

Projects Committee Meeting
February 7th, 2023
8:00 A.M.

Cheryl Robinson, Chair • Tom Armao, Vice Chair • Patricia Kennedy • Andrew Marietta
Jeff Joyner • Jeff Lord • Craig Gelbsman • David Rowley • James Seward

Jody Zakrevsky, CEO • Meaghan Marino, Director of Finance and Administration
Gina Gardner, Marketing Coordinator • Nasim Vargha, Administrative Assistant
Joseph Scott, Bond Counsel • Kurt Schulte, Agency Counsel

1. Chairman's Comments
2. Approval of January 12th Projects Committee Minutes
3. Review Project Trackers
4. Review Director's Report
5. New and Unfinished Business

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**PROJECTS COMMITTEE
JANUARY 12th, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 9:13am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Patricia Kennedy
Jeffrey Lord
James Seward

Tom Armao
David Rowley

Also, in attendance:

STAFF

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

CHAIR'S REMARKS

Projects Chair, C. Robinson, was absent from the meeting, so the Projects Vice Chair, T. Armao, moved immediately into the agenda.

MEETING MINUTES

T. Armao requested a motion to approve the December 8th Project Committee meeting minutes. Committee members were given a draft copy of the minutes prior to the meeting for review. There being no corrections to be made, P. Kennedy made a motion to approve the meeting minutes. J. Lord seconded the motion, and the motion was approved by remaining board members.

CEO REPORT OF PROJECTS

J. Zakrevsky recapped some of his activities since the December Projects Committee meeting until now. He also provided members with a detailed update of some of the IDA's priority projects. The following topics were discussed in greater detail:

- **Innovation/Acceleration Center (IAC)**– J. Zakrevsky advised Gina Bologna would take over reporting on the Innovation/Acceleration Center moving forward. He did note that we have filmed a explainer video on the concept behind the center. He noted that Gina would be meeting with Southern Tier Incubator on a bi-weekly basis, as they would be mentoring her for the IDA’s program. She has also been having weekly meetings with the key partners of the program, including Hartwick College, SUNY Oneonta, SBDC, IOXUS, and Custom Electronics.
- **Oneonta Rail Yards** – J. Zakrevsky noted that a meeting will be held with Ramboll Engineers and NYSERDA on Friday, January 13th which should wrap up the geo-thermal study that they have been working on. D. Rowley asked about previous conversations about cleaning up the sites owned by the IDA in the Rail Yards, and that if the IDA was serious about doing it, we would need a scope of work in order to solicit bids. He suggested doing that sooner rather than later, so that the IDA could potentially have the work done this spring or summer. J. Zakrevsky advised that based on the maps we have of the property, we could easily put together a scope of work prior to spring, to solicit bids.
- **Richfield Springs (RS)** – J. Zakrevsky announced that the Federal Economic Development Administration has approved the request for a time extension for the grant that was awarded to the agency for water/sewer/gas extensions into the park. Originally, staff had requested an extension to February, 2024, but they agreed to an extension until August 28th, 2024, in order to give the project two construction seasons. He added that ARC is still reviewing our grant application for \$500,000 to supplement this project, but he noted that EDA has agreed should the ARC funds be awarded to the agency, we can request that ARC transfer the funds to EDA, which they’ve done on previous projects, and that the cost-share allocation will go from a 50% federal allocation to a 70.1% allocation. This is good news for the IDA and the project. D. Rowley asked about the status of the Richfield Springs bid documents and J. Zakrevsky reported that Keystone had submitted all the required documents to EDA which are now being reviewed for final approval, so the agency hopes to go to bid in February on the project.

NEW/UNFINISHED BUSINESS

- **New Administrative Assistant** – J. Seward asked about the an interview with Nasim Vargha that was listed on J. Zakresvky’s meetings report. M. Marino replied that Nasim Vargha is the new administrative assistant that was hired and will start on Tuesday, January 17th. J. Zakrevsky added that the position is 20 hours a week and within budget.
- **Refugee Relocation Center** – T. Armao explained that he met with the Refugee Relocation Center, and that they are interested in working with the committee to find job opportunities for incoming refugees. He asked if there was an interest in working together with the RRC and creating a stronger line of communication. He also expressed in interest in having Otsego County Chamber President, Sean Lewis, become more involved with IDA activities and board meetings. P. Kennedy agreed that there was an interest in connecting incoming refugees with opportunities, but it is a complex process. T. Armao expressed that he believed it would be beneficial to create discretionary income within the community and support individuals who are looking for work. J. Seward asked if the Chamber had considered moving back into the space in IDA offices that they had previously rented. J. Zakrevsky advised that we did meet with them, but because they have three staff working in their agency, and the IDA has two new staff, there isn’t enough space to

bring them to the 5th floor. J. Zakrevsky noted that they have met with the landlord of the building to potentially move onto the 4th floor, but he's not aware if that is moving forward or not.

ADJOURNMENT

There being no further business to discuss, T. Armao made a motion to adjourn the Projects Committee meeting at 9:20am.

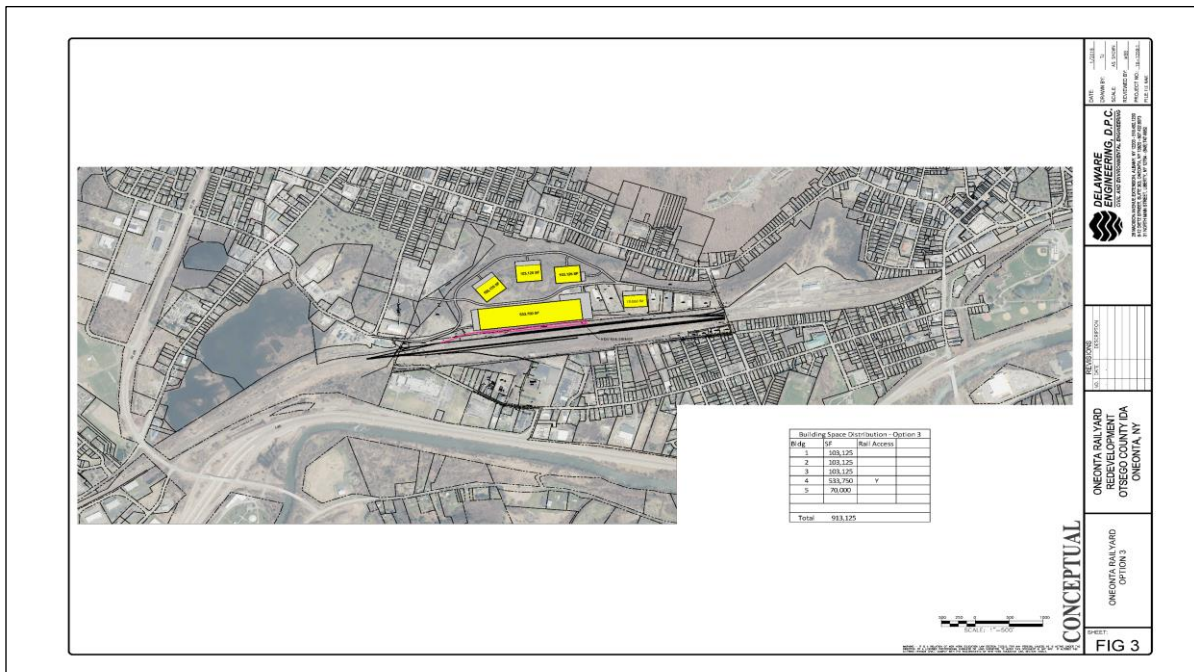
UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on February 7, 2023 at 8:00am.

DRAFT

Project Overview

Project Title	Oneonta Railyards Development
Project Description	<p>Redevelopment of Oneonta Railyards</p> <p><i>2021 Phase: Site Development</i></p> <p>While a generic environmental impact assessment has been performed on the site, no realistic site plan has been developed with could be used to market the “buildable” lots to perspective businesses. This project will develop a “master plan” for the entire site which will include buildable lots, parking lots, retention ponds, walkways and utility layouts.</p>
Key Objectives for 2022	<ul style="list-style-type: none"> • Clean Up Lot 5 • Commence Community Geo-Thermal Heat Pump Feasibility Study • Market the Park Using Opportunity Exchange
Target Completion Date	Ongoing
Estimated Total Investment	\$5,200,000
Owner	Jody Zakrevsky
Stakeholders	City of Oneonta, Otsego Now, NYS ESD
Status	Active
Project Flags/Concerns	Site Contamination – low risk



IDA Objective ROI

Employment Impact	50-100 new jobs
IDA Revenue (One-Time)	NA
IDA Revenue (Recurring)	\$x (lease of 5 buildings)
Business Relationship Impact	Moderate
Community Engagement Impact	Moderate As part of a ongoing community engagement effort, a Environmental Justice Committee has be organized and meets on a regular basis to review the master plan development.

