

**ANNUAL HOUSEKEEPING RESOLUTION  
FOR CALENDAR YEAR 2026**

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 13, 2026 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:**

J. Thomas Jones	Chairperson
George DeClue	First Vice Chairperson
Jose Hernandez	Second Vice Chairperson
Matthew P. Stoddard	Treasurer
Greg Hoover	Secretary
Stacey Hillman	Assistant Treasurer
Miley Massed	Assistant Secretary

**ABSENT:**

**AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:**

Vincent Rouhotas	Executive Director
Lauren Rowley	Secretary

**ALSO PRESENT:**

Rudolph O. Zodda, Esq.	Agency Counsel
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The following resolution was offered by Jose Hernandez, seconded by George DeClue, to wit:

Resolution No. 0126-1

**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 2026 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 2026, 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:

Matthew P. Stoddard	AYE <u>X</u>	NAY <u>  </u>
J. Thomas Jones	AYE <u>X</u>	NAY <u>  </u>
George DeClue	AYE <u>X</u>	NAY <u>  </u>
Stacey Hillman	AYE <u>X</u>	NAY <u>  </u>
Jose Hernandez	AYE <u>X</u>	NAY <u>  </u>
Greg Hoover	AYE <u>X</u>	NAY <u>  </u>
Miley Massed	AYE <u>X</u>	NAY <u>  </u>

The foregoing resolution was thereupon declared duly adopted.

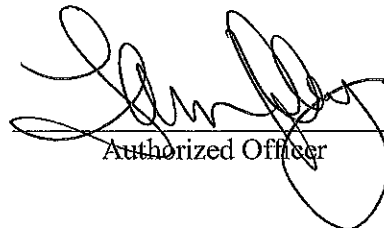
STATE OF NEW YORK        )  
                                      ) SS.:  
COUNTY OF ORANGE        )

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 13, 2026 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, 2026.

  
\_\_\_\_\_  
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 2026:

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  
Debit Card Policy  
Travel and Discretionary Funds Policy  
Fee Schedule  
Code of Conduct Policy

2. Confirmation of Regular Agency Meeting Schedule for Calendar Year 2026:

SEE ATTACHED SCHEDULE B

3. Appointment of Executive Director and Staff to the Agency

Vincent Rouhotas	Executive Director
Lauren Rowley	Clerical and Recording Secretary

4. Appointment of Agency Officers for Calendar Year 2026:

<u>TITLE NAME</u>	<u>NAME</u>
Chair	J. Thomas Jones
First Vice Chair	George DeClue
Second Vice Chair	Jose Hernandez
Treasurer	Matthew P. Stoddard
Secretary	Greg Hoover
Assistant Treasurer	Stacey Hillman
Assistant Secretary	Milley Massed

5. Appointment of Committee Assignments for Calendar Year 2026:

<b><u>AUDIT COMMITTEE</u></b>
Matthew P. Stoddard - Chairperson
J. Thomas Jones
Stacey Hillman

<b><u>FINANCE COMMITTEE</u></b>
Matthew P. Stoddard - Chairperson
J. Thomas Jones
Greg Hoover

<b><u>GOVERNANCE COMMITTEE</u></b>
George DeClue - Chairperson
Jose Hernandez
Miley Massed

6. Appointment of Accounting Firm of the Agency

PKF O'Connor Davies

7. Appointment of Agency Counsel and Bond Counsel to the Agency:

**From Bleakley Platt & Schmidt, LLP:**

Lino J. Sciarretta, Esq. Agency Counsel

Rudolph O. Zodda, Esq. Agency Counsel

**From Whiteman Osterman & Hanna LLP:**

Robert J. McLaughlin, Esq. Bond Counsel and Conflicts Counsel

**From Blustein, Shapiro, Frank & Barone, LLP:**

William A. Frank, Esq. Conflicts Counsel

8. Appointment of Bank of the Agency and Accounts

\_\_\_\_\_ Orange Bank and Trust \_\_\_\_\_

SCHEDULE B  
TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

*TOWN OF MONTGOMERY  
INDUSTRIAL DEVELOPMENT AGENCY  
110 Bracken Road  
Montgomery, New York 12549*

**Scheduled Regular Meetings for 2026- Second Tuesday of Every Month at 1:00PM**

Tuesday, January 13, 2026  
Tuesday, February 3, 2026  
Tuesday, March 10, 2026  
Tuesday, April 14, 2026  
Tuesday, May 12, 2026  
Tuesday, June 9, 2026  
Tuesday, July 14, 2026  
Tuesday, August 11, 2026  
Tuesday, September 8, 2026  
Tuesday, October 13, 2026  
Wednesday, November 10, 2026  
Tuesday, December 8, 2026

**Scheduled Committee Meetings for 2026**

Governance Committee- Tuesday, April 14, 2026 at 12:30PM  
Finance Committee- Tuesday, August 11, 2026 at 12:30PM  
Audit Committee- Tuesday, December 8, 2026 at 12:30PM