

MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Organizational Meeting Minutes
January 9, 2014

MEMBERS PRESENT:

Robert Hoefs, Chair
Eugene Richards, Vice Chair
Carol Shineman, Treasurer
John McGlone, Member
Robert Harris, Member

STAFF MEMBERS PRESENT:

Kenneth F. Rose, Chief Executive Officer
Sheila Snell, Chief Financial Officer
Jacki M. Meola, Economic Dev. Specialist

MEMBERS ABSENT:

John Macci, Secretary
Daniel Wilson, Member

OTHERS PRESENT:

Christopher Martell, Esq., Agency Counsel
Ryan B. Weitz, Legislator, District 4
Martin P. Kelly, Legislator, District 1

I. Call to Order

Meeting was called to order at 4:34 p.m. by Chairperson Robert Hoefs.

II. Organizational Meeting:

A. Appointments and Administrative Matters

The following resolution was offered by John McGlone, seconded by Eugene Richards, to wit:

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Robert Hoefs	VOTING	Yes
Eugene Richards	VOTING	Yes
Carol Shineman	VOTING	Abstain
John Macci	VOTING	Absent
John McGlone	VOTING	Yes
Daniel Wilson	VOTING	Absent
Robert Harris	VOTING	Yes

The foregoing Resolution No. 14-01 was thereupon declared duly adopted.

IV. Adjournment

A motion was made by John McGlone and seconded by Carol Shineman to adjourn the meeting. All members present were in favor, and the meeting ended at 4:41 p.m.

Respectfully submitted

Jacki M. Meola
Economic Development Specialist
Attachments: Resolution No. 14-01

An organizational meeting of Montgomery County Industrial Development Agency (the "Agency") was convened in public session at the offices of the Agency located at the Old County Courthouse, 9 Park Street, Fonda, New York on January 9, 2014

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

PRESENT:

Robert Hoefs	Chairman
Eugene Richards	Vice Chairman
Carol Shineman	Treasurer
John McGlone	Member
Robert Harris	Member

ABSENT:

John Macci	Secretary
Daniel Wilson	Member

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Kenneth Rose	Chief Executive Officer
Sheila Snell	Chief Financial Officer
Jacki Meola	Economic Development Specialist
Christopher Martell, Esq.	Counsel

The following resolution was offered John McGlone, seconded by Eugene Richards to wit:

Resolution No. 14-01

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY.

WHEREAS, Montgomery County Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the "Enabling Act") and Chapter 666 of the 1970 Laws of New York, as amended, constituting Section 895-d of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research and recreation facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve

their prosperity and standard of living, and to prevent unemployment and economic deterioration; 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, as provided in the Agency's by-laws and the Governance Committee Charter, the members of the Governance Committee have reviewed and made certain recommendations on the Agency policies; 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 MONTGOMERY 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 and confirms the policies described in Schedule A and contained in the Agency's Policy Manual.

Section 2. The Agency hereby authorizes the (Vice) Chairman and the Chief Executive Officer 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 on roll call, which resulted as follows:

Robert Hoefs	VOTING	YES
Eugene Richards	VOTING	YES
Carol Shineman	VOTING	YES
John Macci	VOTING	ABSENT
Daniel Wilson	VOTING	ABSENT
John McGlone	VOTING	YES
Robert Harris	VOTING	YES

The foregoing Resolution No. 14-01 was thereupon declared duly adopted.

STATE OF NEW YORK)
) SS.:
COUNTY OF MONTGOMERY)

I, the undersigned (Assistant) Secretary of Montgomery County Industrial Development Agency (the "Agency"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency held on January 9, 2014, 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 9th day of January, 2014.

(SEAL)

(Assistant) Secretary

SCHEDULE A

Confirmation of Regular Agency Meeting Schedule

Election of Officers of the Agency

Chair	Robert Hoefs
Vice Chair	Eugene Richards
Treasurer	Carol Shineman
Secretary	John Macci

Appointment of Chief Executive Officer and Staff to the Agency

Chief Executive Officer	Kenneth Rose
Chief Financial Officer	Sheila Snell

Appointment of Accounting Firm of the Agency

West & Co.

Appointment of Agency and Bond Counsel

Hodgson Russ, LLP

Appointment of Bank of the Agency and Accounts

NBT Bank

Approval and Confirmation of Agency Policies

- (Uniform Tax Exemption Policy)
- (Investment Policy)
- (Real Property Disposition Policy)
- (Real Property Acquisition Policy)
- (Procurement Policy)
- (Personnel Policy including Compensation, Reimbursement and Attendance Policy)
- (Travel Policy)
- (Code of Ethics Policy)

Appointment of Contracting Officer

Kenneth Rose, CEO

Appointment of Investment Officer

Sheila Snell, CFO

Appointment of Governance Committee Members

1. Robert Hoefs
2. Daniel Wilson
3. John McGlone

Appointment of Audit Committee Members

1. Eugene Richards
2. John Macci
3. Robert Harris

Appointment of Finance Committee Members

1. Robert Hoefs
2. Eugene Richards
3. Carol Shineman

Appointment of Media

1. The Recorder
2. The Daily Gazette