Partnerships

Project Partnerships	Michael N'Dolo, MRB Group Jane Nicholson, MRB Group Judy Pangman, City Community Development Danny Lapin, Otsego County Conservation Association Mark Davies, City Councilman Kevin Schultz, City Environmental Review Board Karl Seeley, Hartwick College Barbara Ann Heegan, Chamber of Commerce Katherine O'Donnell, Hartwick College
Post Project Partnerships	

Grant Management

Grant ID	Project# 132,929
Grant Amount	\$500,000
Source Agency	NYS Empire State Development
Details	Grant funds are for acquisition and infrastructure investments
Requirements	Grant Funds can only account for 20% of total project costs.
Expiration Date	Fall 2022

Budget and Funding

Project Expenses	Target Amount	YTD Actual	Grant Funding Amount	YTD Actual
Acquisition	\$250,000	\$250,000	\$	\$250,000
			\$	
Site Master Plan	\$50,000 - planned \$32,800 – awarded	\$32,800	\$	\$32,800
			\$	
Infrastructure Improvements	\$4,600,000		\$ 500,000* \$2.3 million**	
TOTALS	\$5,250,000	\$250,000	\$500,000	\$0

*Awarded by NYS ESD

** Planned application to Federal EDA

Project Milestones: Master Plan Development

Project Milestones	Target Start	Target End	Status	Actual Start	Actual End
Engineering Proposals	2/20/20	2/20/20	Completed	3/26/20	
Railyard Master Plan Development	4/1/20	8/1/20	100% Completed	4/9/20	8/28/20
Marketing of Property	9/1/20	Ongoing			
Commence Community Geo-Thermal Study	4/1/22	5/1/23	Just Commenced		
Clean Up Site 5	8/15/22	9/15/22			
Total Project					

Activity Log

Date	Activity Details
2/3/2023	Zoom meeting with Mayor and his staff, Al Rubin and Matt Ward of Material Maxim (division of Mold-a-Matic.
1/25/2023	Mayor send package of financial program back to Otsego Now for review and comment.
1/20/2023	Meeting with Mayor Drnek to discuss possible funding sources for hemp company.
1/13/2023	NYSEDA reviews revised model assumptions and approves project to move to onto phase III.
1/10/2023	NYSEDA raised comments on meeting materials and Ramboll sends out revised model assumptions and thermal load profiles.
1/6/2023	Ramboll schedules next meeting for January 13, 2023 and sends out minutes of December 2 nd meeting.
12/21/2022	Zoom Meeting with Mayor and Al Rubin regarding using the railyards as a hemp manufacturing site.
12/02/2022	Meeting with Ramboll Engineers and NYSEDA to review Ramboll's report.
11/30/2022	Ramboll Engineers sent: <ol style="list-style-type: none"> 1. Model Assumptions and Heating/Cooling Load Curves 2. Model Descriptions 3. Utility Tariff 4. Load Profile Attachment A: Load Profile Analysis Model Detailed Inputs
10/27/2022	Dean Lemmon of R.B. Robinson Contracting, Inc. indicated they will come back to level the site better and see if they can removed all trees on the side.
10/06/2022	Site predominately clear of trees and rubble, seeded and hay place down.
9/20/2022	Sent CBRE graphics on Oneonta Railyard for their use.
9/15/2022	CBRE said they have three people working on marketing the site.
8/31/2022	Korey again confirmed they were going to level the site and re-seed.
8/19/2022	Reminded Korey about cleaning up the site.
6/30/2022	Received minutes from Ramboll of June 8 th meeting – copy attached.
6/22/2022	Peter Fontana of Norfolk Southern e-mailed that he is planning on coming up to Oneonta later in the month to discuss marketing of site.

9/12/2022	Contacted by Dean Lemmon from Robinson Contracting that reminded Korey and Joe about the need to restore the site.
9/9/2022	Met with Rick Seales from CBRE to go over marketing strategies.
9/7/2022	Meeting with Ramboll Engineers and NYSERDA.
8/26/2022	Let CBRE real estate know that the Board hired them.
8/16/2022	Met with representative of Norfolk Southern.
8/9/2022	Schedule a meeting with Pete Fontana, Norfolk Southern Industrial Development Manager, for this coming Tuesday, 8/16, at 2:00 p.m.
7/28/2022	Received minutes of second meeting (copy attached).
7/20/2022	Contacted Corning's contacts for energy projects at the plant and introduced them to Steve Gras.
7/20/2022	Second meeting with NYSERDA and Ramboll on geo-thermal study.
6/30/2022	Received minutes from Steve Gras (Ramboll) of 1 st meeting. Minutes attached.
6/16/2022	Sent well development/purging logs and location maps to Ramboll Engineers for identification of depth to ground water.
6/8/2022	Zoom meeting with Rob Meimeier/Chase Mendez Totoris/Steve Grgas of Ramboll Engineers and Kerry Hogan of NYSERDA to discuss feasibility study of Geothermal Community Heat Pump System.
6/6/2022	Contacted Gannon Murphy, General Manager of Cinelease Studios to let him know what benefits the IDA could provide should they located in the Oneonta Railyards. Cinelease Studios is a unique studio management team that was created as a natural extension of the respected Cinelease and Herc Entertainment names. They have studios in Georgia, New Jersey, Brooklyn, Pittsburg and California. They are considering a location in upstate NY.
5/9/22	Project was submitted to NYS ESD who are looking for potential projects in the Mohawk Valley that might benefit from a potential Bond Act proposed by the Governor.
4/29/22	Spoke with Amanda Spellicy of Senator Schumer's office and she indicated that Corning is still considering the railyards for future growth.
4/1/22	Railyards was submitted for additional funding request for infrastructure funding from the Appalachian Regional Commission.
3/28/22	Received revised insurance from Robinson Contracting naming the IDA as additional insurance while using lot 5 as a staging area. Upon completion of street reconstruction, they will bury debris and regrade property.

3/7/22	Spoke again with Al Rubin. Went through in a little more detail their plans for the site. They expect to have a proposal to us by the end of the week. Mamco, who currently does hemp manufacturing, also might be involved. Belpointe is working with farmers from the Finger Lakes Region and having rail access at the site would be very beneficial. They are also interested in the work Ramboll will be doing.
2/15/22	Al Rubin of Evolution 19, Inc., reached out to indicate that Belpointe REIT is still very interested in purchasing property at the railyards. I asked him to get a proposal from them as to what they want to do (i.e. investment, jobs being created, feasibility study).
1/5/22	Senator Schumer issues press release that he is urging the U.S. Department of Health and Human Services (HHS) and the Department of Defense to give full and fair consideration of the proposal submitted by Corning Incorporated to expand domestic industrial base capabilities for bioproduction and diagnostic consumables production
January 2022	Discussions with MRB Group about building our innovation/acceleration center in the Railyards.
12/28/21	Ozone Capital Markets contacted us looking for information on the Oneonta Railyards. OCM is a qualified opportunity zone investment group out of NYC who brings in investors to opportunity zone projects. They are asking what our Internal Rate of Return and Multiple on Invested Capital on the railyards.
12/21/21	The Oneonta City Council authorizing the installation of two new streetlights on Roundhouse Road.
12/2/21	Discussions with Corning Senior Staff and Senator Schumer's Office
11/18/21	Discussion with Senator Schumer's staff regarding a proposal to Corning
11/17/21	Met with A. Rubin, Assemblyman Miller and Chief of Staff to Assemblyman Salka to discuss the Innovation/Acceleration Center and infrastructure needs on Oneonta Railyards.
11/11/21	Reached out to David Whipple of ESD about getting the railyard certified as shovel ready.
11/2/21	Discussion with Dawn Burlew of Corning re: new campus.
10/28/21	Meeting with Senator Oberacker re: Railyards
10/22/21	Discussion with Senator Schumer's staff regarding a proposal to Corning
10/18/21	Discussion with Corning's Oneonta Plant Manager re: new campus
10/8/21	Provided letters of support to MVEDD and Southern Tier 8's grant application to EDA.

10/7/21	Provide to MVEDD what the anticipated cost for final design and bidding documents for the infrastructure improvements (\$780,000).
10/6/21	Met with A. Rubin, Assemblyman Miller and Chief of Staff to Assemblyman Salka to discuss the Innovation/Acceleration Center and infrastructure needs on Oneonta Railyards. Assemblyman Miller called to set up a future meeting in November.
9/28/21	At the request of MVEDD, supplied detailed budgets of the cost for water, sewer, and natural gas extensions to the Park (MRB Group estimates) as well as upgrading the electrical (NYSE&G estimate).
9/22/21	Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding
9/15/21	Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding
9/15/21	Submitted a request to the Mohawk Valley Economic Development District to build the required infrastructure at the Oneonta Business Park.
9/14/21	Submitted formal request to fund building an Innovation/Acceleration Center in the Oneonta Business Park. Total cost for new building and infrastructure is estimated to be \$9.6 million.
9/8/21	Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding
9/2/21	Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding.
8/23/21	NYS ESD indicated to Meaghan that they have received all required documents and will be scheduling a public hearing on reimbursement of \$150,000 in October.
8/23/21	We were contacted by a new project manager for ESD and after several discussions with her she agreed to have Jane Ji (Meaghan's contact) continue with project.
8/6/21	Asked Scott Harrington to give me a time we can get together.
8/5/21	Meeting with Hartwick College Grain Innovation Center staff, Al Rubin and representatives of Belpointe.
7/31/21	Scott Harrington, City Council member, let me know he has talked with Norfolk Southern about the business park.
7/30/21	Received notice from Ramboll Engineers that our proposal for a geo-thermal community heat pump system around the railyards was awarded by NYSERDA.
6/30/21	Send description of industrial park along with drone photos for developer's conference workshop.
6/21/21	Received 5 air photos from Chris.

