

**ANNUAL HOUSEKEEPING RESOLUTION
FOR CALENDAR YEAR 2023**

A regular meeting of the Town of Montgomery Industrial Development Agency (the "Agency") was convened in public session in the Town Government Center located at 110 Bracken Road, Second Floor Meeting Room, in the Town of Montgomery, Orange County, New York on January 10, 2023 at 1:00 o'clock p.m., local time.

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

PRESENT:

Jeffrey D. Crist	Chairperson
John W. Dickson	First Vice Chairperson
J. Thomas Jones	Second Vice Chairperson
Matthew P. Stoddard	Treasurer
Robert Santo	Member
George DeClue	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Felicia Kalan	Executive Director
Lauren Rowley	Secretary

ALSO PRESENT:

Ashley N. Torre	Agency Counsel
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The following resolution was offered by Member Dickson, seconded by Member Santo, to wit:

Resolution No. 0123-1

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY.

WHEREAS, the Town of Montgomery Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of the 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 527 of the 1971 Laws of New York, as amended, constituting Section 911-c 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

manufacturing, warehousing, research, commercial and industrial 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 approve certain administrative matters; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review its policies and by-laws on an annual basis;

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

Section 1. The Agency hereby takes the following actions:

- (A) Approves and confirms the existing policies and procedures of the Agency described on Schedule A, as the same may have been amended previously to or at this meeting.
- (B) The Agency hereby approves the regular meeting schedule for the Agency for calendar year 2023 as set forth in Schedule B. Nothing shall preclude the Agency from scheduling special meetings as provided in its By Laws.
- (C) The Agency hereby appoints the members of the Board and staff of the Agency identified in Schedule A as the Officers of the Agency for the year 2023, such person to hold such positions until their resignation or their replacement by further vote of the Agency Board.
- (D) The Agency hereby appoints the Accounting Firm as identified in Schedule A.
- (E) The Agency hereby appoints Agency Counsel, Bond Counsel and Conflicts Counsel as identified in Schedule A.
- (F) In connection with the Agency's appointment of the Agency's Depository Banking Institutions, the Agency hereby authorizes its officers and/or members to execute any depository agreement, signature cards, and any related documents required to be executed before such officer and/or member will be authorized to make deposits and execute checks on behalf of the Agency.

Section 2. The Agency hereby authorizes the Chairperson and Agency Counsel 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:

Jeffrey D. Crist	VOTING	AYE
John W. Dickson	VOTING	AYE
Matthew P. Stoddard	VOTING	AYE
Robert Santo	VOTING	AYE
J. Thomas Jones	VOTING	AYE
George DeClue	VOTING	AYE

The foregoing resolution was thereupon declared duly adopted.

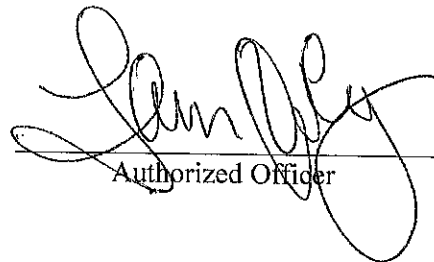
STATE OF NEW YORK)
) SS.:
COUNTY OF ORANGE)

I, the undersigned Authorized Officer of Town of Montgomery 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 10, 2023 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 January, 2023.



Authorized Officer

(SEAL)

SCHEDULE A

TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

HOUSEKEEPING MATTERS

1. Approval and Confirmation of Agency Policies and Procedures for Calendar Year 2023:

- Code of Ethics
- Conflicts of Interest
- FOIL Policy
- Investment Policy
- Local Labor Policy
- Procurement Policy
- Property Acquisition Policy
- Property Disposition Policy
- Retaliatory Action Policy (Whistleblower)
- Uniform Criteria for the Evaluation of Projects Policy
- Minority and Women-Owned Business Enterprises & Veteran Owned Businesses Policy
- Mission Statement and Performance Measurements

2. Confirmation of Regular Agency Meeting Schedule for Calendar Year 2023:

SEE ATTACHED SCHEDULE B

3. Appointment of Executive Director and Staff to the Agency

Felicia Kalan Executive Director
Lauren Rowley Clerical and Recording Secretary

4. Appointment of Agency Officers for Calendar Year 2023:

<u>TITLE</u>	<u>NAME</u>
Chair	Jeffrey D. Crist
First Vice Chair	John W. Dickson
Second Vice Chair	J. Thomas Jones
Treasurer	Matthew P. Stoddard
Secretary	Robert Santos
Assistant Treasurer	George DeClue
Assistant Secretary	Matthew P. Stoddard

SCHEDULE B

TENTATIVE MEETING SCHEDULE

*Town of Montgomery
Industrial Development Agency
110 Bracken Road
Montgomery, New York 12549*

Scheduled Regular Meetings for 2023 - Second Tuesday of every month at 1:00 PM

Tuesday, January 10, 2023
Tuesday, February 14, 2023
Tuesday, March 14, 2023
Tuesday, April 11, 2023
Tuesday, May 9, 2023
Tuesday, June 13, 2023
Tuesday, July 11, 2023
Tuesday, August 8, 2023
Tuesday, September 12, 2023
Tuesday, October 10, 2023
Tuesday, November 14, 2023
Tuesday, December 12, 2023

Scheduled Committee Meetings for 2023

Governance Committee – Tuesday, April 11, 2023 at 12:30 p.m.
Finance Committee – Tuesday, August 8, 2023 at 12:30 p.m.
Audit Committee – Tuesday, January 10, 2023 at 12:30 p.m.,
Tuesday, December 12, 2023 at 12:30 p.m.