

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY  
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION  
ONEONTA RAILYARDS LOCAL DEVELOPMENT CORPORATION  
February 7, 2023**

**ANNUAL MEETING MINUTES**

**CALL TO ORDER**

Chairman, Jeffery Joyner, called to order the Annual meeting of COIDA/OCCRC at 8:02am at the OtsegoNow 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  
Andrew Marietta  
James Seward

Craig Gelbsman  
Tom Armao  
David Rowley  
Cheryl Robinson (v)

Absent Board Member(s): Jeffrey Lord

Also, in attendance:

**STAFF**

Jody Zakrevsky, **CEO**  
Meaghan Marino, **Dir. Of Finance & Admin**  
Gina Gardner, **Marketing Coordinator**  
Nasim Vargha, **Administrative Assistant**  
Kurt Schulte, **Agency Counsel (v)**

(v) – virtual. Members attending the meeting do not count towards a quorum and are not eligible to vote on meeting items.

**CHAIRMAN’S REMARKS**

Chairman, J. Joyner, welcomed fellow board members and staff. He advised that mirror boards and committees serve across all three agencies of OtsegoNow, so they would go through each agenda item only once.

**CONFIRMATIONS AND APPOINTMENTS FOR IDA/CRC/LDC**

- **Confirmation of Agency Board Meeting Schedule**

4<sup>th</sup> Thursday of every month, at 8:00am

J. Seward made a motion to approve the Board Meeting Schedule; D. Rowley seconded, and it was approved by the remaining members.

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

**Chair:** Cheryl Robinson

C. Gelbsman made a motion to approve Cheryl Robinson as the Chair; D. Rowley seconded; and it was approved by remaining members.

**Vice Chair:** David Rowley

J. Seward made a motion to approve David Rowley as the Vice Chair; P. Kennedy seconded; and it was approved by remaining members.

**Treasurer:** Jeffrey Lord

D. Rowley made a motion to approve Jeffrey Lord as the Treasurer; C. Gelbsman seconded; and it was approved by remaining members.

**Secretary:** T. Armao

C. Gelbsman made a motion to approve Tom Armao as the Secretary; P. Kennedy seconded; and it was approved by remaining members.

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

Jody Zakrevsky, Chief Executive Officer  
Meaghan Marino, Director of Finance and Administration  
Gina Gardner, Marketing Coordinator/ Innovation & Acceleration Coordinator  
Nasim Vargha, Administrative Assistant

D. Rowley made a motion to approve; J. Seward seconded; and it was approved by remaining members.

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

Mostert, Manzanero, & Scott, LLP.

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

- **Appointment of Agency Counsel**

Kurt D. Schulte, Esq.

C. Gelbsman made a motion to approve; J. Seward seconded; and it was approved by remaining members.

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

Hodgson Russ, LLP.

D. Rowley made a motion to approve; T. Armao seconded; and it was 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

T. Armao made a motion to approve; J. Seward seconded; and it was 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; J. Seward seconded; and it was approved by remaining members.

- **Appointment of Contract Officer**

Jody Zakrevsky, Chief Executive Officer

T. Armao made a motion to approve; C. Gelbsman seconded; and it was approved by remaining members.

- **Appointment of Investment Officer**

Jeffrey Lord, Treasurer

D. Rowley made a motion to approve; J. Seward seconded; and it was 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 the committee with the same officers and members as 2022; T. Armao seconded; and it was approved by remaining members.

- **Project Oversight Committee**

**Chair:** Tom Armao

P. Kennedy made a motion to approve; D. Rowley seconded; and it was approved by remaining members.

**Vice Chair:** James Seward

C. Gelbsman made a motion to approve; D. Rowley seconded; and it was approved by remaining members.

**Members:** Andrew Marietta, Patricia Kennedy

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

- **Governance Committee**

**Chair:** Andrew Marietta

**Vice Chair:** David Rowley

**Members:** Tom Armao, Cheryl Robinson

C. Gelbsman made a motion to approve the committee with the same officers and members as 2022; D. Rowley seconded; and it was approved by remaining members.

- **Designation of Newspaper**

The Daily Star

C. Gelbsman made a motion to approve; D. Rowley seconded; approved by remaining members.

## **ADJOURNMENT**

There being no further business to discuss, J. Seward made a motion to adjourn the COIDA/OCCRC/LDC Annual Meeting at 8:11am.

## **UPCOMING MEETING SCHEDULE**

- COIDA/OCCRC Board Meeting – February 23<sup>rd</sup>, 2023 at 8:00am.

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