6/11/21	Requested of Chris Kuhn to take photos of industrial park with drone.
6/3/21	Meeting with representatives of Belpointe and their agriculture consultant.
5/26/21	Arranged meeting with Belpointe to tour the Railyards on 6/3/21 followed up by a discussion at Otsego Now with CADE and the Small Business Development Council.
5/22/21	Al Rubin indicated that Belpointe REIT, an investment group from Connecticut will be arriving the first week in June to look at the Park for a possible investment in a hemp manufacturing facility.
5/21/21	Sent to Al Rubin additional information on Opportunity Zones.
5/11/21	Sent information on site plan, potential rail siding, and utilities to Cynthia Andela who is working with the Infinite Recycled Technologies out of Minnesota. Their facility not only recycles a variety of glass, it also houses a recycled product research and development lab where a team of engineers and recycling specialists continue to invent more effective and efficient ways to recycle. They are working with Andela Products and Ruby Lakes Glass and need rail siding to ship glass from Minnesota to New York.
5/6/21	Sent draft support letter to Chamber of Commerce and IGA Committee
5/6/21	Received letter of support from Chamber of Commerce
5/6/21	Sent site plan and information on the Opportunity Exchange to A. Rubin.
5/4/21	Meeting with Ramboll Engineers and Bennett Sandler to discuss grant application to NYSERDA for community geo-thermal heating and cooling system.
5/3/21	Send information on Opportunity Zones and environmental review of the railyards to A. Rubin who has a client interested in railyards.
4/21/21	Meeting with Ramboll Engineers and Bennett Sandler to discuss grant application to NYSERDA for community geo-thermal heating and cooling system.
4/15/21	Sent additional information to the energy group at Corning regarding building a community geo-thermal heat and cooling system as well as providing additional information on the Oneonta Railyards as a possible new campus for Corning.
4/13/21	Meeting with Ramboll Engineers and Bennett Sandler to discuss grant application to NYSERDA for community geo-thermal heating and cooling system.
4/6/21	Scheduled meeting with Ramboll Engineers for meeting next week to discuss a community geo-thermal heating and cooling system for the park.
3/5/21	Danielle Adams of ESD reached out to get status update of their funds and was informed we were trying to get Corning to show interest. She indicated she would check back later this summer.
2/23-4/6/21	John Faso, representing Mesa Solutions would like to bring in natural gas (CNG or LNG) to the railyards by rail.
2/17/21	Mr. Morse indicated he would talk with Dawn Burlew of Corning.

2/12/21	Met with Mayor Herzig regarding new campus for Corning.
2/10/21	Sent Mr. Morse a presentation regarding building at the Oneonta Railyards and its benefits to companies.
2/9/21	Had discussion with Mr. Morse about new campus.
2/5/21	Reached out to Mike Morse of ESD re: new Corning Campus.
1/26/21	Responded to NYS ESD regarding the status of the railyard redevelopment.
1/13/21	Met with representative of hemp stalk processing company.
1/8/21	A representative of a hemp stalk processing and manufacturing facility contacted us. They have been looking to expand in about 5 locations one being in the Buffalo area but after having a discussion with here they thought being in the Rail Yard was intriguing to them. They would be in the beginning look at building approximately 45,000 square feet roughly 25 employees
1/7/21	Had discussion again with Dawn Burlew of Corning about the possibility of having them purchase the railyards for a new building since it is in an opportunity zone. This could be the site of a new Corning Campus.
12/31/20	Meeting with City Councilman Scott Harrington re: Oneonta Railyards
12/16/20	Meeting with Bennett Sandler and Ramboll Engineers
12/14/20	Reached out to Melany Putnam of NYSEG re: community geo-thermal system
12/14/20	Contacted by Joseph Russo of NYSE&G re: potential marketing grant funds
12/8/20	Bennett arranges meeting with Ramboll Engineers who are per-certified to work on feasibility studies for NYSERDA
12/7/20	Sent Bennett revised site plan for railyards
12/3/20	Discussed with Bennett Sandler the idea of a community geo-thermal heating and cooling system
11/18/20	Scott Harrington, City of Oneonta 6th Ward Councilman, has contacted us and asked that he could serve on a committee recommending types of businesses to attract to the Railyard Business Park. We asked Scott to chair the committee which is to be formed.
11/17/20	Site included in Opportunity Zone Available Property Listings.
11/12/20	Peter Fontana of Norfolk Southern (their Industrial Development Manager) also contacted us and felt it was time to reconnect on this and any other efforts that Norfolk Southern can be of assistance.
9/29/20	Documentation submitted to ESD regarding payment to Elan3 for MWBE work. ESD's MWBE Unit has approved documentation and signed off on the entire \$180,000 in grant funds.

8/28/20	Received final deliverables from the MRB Group.
8/27/20	<p>Additions to the Railyard Master Plan summary email from below:</p> <p>Sewer Line: After considerable digging around and calling, MRB was able to speak several times with the DPW and sewer department administrative personnel (Maryann and indirectly with Jeremy). MRB have been assured that the sewer line show on the map as coming in from the eastern boundary of the business park is publicly owned and maintained.</p> <p>Existing Structures: Elan’s response on this is, “Perhaps the standing chimney could be left as an iconic feature but most likely would be removed to accommodate new facility foot-prints. MRB would apply a concept level budgeting cost for hazardous material testing and demolition at \$40,000. MRB suggests next step would be hazardous materials testing, demolition permit, and demolition documents for bidding the removal work.”</p>
8/20/20	<p>Response to our Questions:</p> <ul style="list-style-type: none"> • Water and Sewer Lines – see the attached draft layout plan that shows the locations of the water and sewer lines. <ul style="list-style-type: none"> o As a follow up, you asked us to verify whether the sewer lines shown on the map coming from the eastern edge are private or public lines. I am asking Elan to verify this information for you. • Subdivision layout – as we discussed, the subdivision layout lines are simply to show where the lots could logically be subdivided. We would not suggest moving forward with the subdivision until an end user is identified, because the ultimate location and size of the buildings will drive the subdivision. (No sense moving forward now to only have to redo it potentially in the future.) • You asked me about the existing, obsolete structures on the site and whether the demolition and removal of those structures was contemplated in this master plan. Specifically, you mentioned that there was a 200ft smokestack, a few dilapidated buildings and concrete debris, and that the presence of these materials inhibits the upkeep of the site (can’t get someone to brush hog the site with debris that could destroy the machines). <ul style="list-style-type: none"> o Asking Elan to weigh in here as well – what are your thoughts on this aspect of the master plan? If Jody wanted to phase this and just deal with demolition/removal, what do you think that would cost? Any other steps to move this forward?
8/17/20	Sent comments and questions back to the MRB Group regarding water and sewer line locations.
8/13/20	MRB Group sends the Railyards draft subdivision plan documents for our review, consisting of a map showing lots and the zoning analysis.
8/5/20	Mayor Herzig expressed his appreciation for reviewing the presentation.

8/5/20	We received paid invoices from Elan3 needed to request reimbursement from ESD.
7/29/20	Forwarded MRB Presentation to Mayor Herzig for comments.
7/23/20	MRB gives presentation to Otsego Now Board of Directors.
7/22/20	MRB submits draft budget estimates for road, water, sewer. Electric and natural gas extensions.
6/22/20	Zoom meeting with MRB Group, Jody and Meaghan to discuss mapping of utility information.
6/18/20	The MRB Group requested utility information (gas, water, sewer) from us. We supplied them with maps received from one of the city council members who serves on our Environmental Justice Committee.
6/4/20	ESD again responded after careful review and discussing further within their office, they can combine our projects. Regarding the disbursement process for AA609, OCSD can sign off once they receive form OCSD-1 for AA609.
6/2/20	ESD thanked us for providing a formal request for combining project AA609 & AB198. ESD approved the request and have combined projects on the NYSCS and copied our project managers to apprise them of this change.
6/1/20	We requested from ESD that AB198 be merged into project AA609. AB198 was for the traffic study portion of AA609, the Oneonta Railyard feasibility and master plan. I We also attached a signed copy of the contract with the MRB Group for their files.
5/29/20	Zoom meeting with MRB Group, Jody and Meaghan and members of the Environmental Justice Committee
5/22/20	Zoom meeting with MRB Group, Jody and Meaghan
5/15/20	Zoom meeting with MRB Group, Jody and Meaghan
5/11/20	Zoom meeting with MRB Group and Regional Director of EDA regarding additional appropriations EDA received from the stimulus funding.
5/6/20	Zoom meeting with MRB Group and Elan Planning to start discussions on master plan work.
4/9/20	Forwarded signed contract to MRB Group to begin master plan work.
4/3/20	Notified MRB Group by telephone about the Board's decision to award the work to MRB.
3/23/20	Otsego Now Board of Directors approves contract with MRB Group for Master Plan work.
3/6/20	Recommended approval of Master Plan to MRB Group to both Finance and Projects Committee.

2/27/20	Met with Environmental Justice/Smart Growth Committee. They are also reviewing engineering proposals. Finalizing Plans for April cleanup days.
2/24/20	Received two quotes for insurance coverage. We have decided to go with Philadelphia Insurance Company which provides higher limits than Nationwide with a minimum premium of \$300. It will cover approximately 24 people over a two-day period.
2/20/20	We received proposals from Shumaker Engineering and the MBR Group to prepare master plan for Railyard Business Park
2/20/20	Requested insurance quotes for volunteer weekend.
1/28/20	ESD indicated they would consider transferring the 205 MWBE requirement to this grant to satisfy their requirements.
1/27/20	Sent request to MBR Group to also consider for master plan work.
1/24/20	Sent additional information to Shumaker Engineering.
1/17/20	LaBella Associates informs us that the Oneonta Business Park/Railyards was selected as a demonstration site for the Southern Tier 8 Energy Infrastructure Assessment Program.
1/17/20	Meet with Shumaker Engineering in Binghamton to discuss the possibility of hiring firm for master plan and subdivision of property.
1/7/20	The Otsego County IGA Committee recommended that Southern Tier 8 select Otsego Now's proposal submitted to LaBella Associates.
1/27/19	LaBella Associates requested certain documents and maps of both parks. Otsego Now forwarded 8 documents and maps to them.



