

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**October 27<sup>th</sup>, 2022**

**MEETING MINUTES**

**CALL TO ORDER**

Chair, J. Joyner, called to order the meeting of COIDA at 8:00am. M. Marino conducted roll call and determined there was a quorum. Voting members present included:

Jeffery Joyner  
Jeffrey Lord  
Tom Armao  
James Seward

David Rowley  
Craig Gelbsman  
Andrew Marietta

Absent Board Member(s): Patricia Kennedy, Cheryl Robinson

Also, in attendance:

**STAFF**

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

**GUESTS**

Dan Sullivan, **Supervisor of the Town of Richfield Springs (v)**  
Larry Frigault, **Town of Richfield Springs Board Member (v)**

(v) – virtual

\* arrived after start of meeting

**CHAIR'S REMARKS**

Chair, J. Joyner, welcomed fellow board members and staff to the October board meeting.

**MEETING MINUTES**

J. Joyner presented the meeting minutes from the August 25<sup>th</sup>, 2022 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. Seward and it was approved by the remaining members present.

J. Joyner also presented the meeting minutes from the October 13<sup>th</sup> Special Board Meeting of COIDA. 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. Seward and it was approved by the remaining members present.

## **BILLS & COMMUNICATIONS**

Board members reviewed the bills for the agency since the October 13<sup>th</sup> Audit & Finance Committee meeting. M. Marino noted that all but two were normal operating expenses. She noted that there was an invoice from Keystone Engineers for construction items being completed for the Richfield Springs Business Park. She also pointed out an invoice from Paperkite in the amount of \$16,000, which marks the start of the next phase of their marketing campaign. She also reviewed the deposits made, which were mostly rent payments, with the exception of \$75,000 that was sent from Otsego County for their annual appropriation.

T. Armao made a motion to approve payment of the expenses provided. J. Lord seconded the motion, and it was approved by remaining members.

## **COMMITTEE REPORTS**

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on October 13<sup>th</sup>, 2022. J. Lord, Chair of the Committee, referred members to draft minutes as a review of the October Audit & Finance Committee.
- ❖ Governance Committee – Governance Committee meetings are quarterly. As such, there was no Governance Committee meeting in October. The next Governance Committee meeting will be held in December.
- ❖ Projects Committee – The Projects Committee meeting was held on October 13<sup>th</sup>, 2022. C. Robinson, Chair of the Committee, was absent from the board meeting, so board members were referred to draft minutes as a review of the October Projects Committee meeting.

## **NEW BUSINESS / UNFINISHED BUSINESS**

- **2023 COIDA Budget Approval** – J. Zakrevsky reviewed the proposed 2023 budget of the IDA. Members were given a copy prior to the meeting and the budget was also reviewed in the October Audit & Finance Committee meeting. He reviewed certain changes in the budget from 2022, including, additional revenue from the ARC grant for the use of the training space for the Innovation/Acceleration Center, and additional revenue from potentially bringing the Otsego County Chamber back into our offices. J. Seward questioned if the Chamber moving in has been confirmed. J. Zakrevsky noted that the large office that was previously used by the Chamber is still occupied by Congressman Pat Ryan until the end of December. He noted that the Chamber has expressed interest in moving in in January. M. Marino noted the possibility of the new Congressman's office reaching out to continue renting the space, also. J. Zakrevsky also noted changes for 2023 including the addition of rental revenue from James Stevenson, who represents the International Food Policy Research Institute, and additional revenue from potential PILOTs that involve solar projects. J. Zakrevsky also pointed out the additional \$200,000 of ARPA funds that have been approved by the

Otsego County board for the IDA's 2023 appropriation. These funds are in addition to the \$75,000 already received by the County. There had previously been questions about what the funds could be used for. J. Zakrevsky advised that he spoke with County attorneys who clarified that because the IDA lost over \$200,000 in revenue due to the COVID-19 pandemic, the IDA could use those funds to offset the losses from that. On the expenses, J. Zakrevsky noted that he has added the salary of the incoming Marketing Director for the agency and a part-time hourly wage for an administrative assistant for the agency. He'd like to hire the administrative assistant for 20hr work weeks to relieve M. Marino of some of her clerical duties to take on new tasks. There were also \$3,000 in funds added to Barton & Loguidice, DPC for any additional administrative work they may need to do on the EDA grant for Richfield Springs. Lastly, J. Zakrevsky noted that we met with our insurance firm who noted that our insurance costs for 2023 were likely to go up approximately 12%. There was a brief discussion on the role of the new marketing director and how that person would work on marketing the Innovation/Acceleration Center and marketing for the agency. D. Rowley questioned a repair on the IOXUS building that had come up in a previous meeting and if the agency was moving forward with that repair. J. Zakrevsky noted that some members of the projects committee requested paying for the repair, as the building belongs to the IDA and we should be making sure that it is repaired correctly. Others pointed out that the lease outlines that repairs of this nature are the responsibility of the tenant. Ultimately, it was determined that the IDA would need two additional quotes, as the tenant only received one, and the IDA cannot move forward with repair without seeking additional bids.

