

Notice of Annual Meeting

Oneida County Industrial Development Agency Annual Meeting of the Members

584 Phoenix Drive

Rome, NY 13441

Friday, December 12, 2025

8:00 AM

To: The Board Members of the Oneida County Industrial Development Agency

Members of the public may attend in person. The Minutes of the Agency meeting will transcribed and posted on the OCIDA website.

The order of business at the Annual Meeting will be as follows:

1. Call Meeting to Order
2. Minutes from the 2024 Annual Meeting
3. Annual Report of the Corporation
4. Confirm and Nominate Officers for 2026
5. Ratify and Confirm Actions taken in 2025
6. Committee Reports
7. Old Business
8. New Business
9. Adjourn Meeting

Dated: December 2, 2025

Very truly yours,

Shawna Papale
Executive Director/Secretary

Agenda
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DRAFT

Minutes of the **ANNUAL MEETING** of the
Oneida County INDUSTRIAL DEVELOPMENT AGENCY
December 13, 2024
584 Phoenix Drive, Rome, NY/Webex Video/Teleconference

Members Present: Steve Zogby, David Grow, Aricca Lewis, Kristen Martin, Franca Armstrong, Tim Reed, and James Genovese.

EDGE Staff Present: Shawna Papale, Tim Fitzgerald, Chris Lawrence, Maureen Carney, Marc Barraco, and Mark Kaucher.

Others Present: Jenna Peppenelli, Levitt & Gordon.

Others Present Virtual: Laura Ruberto and Linda Romano, Bond, Schoeneck & King.

S. Zogby called the meeting to order at 8:06 AM.

The Agency reviewed the minutes from the 2023 Annual Meeting. **A motion to approve the 2023 Annual Meeting minutes, as presented, was made by A. Lewis, seconded by T. Reed and carried, 7-0.**

2024 Annual Report

The Agency members received and reviewed the Annual Report of the Agency. The report was accepted as presented.

Confirm and Nominate Officers for 2025

The Agency received the proposed slate of officers for 2025. Steve Zogby, Chair; David Grow, Vice Chair; Aricca Lewis, Treasurer; Shawna Papale, Secretary/Executive Director, Tim Fitzgerald, Assistant Secretary, and Laura Cohen, FOIL Officer. **A motion Confirm the Officers as presented was made by J. Genovese, seconded by F. Armstrong and carried, 7-0.**

Ratify and Confirmation of Actions taken in 2024

A motion to Ratify and Confirm Actions taken by the Agency in 2024 was made by D. Grow, seconded by T. Reed and carried, 7-0.

Committee Reports

M. Carney shared that the Audit Committee will be convened in January to engage the Agency's Auditor. The audit will commence thereafter.

There was no Old Business or New Business brought before the board.

At 8:10 AM a motion to adjourn the meeting was made by K. Martin, seconded by J. Genovese, and carried, 7-0.

Respectfully Submitted,

Tim Fitzgerald

**ONEIDA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
ANNUAL HOUSEKEEPING RESOLUTION
2025**

The Annual Meeting of Oneida County Industrial Development Agency (the “Agency”) was convened in public session at the offices of the Agency located at 584 Phoenix Drive, City of Rome, Oneida County, New York, on December 12, 2025 at approximately 8:00 o’clock a.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Agency were:

PRESENT:

Stephen Zogby, Chairman; David Grow- Vice Chairman, Kristen Martin, Tim Reed, Aricca R. Lewis, James Genovese, and Franca Armstrong

ABSENT: None

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Shawna Papale; Timothy Fitzgerald; Jenna Peppenelli, Esq.; Mark Kaucher; Linda Romano, Esq. (remotely); Laura Roberto (remotely), _____

Thereafter, a regular meeting of the Agency was held and was convened in public session at the offices of the Agency located at 584 Phoenix Drive, City of Rome, Oneida County, New York, on December 12, 2025 at approximately 8:06 o’clock a.m., local time.

PRESENT:

Stephen Zogby- Chairman; David Grow- Vice Chairman, Kristen Martin, Tim Reed, Aricca R. Lewis, James Genovese, and Franca Armstrong

ABSENT: None

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Shawna Papale; Timothy Fitzgerald; Jenna Peppenelli, Esq.; Mark Kaucher; Linda Romano, Esq. (remotely); Laura Roberto (remotely); _____.