TABLE ROCK PARK

CEPERLEY AVE.

CHESTNUT ST.

MULTI-USE RECREATIONAL TRAIL WITH
POTENTIAL FOR CITY AND REGIONAL
TRAIL NETWORK CONNECTION

WETLAND BUFFER

AREA FOR RAIL SIDING

ONEONTA RAILYARD MASTER PLAN



- SITE INFO**
- BOUNDARY LINE
 - DEC WETLAND
 - 100' DEC WETLAND BUFFER
 - NY'S DEC STREAM
 - S.W.B. STORMWATER BASIN

LAND USE

TOTAL BUIDABLE LAND: 37.15 ACRES
TOTAL SITE: 78.79 ACRES

PROPOSED COMMERCIAL BUILDING SIZE

- A - 50,000 SQ. FT.
- B - 42,000 SQ. FT.
- C - 30,000 SQ. FT.
- D - 30,000 SQ. FT.
- E - 25,000 SQ. FT.

177,000 SQ. FT. TOTAL

VEHICLE PARKING

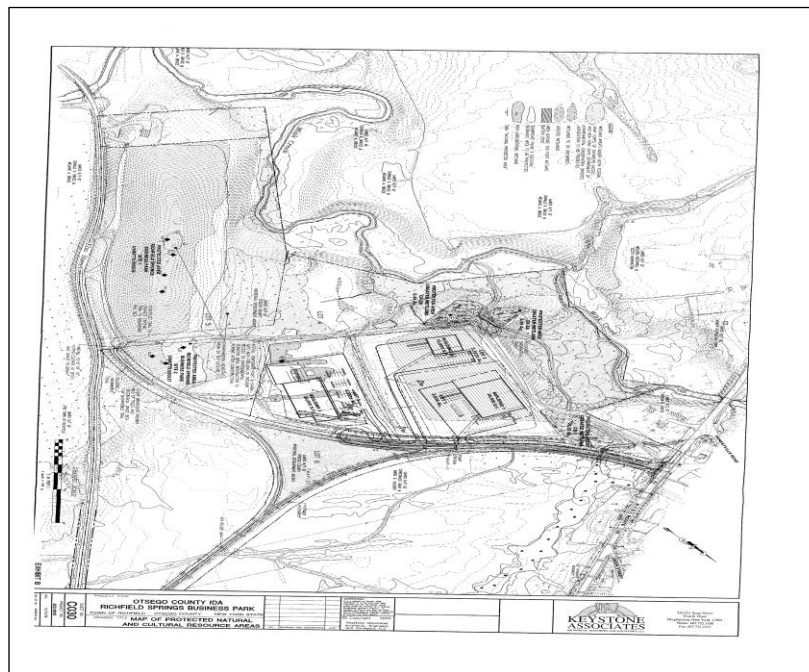
- P1= 180
- P2= 143
- P3= 143
- P4= 76

603 TOTAL VEHICLE PARKING



Project Overview

Project Title	Richfield Spring Eco-Business Park
Project Description	<p>Development of Richfield Spring Eco-Business Park to accommodate Crystal Mountain Properties will develop a 22-acre business Park in Richfield Springs Otsego County with 85,000 square feet of manufacturing space in two separate buildings to house Ruby Lake Glass and Andela Products business expansions.</p> <p><i>2022 Phase: Site Development</i> The project will consist of site preparation and extension of necessary utilities to the Park, including site clearing and earthwork, construction of an access road, installation of a wastewater collection system, and extension of water service, a gas main, and electrical service.</p>
Key Objectives	<ul style="list-style-type: none"> • Prepare Site for Sale or Lease • Provide for at least 3 new businesses to relocate or expand into the Richfield Springs Business Park
Target Completion Date	August 30, 2022
Estimated Total Investment	\$2,400,000
Owner	Jody Zakrevsky
Stakeholders	Andela Products/Ruby Lakes Glass, NYS ESD
Status	Active
Project Flags/Concerns	<p><u>Issue for December 2022: Need to Request Time Extension</u> Concerns of bid prices due to covid-19 and inflation Concerns over NYSE&G getting public service commission approval. EDA questioning ARC funds as match to their funds.</p>



IDA Objective ROI

Employment Impact	15 new jobs
IDA Revenue (One-Time)	\$250,000 (sale of site) To Be Determine by Appraisal
IDA Revenue (Recurring)	\$ To Be Determined – vacant sites could be leased to companies
Business Relationship Impact	Low Enhancing relationship with Ruby Lakes Glass/Andela Products
Community Engagement Impact	Low Village and town communication through project process.

Partnerships

Project Partnerships	Brett Steinberg, Project Engineer, EDA Michael N'Dolo, MRB Group Alyson Slack, MRB Group Cynthia Andela, Andela Products Jonathan Gross, Ruby Lake Glass Ken Ellsworth, Keystone Associates Mark Parker, Keystone Associates Richfield Springs Town Board Richfield Springs Village Board
Post Project Partnerships	IDA, the Village, the Town and Andela Products and Ruby Lake Glass

Grant Management

Grant ID	93220 - Approved
Grant Amount	\$325,000
Source Agency	NYS Empire State Development
Details	Grant funds are for sewer and water infrastructure
Requirements	Grant Funds can only account for 70% of total project costs.
Expiration Date	December 9, 2021

Grant ID	01-01-14979 - Approved
Grant Amount	\$1.2 million
Source Agency	Federal EDA

Details	Grant funds are for sewer and water infrastructure
Requirements	Grant Funds can only account for 70% of total project costs.
Expiration Date	December 9, 2021

Grant ID	Pending Approval
Grant Amount	\$875,000
Source Agency	IDA
Details	
Requirements	
Expiration Date	

Budget and Funding

Project Expenses	Target Amount	YTD Actual	Grant Funding Amount	YTD Actual
Administrative and Legal Expenses	\$59,000		\$325,000 - ESD* \$1,200,000 – EDA**	
Architectural and Engineering Fees	\$18,000			
Construction Supervision and Grants Management	\$100,000		\$875,000 – IDA***	
Construction	\$1,910,000			
Contingencies	\$313,000			
Contingencies	\$500,000		\$500,000 – ARC Pending	
TOTALS	\$2,400,000		\$2,400,000	

*Approved

**Approved

***IDA will need to borrow \$600,000.

Project Milestones

Project Milestones	Target Start	Target End	Status	Actual Start	Actual End
Response to ESD Request for MWBE	1/17/20	1/212/20	Completed		1/21/20
EDA Application Submission	1/15/20	4/1/20	Completed	1/15/20	4/21/20
EDA Approval of Grant Application	8/1/20	8/1/20	\$1.2 Million Grant Approved	08/28/20	
Water and Sewer District Creation	10/14/20	3/15/21	With Attorneys	10/14/20	
Submission of Grant Administration Plan	10/6/20	10/28/20	Completed	10/6/20	10/23/20
Completion of Final Design	10/14/20	8/30/22	99% Completed – not yet submitted to EDA		
RFP for Construction Management	5/15/2022	6/30/2022	Only 1 proposal received		
Project Milestones	Target Date	Target End	Status	Actual Date	Actual End
RFP for Grant Management	2/15/21	2/15/21	Hired Barton&Logi.	11/24/21	
Preparation of Bidding Documents	6/3/21	8/5/22	Completed by Keystone	2/15/22	
County Loan	6/2/21	12/15/22	Determination of Need		
All Permits Approved	9/1/22	9/30/22	Need DOT Permit		
Bid Construction	9/1/22	11/1/22	Need EDA Approval		
Construction Contract Award	11/15/22				
Pre-Construction Conference	3/15/23				
Construction	3/33/23	8/28/24			

Activity Log

2/2/2023	Spoke with Brett Steinberg of EDA about other documents needed before IDA can bid the project.
1/31/2023	Sent to EDA quarterly reports.
1/26/2023	Revised probable cost estimates submitted to EDA.
1/18/2023	Mark Parker from Keystone Engineers speaks with EDA about comments.
1/17/2023	Reviewed EDA comments with Keystone Engineers
1/13/2023	EDA reviews design and bid package and returns with comments.
1/9/2023	EDA sends official time extension amendment which was signed and returned to EDA.
1/5/2023	A complete design and bid package was received from Keystone Engineers and forwarded to EDA
1/5/2023	EDA formally approves time extension request to August 28, 2024.
1/3/2023	Conference call with EDA over time extension request and ARC funding.
12/30/2022	EDA requests changes to time extension request.
12/21/2022	EDA approves Specific Award Condition #16, Evidence of Good Title
12/19/2022	Sent in draft time extension request to EDA
11/29/2022	Sent again to Keystone EDA requested changes to designs, contract documents and revised estimate of cost.
11/16/2022	Sent to Kurt Schulte construction documents for attorneys doing water and sewer agreements.
11/14/2022	Sent to EDA Kurt Schulte's package.
11/09/2022	Kurt provides title insurance policy and will get back to us with a draft response to EDA on ownership.
11/08/2022	Sent to Keystone EDA requested changes to designs, contract documents and revised estimate of cost.
11/08/2022	EDA issued various comments on bidding construction manager, designs provided by Keystone Engineers, contract drawings, and estimate of probable cost.
11/07/2022	Sent to Kurt Schulte EDA comments regarding ownership.
11/07/2022	Sent to Keystone: Under Part 1 of the package, Section 1 does not identify any property as part of the project. Keystone should also note to see Exhibit 1A Map to support the property relative to the project components

