

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

**PROJECTS COMMITTEE
MARCH 9th, 2023
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 8:17am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Tom Armao
David Rowley
Andrew Marietta

James Seward
Jeffery Joyner
Cheryl Robinson

Absent members: Jeffrey Lord, Patricia Kennedy, Craig Gelbsman

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**
Gina Gardner, **Marketing Coordinator**
Nasim Vargha, **Administrative Assistant**

CHAIR'S REMARKS

Projects Chair, T. Armao, moved immediately into the agenda.

MEETING MINUTES

T. Armao requested a motion to approve the February 7th 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, J. Joyner made a motion to approve the meeting minutes. D. Rowley 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 February 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): G. Gardner reported that in the past month she has submitted a USDA Rural Business Development Grant for \$50,000 but has not heard anything back yet. She also had an interview with CNY Business Journal about the IAC and met with Paul Koch of Morris who was looking at expanding his manufacturing needs with the assistance of the IAC and Custom Electronics. She has also met with David Kenny of SUNY Oneonta who is interested in offering technology courses for the public. G. Gardner noted that the Period 1 Financial Tracker has been submitted for reimbursement and will cover her salary, a new computer that was purchased, as well as advertisement.

G. Gardner reported that she would be leaving her position as Marketing Coordinator at Otsego Now and has put in her two weeks' notice. She explained that she is actively looking for a replacement for her position and has prepared an extensive onboarding packet for the new person. There will be an interview with a candidate on Friday.

Oneonta Railyards: J. Zakrevsky reported that once an appraiser is approved by the board, there will be an appraisal done for the Oneonta Railyards as well as the Oneonta Business Park. He had received a request from Seward Sand and Gravel to purchase property in the business park, but they were advised that the property was going to be appraised. Seward Sand and Gravel is looking to purchase a lot in the Railyards in order to transport sand and gravel by rail. J. Zakrevsky explained that the current goals are to clear at least five acres of property, complete the Ramboll Engineering study, and sell at least three acres of the property, ideally with a rail signing. After a brief discussion, D. Rowley noted that Seward Sand and Gravel has purchased the gravel yard as well as their own equipment. He added that if they are interested in purchasing additional property, they could use their own equipment to clear the property on behalf of the IDA. After a brief discussion, D. Rowley questioned if the work done on the property would impact the foundation for a grant.

Richfield Spring: J. Zakrevsky reported that there are three attorneys working together on the water and sewer agreements, and they are now on track to complete them. EDA has also accepted the final design for the project and has authorized the IDA to rebid the requests for proposals for construction management. He added that there is already one firm that has said that they will submit a proposal. J. Zakrevsky explained that we are still waiting for NYSEG to approve the extension of natural gas at the site. An executive meeting took place at NYSEG to discuss the project, but J. Zakrevsky was not aware of the results of the meeting. J. Seward explained that he emailed the new president of NYSEG about setting up a meeting but did not receive a response. J. Zakrevsky reported that the IDA is out to bid on construction and bids are due by the end of March. He noted that there are currently four construction firms that have picked up plans. J. Zakrevsky explained that he heard back from a Town Board member who said that the Town is willing to take ownership of the roadway once it is built. The Town will also waive all fees for site

plan approval. J. Seward asked if the Board member was speaking on behalf of the whole Town, and J. Zakrevsky replied that yes, he was.

NEW/UNFINISHED BUSINESS

County Board Annual Appropriation: J. Zakrevsky explained that the County Board has approved an annual appropriation of \$275,000 for general operating support. The insurance has been sent to the County Administrator, so they are moving forward with having a contract signed and a check released.

ESD Railyard Grant: J. Zakrevsky reported that the Empire State Development Rail Grant is supposed to be reimbursed for \$150,000. M. Marino had submitted the paperwork to the State in October 2022, but there were two problems with the submission. First, cost cannot be incurred before the grant was approved, and one of the bills from Clark Patterson Lee Engineers was paid before the grant was approved. Therefore, the cost of \$13,000 is being disallowed. Second, ESD had requested copies of all the contracts for the projects, and all were found except for the Clark Patterson Lee contract. The office of Clark Patterson Lee was also unable to find the contract. M. Marino said that the contract was from 2015 and J. Zakrevsky explained that, seemingly, the contract was never executed. M. Marino has sent ESD a copy of the original proposal and is waiting to hear back. T. Armao asked if that was the \$13,000 being disallowed, and M. Marino replied that it was separate from that amount and would be substantially more. T. Armao asked what the total amount would be, and M. Marino said that she had asked the project manager at the Clark Patterson Lee office, but they did not know. M. Marino added that without the contract, none of the Clark Patterson Lee costs would be reimbursed. J. Zakrevsky noted that he could not find a contract for any work done by Clark Patterson Lee, and the last payment was made in August 2017. M. Marino explained that the rest of the costs, besides from Clark Patterson Lee, would be reimbursed.

Changes to Employee's Handbook: J. Zakrevsky reported that there have been changes to the Otsego Now Employee's Handbook, which had been provided to the Committee. He explained that the changes include the removal of Martin Luther King Jr. Day as a paid holiday, and the addition of separate sections regarding vacation time, sick leave, and personal leave.

Oneonta Railyards and Oneonta Business Park Property Appraisals: J. Zakrevsky explained that the IDA has received three bids for appraisers, with the lowest being from a local firm. T. Armao questioned whether it would be better to use a firm that is regional rather than local. J. Zakrevsky said that he received credential listings for Bauer Appraisal Group and CBRE, but not Lonnie Ridgway. He noted that this issue will be brought to a vote at the next Board meeting. C. Robinson asked if J. Zakrevsky had a recommendation and he said he would be more comfortable with CBRE because the IDA has used them in the past. D. Rowley asked if they are required to take the lowest bid, and J. Zakrevsky replied that they did not have to take the lowest bid because it is a proposal. T. Armao asked if the CBRE bid could be negotiated, and J. Zakrevsky said that he would try.

ADJOURNMENT

There being no further business to discuss, C. Robinson made a motion to adjourn the Projects Committee meeting at 8:40am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on April 13th 2023, at 8:00am.