. The IDA has sponsored this reception several times in the past. The cost to host the reception is \$5,000.

A. Marietta made a motion to approve sponsor the reception in the amount of \$5,000. D. Rowley seconded the motion, and it was approved by remaining members.

Keystone Engineering Bid Documents Resolution

RESOLUTION: Authorizing Contract with Keystone Associates Architects, Engineers and Surveyors, LLC.

WHEREAS, the County of Otsego Industrial Development Agency (IDA) has received a grant from the federal Economic Development Administration in the amount of \$1.2 million as well as a grant from NYS Empire State Development in the amount of \$325,000 for the Richfield Springs Business Park development; and

WHEREAS, the Otsego County Intergovernmental Affairs Committee has recommended an interest free loan of \$600,000 to the IDA to be repaid within one year of its drawdown to assist with the installation of water, sewer, and natural gas at the Business Park; and

WHEREAS, the Otsego County Administration Committee has recommended an interest free loan of \$600,000 to the IDA to be repaid within one year of its drawdown to assist with the installation of water, sewer, and natural gas at the Business Park; and

WHEREAS, the Project Engineer at the Economic Development Administration has requested we continue to advance the grant expeditiously to avoid further delay and begin final construction documents for the project; and

WHEREAS, Keystone Associates Architects, Engineers and Surveyors, LLC, have submitted a proposal to the IDA in the amount of \$23,025 for the development of final plans, specifications, and bidding documents; and

WHEREAS, the County Board of Representatives will decide on June 2nd whether to loan the IDA to the IDA to be repaid within one year of its drawdown to assist with the installation of water, sewer, and natural gas at the Business Park; now, therefore be it

RESOLVED, that the CEO of the IDA is authorized to enter into a contract with Keystone Associates for design and bidding documents in an amount not to exceed \$23,025 upon approval by the Otsego County Board of Representatives a loan of \$600,000 to the IDA.

C. Gelbsman made a motion to approve hiring Keystone Engineering for bid documents, contingent upon loan approval from the Otsego Co. Board of Reps. 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, D. Rowley made a motion to adjourn the meeting at 8:17am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – June 10th, 2021 at 8:00am
- COIDA/OCCRC Board Meeting – June 24th, 2021 at 8:00am

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