11/07/2022	EDA Regional Counsel has reviewed the Site Certificate package that was submitted and have 2 issues with the package submitted.
11/01/2022	Forwarded to EDA the 11 firms that the RFP was sent out to.
11/01/2022	Advertised RFP for construction manager as well as e-mailed to 11 engineering firms which provide construction management services.
11/01/2022	Received from Keystone Engineers revised bidding documents and drawings as well as response to EDA questions. These were forwarded to EDA.
10/31/2022	Sent to EDA semi-annual financial report as well as quarterly status report. EDA accepted reports.
10/24/2022	Sent a revised "CERTIFICATE AS TO PROJECT SITE, RIGHTS-OF-WAY, AND EASEMENTS" with the correct sequence of dates, as well as required maps, to EDA.
10/24/2022	EDA indicates approval of RFP for construction manager.
10/20/2022	Sent revised RPF for construction manager to EDA.
10/18/2022	Responded to EDA regarding comments on RFP for construction manager.
10/07/2022	Larry Frigault mailed out support letters for the project to NYSEG.
9/28/2022	Spoke with EDA and told them that Keystone is incorporating their comments into the bidding documents.
9/27/2022	Meet with Keystone Associates & Engineers to review EDA comments on bidding documents.
9/12/2022	Received comments back on part 2 of bidding documents
9/9/2022	Received comments back on part 1 of bidding documents
9/7/2022	Received comments back from EDA regarding construction management RFP.
9/6/2022	Sent draft engineering plans to Larry Frigault to distribute to the town and village.
8/18/2022	Sent to EDA proposed RFP for construction management services.
8/5/2022	Followed up with Keystone Associates to see if they have submitted bidding documents to EDA.
8/4/2022	Joe Scott reviewed the water and sewer memorandum of agreement structure with Kurt and is looking to schedule a call with Village and Town later this week.
8/1/2022	Received required support letter from Tammy Harris, County Planning Director, for ARC application.
8/1/2022	Sent final ARC application to Southern Tier 8 for an additional \$500,000.
7/28/2022	Daniel E. Theobald of Barton & Loguidice asked Keystone Associates if there been any advancement on a submission of the bid document package to EDA?

7/27/2022	Larry Frigault is getting letters of support to extend natural gas from the Town Board, County Board Representative, Andela Products, and Fire Department.
7/26/2022	Southern Tier 8 contacted EDA and informed them the Appalachian Regional Commission (ARC) is interested in supporting this critical economic development project with a further investment of \$500,000. ARC requires a basic agency to oversee their investment. And Southern Tier 8 is requesting EDA be that basic agency.
7/26/2022	Sent quarterly progress report to EDA.
7/19/2022	Met with Senator Oberacker, Larry Frigault, and NYSEG re: Richfield Springs. NYSEG agreed to bring line extension to the NYS Public Service Commission.
6/30/2022	Contacted Ron Wheeler of Senator Oberacker Office about setting up a meeting with the Senator, the IDA, and NYSEG.
6/30/2022	Forwarded to Joe Scott that the easements should be included in the water and sewer agreements between the town, village and IDA.
6/30/2022	Kurt recommended that before construction is started, a survey should be done to establish the location of the proposed improvements to ensure they are properly within the boundary lines, setback requirements and not in any of the restricted areas as determined in the environmental studies.
6/28/2022	Received Kurt opinion letter noting that two easements and a DOT permit are still needed.
6/20/2022	Dorothy Richter of Southern Tier 8 reviewed my draft application for ARC funding for this project and forwarded me here recommended suggestions.
6/12/2022	Received the title report and bill from Harry W. Hawley, Inc. for \$1.9 million owner's policy on the Richfield property. Also attached is a bill from Oneonta Abstract for the preliminary research done on those properties.
6/8/2022	Kurt received the title report today for owner's insurance with coverage in the amount of \$1.9 million (Richfield cost of construction).
5/23/2022	Kurt Schulte is having title insurance prepared for the Richfield Springs property in order for him to sign a required EDA document that we have good title to the property. Once to title insurance is obtained and Kurt signs the required documents, the full bidding package can be forwarded to EDA for their approval.
5/23/2022	We are applying for a \$500,000 Appalachian Regional Commission grant to assist with lowering the IDA cash commitment for the project. Applications are due in July with awards by September.
5/6/22	Baron & Loguidice responded to my request to check with Keystone Engineers and see if their bidding documents included the gas main. They will get back to me.
4/26/22	EDA Federal Financial Report Completed and Filed with EDA.
4/18/22	Cyndy Andela responded to my request for NY:SEG numbers and indicated she is reaching out to her Energy providers (Harbor Point and NYSEG) to see if she can

	get some assistance in putting together the information in the format that NLYSEG wants.
4/15/22	EDA Quarterly Report Completed and Filed with EDA.
4/6/2022	EDA reminder that quarterly reports are due at end of May.
4/5/2022	Asked NYSE&G if they are working with NYS PSC.
3/10/2022	Barton & Loguidice ready to bid out project.
3/2/22	Mark Parker of Keystone Associates reached out to Barton & Loguidice to inform them that final designs are complete and are ready to be bid out.
3/1/22	Barton & Loguidice confirmed they talked with EDA and the construction contracts must be with the IDA.
3/1/22	Cyndy Andela provided us with current and projected electric and natural gas usage loads. These were then provided to NYSEG and Barton & Loguidice.
2/28/22	Joe Scott reached out to see if we wanted to have the Town enter into the construction contract. I told him I didn't think we could given that the grant was awarded to the IDA.
2/17/22	Barton & Loguidice reached out to see if we had received estimates from Andela Products yet.
2/16/22	Kurt Schulte reached out to the Village and Town attorneys to inform them that Joe Scott will be working with them on the water and sewer agreements.
2/15/22	Again, reached out to Cyndy Andela regarding gas and electric usage.
2/2/22	Richfield Town Attorney reached out to Kurt Schulte with draft water and sewer agreements.
2/1/22	Requested from Cyndy Andela new estimates for loads for both electric and natural gas.
1/31/22	Submitted formal request to NYSE&G for lateral hookup.
1/31/22	Mary Putnam of NYSEG requested Art Klingler of NYSEG to work with the engineering department to create new estimates to provide to Otsego Now.
1/27/22	Daniel reached out to me to get our NYSEG contacts so they can follow up on the gas lateral installation.
1/27/22	EDA signed off on our quarterly report.
1/26/22	Daniel E. Theobald, of Barton & Loguidice, reached out to Keystone to arrange for construction and bidding documents and schedules.
1/26/22	Daniel completed 5 th quarterly report for my review, and after a few revisions it was forward to EDA.
1/26/22	Based on the revised projected time schedule, we notified NYS ESD about the proposed delay in finishing the project until 2023.

1/24/22	NYS ESD called to review timeline of project since they are still working with Andela Products and ESD wants to coordinate the timelines.
1/21/22	Met with K. Shulte about the water and sewer districts and how they would be funded.
1/14/22	Ruby Lake Glass is now moving out of the Utica facility since it was sold. All their equipment is in storage and they're trying to figure out plans for getting it set up again in another location for glass processing in the spring. They continue talks with Integrated Recycling Technologies (from MN). IRT went to FL first, since Andela didn't have a location and they had a site and waste glass there. They are still planning on putting a plant in upstate NY, and Andela continues working with them on that plan.
12/9/21	Town Board passes resolution directing town attorney to complete water and sewer agreements.
12/6/21	Forwarded contract information to Barton&Loguidice for attorneys being used, EDA contacts and Keystone Associates.
11/26/21	Request from Barton&Loguidice for additional documents
11/24/21	Signed contracts with Barton&Loguidice
11/22/21	Received cost for additional work requested of Barton&Loguidice
11/9/21	Received required forms by Keystone to submit to EDA
10/29/21	Submitted Quarterly Progress and Budget Report to EDA
10/15/21	Spoke with Allyson Nowak and submitted formal request for contract.
10/14/21	Reviewed RFPs with Project Committee
10/13/21	Asked Allyson Nowak of ESD where our ESD contact is – no response.
10/8/21	Mark Parker from Keystone called to apologize for the delays. He indicated that our project was a priority to finish up but they have been shut down due to a covid outbreak in their office. He indicated that it was now on the top of their list.
10/5/21	Asked Keystone for an update – no response.
10/5/21	Asked Allyson Nowak of ESD where our ESD contact is – no response.
10/1/21	Met with Kurt Schulte regarding water and sewer districts.
9/29/21	Spoke with EDA about our request for proposals which were sent to: <ol style="list-style-type: none"> 1. Ramboll Engineers 2. Thoma Development 3. McFarland Johnson Engineers 4. GEMS Grants 5. CT Male Associates 6. Barton and Loguidice 7. JG Grant Consulting LLC

