

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
ONEONTA RAILYARDS LOCAL DEVELOPMENT CORPORATION
February 1, 2022**

ANNUAL MEETING MINUTES

CALL TO ORDER

Chairman, Jeffery Joyner, called to order the Annual meeting of COIDA/OCCRC at 8:00am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members were given the option to attend the meeting in-person or virtually. Meaghan Marino conducted roll call and determined there was a quorum. Voting members present included:

Jeffery Joyner
Patricia Kennedy (v)*
Andrew Marietta (v)

Craig Gelbsman (v)
Tom Armao
David Rowley

Absent Board Member(s): Jeffrey Lord, Cheryl Robinson

Also, in attendance:

STAFF

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

(v) – virtual

* arrived after start of meeting.

CHAIRMAN'S REMARKS

Chairman, J. Joyner, welcomed fellow board members and staff and moved immediately into the agenda.

CONFIRMATIONS AND APPOINTMENTS FOR IDA/CRC/LDC

- **Confirmation of Agency Board Meeting Schedule**

4th Thursday of every month, at 8:00am

- **Election of Officers of COIDA and OCCRC**

Chair: Jeffery Joyner

D. Rowley made a motion to approve Jeffrey Joyner as the Chair; T. Armao seconded; approved by remaining members.

Vice Chair: David Rowley

T. Armao made a motion to approve David Rowley as the Vice Chair; A. Marietta seconded; approved by remaining members.

Treasurer: Jeffrey Lord

D. Rowley made a motion to approve Jeffrey Lord as the Treasurer; T. Armao seconded; approved by remaining members.

Secretary: Craig Gelbsman

D. Rowley made a motion to approve Craig Gelbsman as the Secretary; T. Armao seconded; approved by remaining members.

- **Appointment of Chief Operating Officer and Agency Staff**

Jody Zakrevsky, Chief Operating Officer
Meaghan Marino, Director of Finance and Administration

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Appointment of Auditing Firm for Preparation of Financial Statements**

Mostert, Manzanero, & Scott, LLP.

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Appointment of Agency Counsel**

Kurt D. Schulte, Esq.

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Appointment of Bond Counsel to the Agency**

Hodgson Russ, LLP.

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **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

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Approval and Confirmation of Agency Policies**

Uniform Tax Exemption Policy
Investment Policy
Procurement Policy
Public Authority Accountability Act Policies

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Appointment of Contract Officer**

Jody Zakrevsky, Chief Operating Officer

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Appointment of Investment Officer**

Jeffrey Lord, Treasurer

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Audit & Finance Committee**

Chair: Jeffrey Lord
Vice Chair: Craig Gelbsman
Members: Andrew Marietta, Patricia Kennedy

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

- **Project Oversight Committee**

Chair: Cheryl Robinson
Vice Chair: Tom Armao
Members: Andrew Marietta, Patricia Kennedy

T. Armao made a motion to approve; D. Rowley seconded; approved by remaining members.

- **Governance Committee**

Chair: Andrew Marietta

Vice Chair: David Rowley

Members: Tom Armao, Cheryl Robinson

T. Armao made a motion to approve; D. Rowley seconded; approved by remaining members.

- **Designation of Newspaper**

The Daily Star

D. Rowley made a motion to approve; T. Armao seconded; approved by remaining members.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the COIDA/OCCRC/LDC Annual Meeting at 8:07am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Board Meeting – February 24th, 2022 at 8:00am.

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