- **Appointing Mostert, Manzanero & Scott, LLP. (MMS) for the 2023 IDA Financial Audit** – J. Zakrevsky explained that we'd like to start the audit quickly this year, as the IDA has been late on submitting PARIS reports in the last couple years, due to the late start of the financial audit. J. Joyner asked how long we have been using this auditing firm and if there are requirements about changing them. M. Marino noted that the firm does not need to be changed, but the partner auditing the agency has to change every five years. Because Mary Manzanero has been the lead auditor for the last five years, she will be replaced this year by Jason Waite of MMS, who has worked with Mary on the agency's audit in the past.
- **RFP For Construction Management Services for the Richfield Springs Business Park Project** – J. Zakrevsky advised the board that EDA has approved the RFP for construction management services for the Richfield Springs Business Park project. This allows the agency to go out to bid for construction management firms. This firm will oversee the construction of the water, sewer, gas, and electrical lines into the park. He noted that this is mostly a part-time position, except for when they get into trench work, when they will have to be there daily. C. Gelbsman asked where the funds for this are coming from. J. Zakrevsky advised that the funds will be split between our agency and the EDA grant. We are also anticipating getting an additional \$500,000 from ARC to offset any additional costs that may be incurred which aren't outlined in our budget. J. Lord asked who is handling the distribution of the RFP to potential firms. J. Zakrevsky advised that our office will handle it and we have a list of ten firms that we will send it to, in addition to posting it on our website and advertising in the Daily Star newspaper. EDA requires three proposals.
- **November/December Board Meeting Schedule** – M. Marino noted that the November board meeting generally falls on Thanksgiving and will again this year on November 24<sup>th</sup>. She noted that we have cancelled the November board meeting the last two years, but if we need to hold a meeting we could move it to Tuesday, November 22<sup>nd</sup>, or combine it with the committee meetings on November 10<sup>th</sup>. She also noted that the December board meeting falls on December 22<sup>nd</sup>, which is not a holiday, but could pose a problem for quorum. She noted that there are five Thursdays in December, so the board could push the meeting to December 29<sup>th</sup>. Board members agreed to cancel the November board meeting and hold the December board meeting on December 15<sup>th</sup>.

## RESOLUTIONS

### 2023 COIDA Budget Approval

Board members discussed and reviewed the proposed 2023 IDA budget.

T. Armao made a motion to approve adopting the proposed 2023 IDA budget. J. Lord seconded the motion, and it was approved by remaining members present through a voice vote.

### Appointing Mostert, Manzanero, & Scott, LLP. for the 2023 IDA Financial Audit

Board members discussed the appointment of Mostert, Manzanero, & Scott, LLP. for the 2023 IDA Financial Audit. It was noted that Mary Manzanero will not be leading the audit this year, but Jason Waite of MMS will step in as the lead auditor.

D. Rowley made a motion to appoint Mostert, Manzanero, & Scott LLP. for the 2023 IDA financial audit. J. Seward seconded the motion, and it was approved by remaining members present through a voice vote.

## PUBLIC COMMENT

**Dan Sullivan and Larry Frigault** – Dan Sullivan and Larry Frigault joined the meeting virtually from Richfield Springs but noted that they could not get their camera to turn on. They were in the same meeting place. Dan noted that the Village and Town municipalities of Richfield Springs are unaware of any progress being made on the intermunicipal agreement for the extension of the water/sewer lines for the Richfield Springs Business Park project. He asked for any information available from the IDA on its progress. J. Zakrevsky noted that the agreement has primarily been between the IDA's attorneys and the Town and Village attorneys. He mentioned that he has a call with the IDA attorney this afternoon, so he will get an update on the agreement and be sure to forward it to the Town Supervisor and Town board members. He did note that it was his understanding that all of the attorneys agreed on what changes and provisions needed to be added to the agreement, but he will confirm that this afternoon. J. Zakrevsky also advised them that the board just agreed to go out to bid for construction management firms to oversee the construction. He added that we are hopeful that we can go out to bid for construction firms in the next few weeks. Larry questioned if the IDA would be the lead agency on the SEQR work that would need to be done once the water/sewer agreement is finalized. J. Zakrevsky advised that he believed that to be correct, but would also check on that with IDA attorneys.

## ADJOURNMENT

D. Rowley made a motion to adjourn the meeting of the IDA board at 8:33am.

## UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – November 10<sup>th</sup>, 2022

- COIDA/OCCRC Board Meeting – December 15<sup>th</sup>, 2022

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