	Of these, we only received proposals back from CT Male and Barton and Loguidice. He asked for us to get back to him with a recommendation.
9/28/21	Asked Keystone for an update – no response.
9/15/21	Answered various questions from one of the consultants.
8/27/21	Received two proposals to administer the grant.
8/23/21	Advertised for grant administrator.
8/16 -8/20/21	Conducted discussions with various grant administrators regarding the project.
8/13/21	Various emails from Town Supervisor, board members and County Representative regarding water and sewer. It was agreed to forward documents to each attorney and Kurt to finalize agreements.
8/12/21	Reached out to eight consulting firms to see if they had any experience in administering EDA grants.
8/9/21	Cindy Andela indicated she would get the purchase offer to her attorney this week.
8/5/21	Received approval from EDA for RFP
8/4/21	Submitted revised RFP to EDA
8/3/21	Met with Mark Parker of Keystone Associates to discuss EDA requirements for bidding, having them come up with a bidding schedule, ROW's needed, and construction documents status.
8/2/21	Received approval of our quarterly progress report from EDA.
7/29/21	Submitted 3 rd quarterly progress report to EDA.
7/22/21	Forwarded draft water and sewer agreements to Kurt Schulte.
7/16/21	Spoke with EDA about draft RFP and received comments from them on what else to include.
7/8/21	Attended Village and Town Meeting on water and sewer districts.
7/8/21	Submitted draft RFP to EDA
7/6/21	Notified EDA of county loan and discussions regarding Andela Products.
7/2/21	EDA requests next quarterly reports for July 31 st .
6/24/21	Had a discussion with NYSE&G to begin process with Public Service Commission.
6/14/21	EDA wants: 1. SAC#23 Grant Administration Agreement (are you hiring a grant administrator?) 2.SAC#28 A/E Agreement for reimbursement from EDA. 3.SAC#29 Project Inspection

	<p>For an amendments</p> <ul style="list-style-type: none"> • Reason for the delay (an explanation of the Recipient’s inability to complete or start work by the specified date in the grant award documents) • The amount of time needed to bring the project back into compliance (i.e. when you expect to start construction by, when you expect to be complete by if the end date is affected, etc.) • A statement demonstrating that the bona-fide need for the project still exists. The bona-fide need is what brought the project to EDA. If the need no longer exists then continuation of the project is no longer necessary. • A statement that no further delay is anticipated and that you will start and complete the project within the revised time schedule.
6/11/21	Sent final contract documents to EDA
6/3/21	CEO signed contract with Keystone Engineering in the amount (not to exceed) \$23,025 for construction and bidding documents.
6/3/21	June 17th will be the first meeting of the “Water-Sewer District Committee”. A meeting will be held every week until the Town and Village get the documents in a condition that they can all support and then start the process to create the district.
6/2/21	The Otsego County Board of Representatives approved a interest free \$600,000 loan to the IDA to be repaid by 12/15/22.
5/20/21	The Otsego County Administrative Committee recommended a loan to the County IDA in the amount of \$600,000 (interest free) for a one-year period.
5/11/21	Cindy Andela called to say the building she leases in Utica has just sold and the closing will be in four months. She needs to find a place asap to move Ruby Lakes Glass. She also indicated that she does not have the required cash match for the SBA 504 loan. She is willing to sign a purchase offer on the property with the condition that the park infrastructure is built and an appraisal in done to confirm the purchase price.
5/11/21	Attended the Otsego County IGA Committee meeting to discuss borrowing \$600,000 from the County’s Cares Act Funding. Allen Ruffles indicated that they have received over \$20 million in requests and all of those requests should be reviewed by the County and priorities voted on. He also indicated that he didn’t think building a new industrial park would qualify under the Cares Act. After much discussion, the IGA unanimously recommended approving a \$600,000 one year, interest free, loan to the IDA taking funding from the County’s fund balance. It will go to the full board for approval on June 2 nd .
5/10/21	Allyson Nowak of ESD called to indicate they could not increase the grant amount.
5/6/21	Cindy Andela gave a summary update of where she is with her bank. Still looking at giving a SBA 504 loan.

5/5/21	Allen replied that the proposal looked good to him and needed to take it to the IGA Committee.
5/3/21	Sent Allen Ruffles a proposal and justification to borrow \$600,000 from County.
4/27/21	EDA responded that they have no reason to object to the consideration of a time extension in the future once a more definitive timeline is known but at this time, they would much prefer that we advance the project to avoid further delay. They recognize that we must fund the remaining design work and they would certainly work with you on an extension in the future once plans and specs are complete and ready for advertisement. They indicated it is too soon to submit a time extension request, but please do contact them when our timeline is more certain, and we can discuss the next steps. Any funds that we will not be able to utilize toward design due to the circumstances can be shifted around in the budget and either moved to construction or the other budget line items if additional funds are needed in those categories. They asked we please continue to advance the grant expeditiously to avoid further delay. Once we have our matching share issues resolved please keep them apprised of the outcome.
4/27/21	Met with the Mayor and the Village Board and three town board members in Richfield Springs to discuss water and sewer districts and status of project.
4/26/21	Senator Oberacker reached out to the Utica Office of ESD.
4/26/21	Sent to EDA quarterly report on Richfield Springs Business Park.
4/26/21	Cynthia Andela called to say she was meeting with her bankers the following day.
4/26/21	Keystone Associates sent a proposal to complete construction and bidding documents for the project. The fee is \$23,025.
4/22/21	Met with Senator Oberacker about trying to get NYS ESD to increase our grant by \$155,000.
4/19/21	Spoke with Allen Ruffles about the possibility of receiving a \$600,000 interest free loan from the County.
4/15/21	Spoke with Madison Wellman (Congressman Delgado's office) about getting a time extension with the EDA.
4/2/21	Spoke with Ms. Andela. She indicated her bank was interested in participating if they could get a SBA 504 loan.
3/26/21	Offer Andela Products two of the lots for \$ 363,100.
3/19/21	Cynthia replied that Otsego Now should reach out to Congressman Delgado for more funding and that Senator Schumer indicated there was funding under the recovery act.
3/17/21	Made an offer to Cynthia to split the cost of the water and sewer improvements costing each of us \$600,000.
3/8/21	Had discussions with Town Councilman Frigault.

3/5/21	Had telephone conversation with Nick Palevsky, Town Supervisor, and Jim Hughes from Hancock and Estabrook (town attorney).
3/5/21	Had further discussions with Cynthia Andela.
2/19/21	Cynthia Andela updated that she is having her accounts get materials to banks.
2/18/21	Sent final drafts of water and sewer agreements to Larry Frigault to send to Village and Town Board members.
2/15/21	Attend Town of Richfield Board Meeting to discuss process for water and sewer districts.
1/29/21	Submitted Quarterly Progress Report No. 1 to EDA outlining lack of match for grant at this time.
1/28/21	Larry Frigault summarized his discussions with the Mayor about rates and suggest that Ken call the Mayor to discuss as well.
1/28/21	Cynthia called to let us know that she spoke with her accountant who is putting financials together to go to Key Bank as well as the Adirondacks Bank. She has also started the process of getting construction estimates for a 50,000 square foot building.
1/25/21	Meaghan and I met with Cynthia in our office to discuss the immediate need for her to secure financing for the building and matching funds for the EDA grant.
1/23/21	Ken is to get back to us on bid documents and provide a list of easements needed.
1/21/21	Cynthia got back that the estimates for her water consumption were very much over estimated and she could live with the outside user rates as proposed by the Village. I informed Ken that Cynthia was ok with the rates and to finish his report.
1/21/21	Reached out to Larry Frigault, Town Councilman, who will speak to the Village about their rates. He indicated that the Village set the higher rates for large water users in a effort to promote conservation.
1/21/21	Contacted Keystone about cost to prepare bidding documents and whether any easements are needed.
1/15/21	Forwarded copies of Ken report on proposed water and sewer rates to Cynthia Andela to see if she could afford these costs.
1/14/21	Conference call with Ken Ellsworth from Keystone Associates discussing the major increase in cost for the sale of water to outside village users. Ken forward us the sections of his report detailing the charges.
1/13/21	Discussed with Joe Scott the calculations for bond repayments
1/7/21	Received Incentive Proposal from NYS ESD for the \$325,000 grant.
1/4/21	`Barton&Loguidice reaches out to EDA regarding bidding requirements.
1/4/21	Forwarded to K. Schulte Certificate as to Project Site, ROW, and Easements.

12/29/20	Again, asked Andela if there was any movement...not much
12/29/20	Received revised table from Joe of payments for bond issuance
12/11/20	Received from Joe a table of payments for bond issuance
11/26/20	<p>Raised the following question with Cindy Andela:</p> <ul style="list-style-type: none"> • Have you hired anyone to design the building yet? Do you have revised cost estimates? No – we haven't started any design work yet – so I haven't gotten any revised estimates, but I will be starting on this soon. • Have you updated your financials and had any meetings with banks about financing you building expansion? We're having a good year with both businesses, so I'm working with my accountants to get all the year-end planning done and years end financial and taxes in 2021 done as fast as possible too, so I have this for the banks. But I will set up some meetings now too to start getting feedback from the banks on what they need and want from us. • Any movement with your Dutch firm about becoming involved with financing? Yes – our Dutch partners are interested in backing the building for RLG. We should be finishing up our JV agreement by the end of Nov. and then the 2021 plans will be next. I think they will be planning to provide the financial backing as needed, depending on what the banks want.
11/23/20	Again, ask Joe Scott about bond issuance.
11/16/20	Received from Keystone Associates engineering reports for water and sewer for Richfield Springs as well as the draft intermunicipal agreements.
11/16/20	Sent Joe Scott proposed park layout and both engineers and NYSEG cost estimates for construction
11/13/20	Requested calculations from Joe Scott on bond issuance costs.
11/9/20	EDA Approves Grant Administration Plan as submitted.
11/8/20	Several correspondences with Town of Richfield Supervisor, Nick Palevsky, regarding the creation of a water and sewer district and memorandum of agreement between the town and village.
11/5/20	Conference call with EDA, our office and Keystone Associates. EDA sends: agenda, memo, sign-in sheet (to be returned at conclusion of call), Specific Award Conditions, CD-450 for reference and part 1 of the electronic EDA Construction Disc Files. Part 2 will be sent in a separate e-mail due to size. Both part 1 and part 2 should be unzipped and the contents transferred to a common folder (recommended name "EDA Construction Disc 2019") for your use on the grant.
10/26/20	<p>The following questions were posed to C. Andela:</p> <ul style="list-style-type: none"> • Have you hired anyone to design the building yet? Do you have revised cost estimates? No – we haven't started any design work yet – so I haven't gotten any revised estimates, but I will be starting on this soon..

