

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**October 28<sup>th</sup>, 2021**

**MEETING MINUTES**

**CALL TO ORDER**

Chair, J. Joyner, called to order the meeting of COIDA at 8:10am, after some technical difficulty. M. Marino conducted roll call and determined there was a quorum. Voting members present included:

Jeffery Joyner	David Rowley
Jeffrey Lord	Craig Gelbsman*
Andrew Marietta (v)	Tom Armao
Joshua Edmonds	Patricia Kennedy*
Cheryl Robinson (v)	

Absent Board Member(s):

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Meaghan Marino, **Dir. of Finance and Administration**  
Kurt Schulte, **Agency Counsel (v)\***

(v) – virtual

\* arrived after start of meeting.

**CHAIRMAN'S REMARKS**

Chair, J. Joyner, welcomed everyone and moved immediately into the agenda.

**MEETING MINUTES**

J. Joyner presented the meeting minutes from the September 23<sup>rd</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.

**BILLS & COMMUNICATIONS**

M. Marino reviewed the bills for the agency. There were two bills that were normal operating expenses. The other bill was to the City of Oneonta for Corning's Library tax payment for their PILOT. This payment was originally sent to the Oneonta School district in error.

D. Rowley made a motion to approve payment for the bills presented. J. Lord seconded the motion, and it was approved by the remaining members.

## **COMMITTEE REPORTS**

- ❖ **Audit & Finance** – The Audit & Finance Committee meeting was held on October 14<sup>th</sup>, 2021. J. Lord, Chair of the Committee, referred board members to a draft copy of the meeting minutes from October 14<sup>th</sup>, as a report of the committee.
- ❖ **Governance Committee** – There was no Governance Committee meeting in October.
- ❖ **Projects Committee** – The Projects Committee meeting was held on October 14<sup>th</sup>, 2021. C. Robinson, Chair of the Committee, referred board members to a draft copy of the meeting minutes from October 14<sup>th</sup>, as a report of the committee.

## **NEW BUSINESS / UNFINISHED BUSINESS**

- **2022 IDA Budget Approval** – J. Zakrevsky provided members with a copy of the proposed 2022 IDA budget and a 2022 budget for PARIS reporting. These budgets were both reviewed in the October Audit & Finance Committee meeting and recommended for approval to the board.
- **EDA Grant Administration** – J. Zakrevsky provided a resolution to the board to approve hiring Barton & Loguidice to administer the EDA grant awarded to the IDA for infrastructure improvements in the Richfield Springs business park. The IDA received two proposals to its RFP for this work. This was reviewed more extensively in the October Projects Committee meeting.
- **November/December Board Meeting Schedule** – M. Marino requested alternative dates for the last two board meetings of the year, as the November board meeting falls on Thanksgiving and the December board meeting falls two days before Christmas. The board decided to cancel the November board meeting due to lack of agenda items. They also decided to keep the December board meeting on December 23<sup>rd</sup>.

## **RESOLUTIONS**

### **2022 IDA Budget Approval**

The board was presented with the 2022 IDA budget and a 2022 budget for PARIS reporting. These budgets were reviewed further at the October 14<sup>th</sup> Audit & Finance Committee meeting.

D. Rowley made a motion to approve the 2022 IDA Budget and the 2022 budget for PARIS reporting. J. Edmonds seconded the motion, and it was approved by remaining members.

### **Award of Contract to Barton & Loguidice**

The IDA issued a RFP for a firm to administer the EDA grant awarded to the IDA for infrastructure improvements in the Richfield Springs business park. Two proposals were received with the board reviewed

independently and at the October 14<sup>th</sup> Projects Committee meeting. Upon review, the board determined that Barton & Loguidice's proposal met most of the criteria required by EDA.

D. Rowley made a motion to approve awarding a contract to Barton & Loguidice to administer the EDA grant for the Richfield Springs business park. T. Armao seconded the motion, and it was approved by remaining members.

## **PUBLIC COMMENT**

There was no public in attendance.

## **ADJOURNMENT**

J. Lord made a motion to adjourn the meeting of the IDA board at 8:10am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – Cancelled
- COIDA/OCCRC Board Meeting – Cancelled

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