At said meeting convened on December 12, 2025, the following resolution was offered by James Genovese and seconded by Franca Armstrong memorializing certain annual appointment and administrative actions taken at the Annual Meeting and at the regular meeting of the Agency dated December 12, 2025, to wit:

**RESOLUTION APPROVING CERTAIN APPOINTMENTS AND
ADMINISTRATIVE MATTERS OF THE AGENCY.**

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law (“GML”) of the State of New York (the “State”), as amended, and Chapter 358 of the Laws of 1971 of the State, (hereinafter collectively called the “Act”), the Oneida County Industrial Development Agency was created as a public benefit corporation of the State; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; and

WHEREAS, the members of the Agency desire to make certain appointments and approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ONEIDA COUNTY INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

(A) Approves the appointments and the administrative matters described in Schedule A attached hereto.

(B) Approves, ratifies and confirms the policies described in Schedule A.

(C) Confirms that the meeting held on December 12, 2025 constituted the annual meeting of the Agency as provided in the By-Laws of the Agency.

(D) Ratifies and confirms the Agency’s actions taken in 2025.

Section 2. The Agency hereby authorizes the Chairman and the Executive Director to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote by voice, which was unanimously accepted.

The resolution was thereupon declared duly adopted.

STATE OF NEW YORK)
) ss.:
COUNTY OF ONEIDA)

I, the undersigned Secretary of Oneida County Industrial Development Agency (the “Agency”), do hereby certify that I have compared the foregoing extract of the minutes of the meetings of the members of the Agency held on December 12, 2025 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this _____ day of _____, 20__.

Shawna Papale, Secretary

SCHEDULE A
- SEE ATTACHED -

A-1

Confirmation of Regular Agency Meeting Schedule	2026 Meeting Calendar Attached as A-2
Officers of the Agency	Stephen Zogby, Chairman David Grow, Vice Chair Aricca R. Lewis, Treasurer Shawna Papale, Secretary, Timothy Fitzgerald, Assistant Secretary Laura Cohen, FOIL Officer
Appointment of Executive Director	Shawna Papale
Contracted Staff Services	Mohawk Valley EDGE
Appointment of Agency Counsel	Levitt & Gordon, Esqs.
Appointment of Bond Counsel to the Agency	Bond, Schoeneck & King, PLLC
Approval and Confirmation of Agency Policies & Charters	Mission Statement Code of Ethics Whistleblower Policy Investment & Deposits Policy Disposition of Property Guidelines, Procurement Policy Recapture Policy Oneida County Uniform Tax Exemption Policy Internal Control Policy Projects Fee Schedule Travel and Discretionary Funds Policy Uniform Evaluation Criteria Amended 1-17-25 Conflicts of Interest and Confidentiality Policy Videoconferencing Policy Housing Benefits Recapture Policy Housing Policy Bylaws Community Solar Policy Audit Committee Charter Governance Committee Charter Finance Committee Charter Statement of Duties and Responsibilities
Appointment of Contracting Officer	Shawna Papale, Executive Director
Appointment of Governance Committee Members	Stephen Zogby David Grow Franca Armstrong James Genovese II Aricca R. Lewis Kristen Martin Timothy Reed
Appointment of Audit Committee Members	Franca Armstrong Kristen Martin Aricca R. Lewis

Appointment of Finance Committee Members	Franca Armstrong Aricca R. Lewis Kristen Martin
Appointment of Nominating Committee Members	Stephen Zogby David Grow Franca Armstrong James Genovese II Aricca R. Lewis Kristen Martin Timothy Reed

Anthony J. Picente Jr.
County Executive

Shawna M. Papale
Secretary/
Executive Director/Treasurer

Timothy Fitzgerald
Assistant Secretary

ONEIDA COUNTY INDUSTRIAL
DEVELOPMENT AGENCY

OCIDA



584 Phoenix Drive, Rome, New York 13441
(315) 338-0393, fax (315) 338-5694
www.oneidacountyIDA.org

Stephen R. Zogby
Chairman

David C. Grow
Vice Chairman

Franca Armstrong
James J. Genovese, II
Aricca R. Lewis
Kristen H. Martin
Tim R. Reed

Oneida County Industrial Development Agency (OCIDA)

2026 Meeting Schedule

Month	Meeting Date	Time
January	16	8:00 AM
February	20	8:00 AM
March	27	8:00 AM
April	TBD	8:00 AM
May	15	8:00 AM
June	26	8:00 AM
July	17	8:00 AM
August	21	8:00 AM
September	18	8:00 AM
October	16	8:00 AM
November	20	8:00 AM
December	18	8:00 AM

- OCIDA meetings are held at EDGE Offices, 584 Phoenix Drive, Rome, New York 13441 unless otherwise specified.
- OCLDC meetings are immediately following OCIDA meetings on an as-needed basis.