	<ul style="list-style-type: none"> Have you updated your financials and had any meetings with banks about financing you building expansion? We're having a good year with both businesses, so I'm working with my accountants to get all the year-end planning done and years end financial and taxes in 2021 done as fast as possible too, so I have this for the banks. But I will set up some meetings now too to start getting feedback from the banks on what they need and want from us. <p>Any movement with your Dutch firm about becoming involved with financing? Yes – our Dutch partners are interested in backing the building for RLG. We should be finishing up our JV agreement by the end of Nov. and then the 2021 plans will be next. I think they will be planning to provide the financial backing as needed, depending on what the banks want</p>
10/23/20	Send draft Grant Administration Plan to EDA.
10/14/20	Meeting with C. Andela, Keystone Associate and village and town officials in Richfield Springs.
9/3/20	Sent examples of municipal service agreements for water and sewer extensions to Keystone Associates.
8/28/20	EDA announces a \$1.2 million grant award to the IDA.
8/27/20	Andela Products mails check to IDA for \$2,000.
8/5/20	EDA acknowledges receipt of information.
8/5/20	Oneonta Town Supervisor forwards intermunicipal agreements with the City regarding water and sewer districts.
8/4/20	Public Comment Period ends – no comments received.
7/30/20	Meeting with Andela Products and Keystone Associates to begin work on water and sewer district creation.
7/23/20	IDA Board approved revised resolution clarifying bond issuance amount.
7/16/20	Reached out to the town supervisor regarding getting examples of water and sewer districts.
7/13/20	Regional Director from EDA submitted questions from their attorneys to us.
7/13/20	Proof of Publication submitted to EDA for public comment period published on July 1, 2 and 3.
7/2/20	Planning Director Karen Sullivan is recommending extending our contract with Keystone Associates until April 2021 (CDBG Funds).
6/29/20	We forwarded the SEQR review record done by the Town of Richfield to EDA.
6/25/20	Detailed numbers of the breakdown of fees (bond counsel, grant administration, etc.) we supplied to EDA

6/25/20	EDA requested State Environmental Review (SEQR) Records for the project. We reached out to Keystone Associates.
6/24/20	EDA engineer Brett Steinberg requested a conference call regarding our budget numbers.
6/23/20	EDA requested we publish a notice about our intent to receive funding from EDA for public comment period.
6/23/20	EDA also requested a breakdown of our bond counsel fees, grant administration fees, and construction management fees which was responded to.
6/11/20	The U.S. Economic Development Administration (EDA) informed the Otsego County IDA that our application for investment assistance to support the Richfield Springs Eco-Industrial Business Park has been selected through EDA's competitive application review process for further consideration for funding.
5/29/20	Spoke with Cynthia Andela. She has had several zoom meetings with Dutch company about a joint venture.
5/26/20	Ryan LeoGrande of ESD requested an update on the progress of their grant. Informed him we had not yet received from the State an incentive offer which should have been mailed to us in January. Also advised him of our EDA grant submission.
4/30/20	At EDA's request, forwarded two FEMA maps showing project area.
4/30/20	NYS Historic Preservation office provides updated review letter.
4/28/20	EDA requests updated NYS Historic Preservation letter. Staff contacted the Historic Preservation Office.
4/26/20	Received back completed beneficiary forms and forwarded them to EDA
4/21/20	Full EDA application submitted. EDA confirms receipt of application.
4/21/20	EDA requests most recent audit for IDA which was forwarded to them.
4/21/20	EDA requests that Andela and Ruby Lake complete beneficiary forms which were filled out and forwarded to the companies.
4/17/20	Received feedback from Ed Hummel and changes made.
4/16/20	Received opinion letter from Hodgson Russ regarding IDA's bonding authority for project.
4/16/20	MRB forwards completed application to Edward Hummel, regional director of EDA.
4/3/20	Reviewed and signed appendix A of the application and forwarded it to the MRB Group.
3/27/20	Sent minutes of IDA meeting to MRB Group regarding bonding for the project.
3/11/20	Received environmental narrative from Keystone Associates and forwarded it to the MRB Group.

3/10/20	Again, requested Keystone Engineering help on environmental review questions on EDA application.
3/10/20	Again, requested again Bond Counsel Letter from Joe Scott
3/10/20	Requested a meeting with Keystone Engineering and Town and village officials regarding forming water and sewer districts.
2/18/20	Requested Keystone Engineering help on environmental review questions on EDA application.
2/18/20	Requested again Bond Counsel Letter from Joe Scott
2/10/20	Received commitments letters from Andela Products and Ruby Lake Glass.
2/4/20	MRB Group reminded Andela Products it needs commitment letters.
1/27/20	Comments received back from MVEDD
1/23/20	Draft application forwarded to Mohawk Valley Economic Development District for review.
1/15/20	Draft EDA application forwarded to Otsego Now
12/26/19	Confirmed meeting for 1/8/20 with Andela Products and the MRB Group to be held in Richfield Springs.
12/19/19	<p>The MRB Group sent the following:</p> <ul style="list-style-type: none"> • A word document that bond counsel can turn into an opinion/letter to be attached to the grant. • The draft resolution for your January board meeting • Company letter template • The revised content (narrative) for the EDA-900-GA form
7/721	Various correspondence between EDA and our office.

Project Overview

Project Title	Innovation/Acceleration Center
Project Category	Business Retention and Expansion
Project Description	<p>Provide location for start-up and entrepreneurs in the advanced electronic industry to grow their businesses.</p> <p>The Otsego County Acceleration Center is a public-private partnership of organizations that have been planning this effort for over one year. This partnership brings together local non-profit economic development organizations, higher education institutions, and established private sector companies. They share a common interest in catalyzing the growth of the region’s burgeoning advanced electronics industry cluster by locally supporting the success of promising technologies and entrepreneurs. Two partners are co-located and have substantial history of collaboration in supporting business creation and scale-up in Otsego County.</p> <p>Together, the partners have the critical competencies needed to help entrepreneurs bring their innovations to market. A key differentiator for the Otsego County Acceleration Center is the involvement of leading advanced electronics R&D and manufacturing companies that are committed to Otsego County and have a strong track record of investing in early-stage companies with relevant new innovations. The Center will further scale this virtuous growth cycle, resulting in the creation and retention of high-wage jobs in Otsego County’s distressed rural communities.</p>
Primary Objective	<ul style="list-style-type: none"> • Attract New Companies and Entrepreneurs Involved in Technology Development • Grow Start Up Business within County
Secondary Objective	Grow Collaboration between SUNY Oneonta, Otsego Now and other community players
Target Completion Date	On-going
Estimated Total Investment	\$2 million
Owner	Jody Zakrevsky
Stakeholders	Custom Electronics, Ioxus, NYS Small Business Development Center, Hartwick College and SUNY Oneonta
Status	Start Up Phase: Seeking Funding to launch



Team

Owner	Jody Zakrevsky
Other Partners	Custom Electronics, Ioxus, NYS Small Business Development Center, Hartwick College, SUNY Oneonta, NYS Department of State
Objectives	Employment: Create 25 new jobs over 2 years
Revenue – One Time	\$1,450,000
Revenue – Re-Occurring	\$18,000/year (6 businesses, \$250/month)
Business Relationships	Strengthen Ties with Custom Electronics and Ioxus
Community Engagement	SUNY Oneonta and Hartwick and NYS Small Business Development Center

Budget and Funding: Center Operations

Project Expenses	Target Amount	YTD Actual	Grant Funding Amount	YTD Actual
Center Director	\$44,000		\$66,000 – ARC	
Equipment	\$10,000		\$10,000 - ARC	

Supplies	\$23,400		\$23,400 - ARC	
Contractual	\$85,100		\$20,100 - ARC	
Other	\$145,500		\$30,500 - ARC	
TOTALS	\$330,000		\$150,000	

Funding: \$150,000 from ARC; \$55,000 from Otsego Now (marketing); \$62,500 from Ioxus (in-kind); \$62,500 from Custom Electronics (in-kind)

Note: ARC Grant has been awarded.

Budget and Funding: Building Acquisition

Project Expenses	Target Amount	YTD Actual	Grant Funding Amount	YTD Actual
Acquisition of Building	\$1,500,000		\$1,200,000 – USDA \$ 150,000 – IDA \$ 150,000 – NYS ESD	
Closing Costs	\$ 50,000		\$ 40,000 – USDA \$ 5,000 – IDA \$ 5,000 – NYS ESD	
Equipment, Minor Interior	\$ 75,000		\$ 60,000 – USDA \$7,5000 – IDA \$ 7,500 – NYS ESD	
TOTALS	\$1,650,000		\$1,650,000	

Note: USDA Rural Development Grant and NYS ESD Grant are pending.

Grant Management

Grant ID	ARC Contract Number: NY-20735-22
Grant Amount	\$150,000
Source Agency	Appalachian Regional Commission
Details	for the development of a high-technology Innovation and Acceleration Center to foster a culture of innovation through the creation, sharing, and testing of ideas.
Requirements	ARC funds will support personnel, equipment, supplies, contractual, and other expenses (i.e., marketing and outreach activities).
Expiration Date	3/31/2024

Grant ID	GRANT13619945
Grant Amount	\$1,300,000
Source Agency	USDA
Details	
Requirements	
Expiration Date	

Grant ID	CFA #117698
Grant Amount	\$162,500
Source Agency	NYS ESD
Details	
Requirements	
Expiration Date	

Project Milestones

Project Milestones	Target Start	Target End	Status	Actual Start	Actual End
ARC Application Submitted	9/17/21	9/17/21	Complete	10/4/21	10/4/2021
ARC Application Approved by NYS DOS	12/15/21	2/15/21	Complete	10/4/21	5/25/2022
ARC Application Approved by ARC	7/25/2022	8/5/2022	Application Approved	10/1/22	
USDA Application Submitted	4/19/22	4/19/22	Complete	1/13/22	5/18/2022
USDA Application Approved	10/15/22	10/30/22	Pending Approval by USDA		
ESD Application Submitted	7/19/22	7/29/22	Complete	6/24/22	7/1/2022
ESD Application Approved	10/15/22	11/15/22	Application being reviewed by ESD		ESD Did not award grant

Timeline describing the proposed tasks to be accomplished and the schedule for implementation of each task.

	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2	Y3	Y4
Acquire building	█						
Recruit and onboard Center Director	█	█					
Install equipment and furnishings, signage, security system, other minor interior		█	█				
Marketing to attract start-ups		█	█	█	█	█	█
Identify additional advisors		█	█	█			
Select initial start-ups		█	█				
Technical assistance to start-ups			█	█	█	█	█

Activity Log

Date	Activity Details
1/31/2023	Received Vibrant Brands marketing Material – Sent back final thoughts, this will be ready for public release by EOW
1/31/2023	Otsego Innovation & Acceleration Press Release officially Released / Application process is now active
1/26/2023	Met with Dr. Alsius David / Ioxus & SUNY to create a database that shows the available manufacturing equipment in Otsego County, to create a rental stream for local business
1/25/2023	Otsego Now / Custom Electronics has 2 nd Innovation Center meeting with New Path Label Applicator, to see if it is a good fit for manufacturing mentorship
1/19/2023	Otsego Now Meeting with a Potential Innovation Center startup “Path Label Applicator”
1/18/2023	Custom Electronics hosting a presentation from a potential innovation center start up business from South Korean company, demonstrating their work for the US Army
1/10/2023	Vibrant Brands / Otsego Now film & images should be received and ready for distribution
12/2/2022	Otsego Now decides to house Innovation Center inside of 189 Main St.
12/1/2022	Meeting with Michael Walsh from Hartwick College

12/1/2022	Mentorship meeting with Laura Holmes from Koffman Souther Tier Incubator, Otsego Now & NY SBDC
11/29/2022	Meeting with Michael Pentaris from Custom Electronics on Innovation Center & Otsego Now
11/28/2022	Meeting with Paperkite Marketing & Otsego Now on landing page design for Innovation Center
11/17/2022	Otsego Now hires on Marketing / Innovation Coordinator
11/1/2022	Meeting with SUNY Oneonta, Hartwick College, NYS SBDC to discuss potential location, marketing strategy and center director.
10/24/2022	Meeting with Dr. Cardelle and Danielle McMullen of SUNY Oneonta to discuss Innovation Center
10/18/2022	Interviewed candidate for Innovation/Marketing Director.
10/11/2022	Interviewed candidate for Innovation/Marketing Director.
10/3/2022	Received proposal from Hartwick to run our innovation/acceleration center using the ARC grant funds.
9/30/2022	Placed Job announcements at the Department of Labor and NYSEDC.
9/28/2022	Southern Tier 8 holds a press conference in our office to announce the ARC Grant.
9/16/2022	Toured the Innovation & Entrepreneurship Center at Hartwick College with Lisa Ianello and Michael Walsh.
9/10/2022	Interviewed candidate for Innovation/Marketing Director. Decline due to salary level.
9/9/2022	Met with Michael Walsh, Director of Innovation & Entrepreneurship at Hartwick College.
9/1/2022	Received notice that our ARC application in the amount of \$150,000 was approved.

Upcoming..

Date	Activity Details
02/09/2023	Innovation Center meets with Japanese LED Engineer & Artist– Akimitsu Sadoi as a potential candidate for center
02/28/2023	USDA Rural Business Development Grant Due applying for \$50,000 to put towards Innovation Accelerator Program
UPCOMING	Continue meeting with Dr. Alsius David / Ioxus & SUNY to create a database that shows the available manufacturing equipment in Otsego County, to create a rental stream for local business

UPCOMING	Collaborating with SUNY & IOXUS to put on a Pitch Competition for Otsego County – This will connect funding & mentorship with emerging new business ideas
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CEO's Report February 2, 2022

Date	Place	Meeting
December 8, 2022.	Oneonta	Audit & Finance Committee Meeting
December 8, 2022.	Oneonta	Projects Committee Meeting
December 8, 2022.	Oneonta	Meeting with Ramboll Engineers and NYSERDA
December 8, 2022.	Oneonta	Meeting with Steve Wilson, County Administrator
December 8, 2022.	Oneonta	Mohawk Valley Regional Economic Development Committee
December 9, 2022.	Oneonta	Southern Tier 8 Regional Board of Directors Meeting
December 14, 2022.	Milford	Advanced Bio-Tech Public Hearing
December 15, 2022.	Oneonta	Otsego Now Board of Directors Meeting
December 20, 2022.	Oneonta	ST8 Broadband Collaboration Meeting
December 21, 2022.	Oneonta	Meeting with Mayor of Oneonta
January 3, 2023.	Oneonta	ST8 Broadband Collaboration Meeting
January 5, 2023.	Oneonta	Brownfield Developers Planning Meeting
January 10, 2023.	Cooperstown	IGA Committee Meeting
January 10, 2023.	Oneonta	Meeting with Geoffrey Doyle of Foothills
January 13, 2023.	Oneonta	Meeting with Ramboll Engineers and NYSERDA
January 17, 2023.	Oneonta	ST8 Broadband Collaboration Meeting
January 17, 2023.	Oneonta	Meeting with George Allen of Northern Eagle
January 18, 2023.	Oneonta	Meeting at Custom Electronics
January 19, 2023.	Oneonta	Meeting with Paul Koch of New Path Label
January 20, 2023.	Oneonta	Chamber of Commerce State of the State Breakfast
January 26, 2023.	Oneonta	Southern Tier 8 Comprehensive Economic Development Strategies Committee Meeting
January 30, 2023.	Cooperstown	Meeting with County Real Property Director
February 1, 2023.	Oneonta	Southern Tier 8 ARC Training
February 3, 2023.	Oneonta	Meeting with Board Member C. Robinson
February 3, 2023.	Oneonta	Southern Tier 8 Regional Board of Directors Meeting
February 3, 2023.	Oneonta	Zoom Meeting with Mayor and CD Staff

Correspondence Received:

- Received letter from EDA dated January 6, 2023, approving the County of Otsego Richfield Springs Eco-Industrial Business Park Project time extension request.

Financial Updates

- See report.

Oneonta Railyards Industrial Park

- See Charter.

Richfield Springs Industrial Park

- See Charter.

County Appropriation

- Discussed with the County IGA Committee about the need to increase our budget in 2024.

Center for Innovation

- Still no word on the USDA Rural Development RISE grant awards.

Digital Marketing Campaign

- A new digital marketing campaign is starting up.

Systematic Power Manufacturing (Ioxus)

- The rear wall was repaired.

Brooks Bottling Company

- NYS Empire State Development awarded Brooks Bottling a \$180,000 grant for their equipment purchases.
- Waiting on information from Brooks Bottling. Meeting with Ryan and staff are scheduled for February 9, 2023.

Centrome (Advanced Bio-Tech)

- A third public hearing was held on December 14, 2022.
- The Board of Directors approved the Project modification to increase the amount of construction from \$5 million to \$14 million.

ZAED Project

- Post-closing PILOT Agreement is being prepared and expected to be distributed sometime in the future.

Staffing Issues

- Administrative Assistant: We have hired Nasim Vargha as the new administrative assistant helping Meaghan.
- Employees' Retirement System: We are comparing the NYS Retirement System to that of IRAs (both SEP IRA and SIMPLE IRA), and 401k plans.

189 Main Street

- We have drafted a new lease agreement for 189 Main Street which is currently being reviewed by the landlord's representative.

Employee Handbook

- We are also currently reviewing and editing the current employee handbook to make changes to vacation days, sick time, holiday time, and personnel time as well as to including a section for paid family leave.

2022 Audit

- Work has begun on the 2022 audit and staff are busy collecting information and documents for the auditors.

Foothills Performing Art Center

- The executive director and the president of the board have been invited to Otsego Now's Board meeting on February 23rd.

Oneonta Business Park

- We have been approached by a company looking to purchase about 4.76 acres in our industrial park. They are putting together a fact sheet for the owner.