

# UCCRC

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Ulster County Capital Resource Corporation  
P.O. Box 4265, Kingston, NY 12402-4265

**January 17, 2024 - 10:00 AM  
(or immediately following the IDA meeting)**

Legislative Chambers  
County Office Building, 6th Floor,  
244 Fair Street, Kingston, NY 12401

## **ANNUAL MEETING AGENDA**

- 1) Call to Order
- 2) Roll Call (**Page 2**)
- 3) Mission Statement
- 4) Public Comment (Agenda items only)
- 5) Organizational Resolutions
  - Election of Chair
  - Election of Balance of Officers
  - Annual Housekeeping Resolution (**Page 3**)
- 6) Old Business
- 7) New Business
- 8) Adjournment

The mission of the Ulster County Capital Resource Corporation (UCCRC) is to promote community and economic development in Ulster County in ways that complement the work of Ulster County, primarily through issuing and selling bonds for non-profit institutions.

# Item 2.

## Roll Call

	<u>Present</u>	<u>Absent</u>
Michael J. Ham, Chair	_____	_____
Steven L. Kelley, FACHE, Treasurer	_____	_____
Rashida Tyler, Asst. Secretary	_____	_____
Rachel Silverman, Esq., Asst. Treasurer	_____	_____
Kaustubh Wahal, Member	_____	_____

**ULSTER COUNTY CAPITAL RESOURCE CORPORATION  
ANNUAL HOUSEKEEPING RESOLUTION 2024**

The annual meeting of Ulster County Capital Resource Corporation (the “Corporation”) was convened in public session at the Ulster County Office Building, Legislative Chambers, 6<sup>th</sup> floor located at 244 Fair Street in the City of Kingston, Ulster County, New York on January 17, 2024 at 9:00 o’clock a.m., local time.

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

PRESENT:

Michael J. Ham	Chair
Steven Kelley	Treasurer
Rachel Silverman	Assistant Treasurer
Rashida Tyler	Assistant Secretary
Kaustabh Wahal	Member

ABSENT:

STAFF PRESENT INCLUDED THE FOLLOWING:

Hillary Nichols	Executive Director
A. Joseph Scott, III, Esq.	Corporation Counsel

The following resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, to wit:

Resolution No. 0124-

RESOLUTION APPROVING CERTAIN ADMINISTRATIVE MATTERS OF THE CORPORATION.

WHEREAS, the Corporation is authorized and empowered by the provisions of Section 1411 of the New York State Not-For-Profit Corporation Law (the “NFPCL”) to take steps to relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, instruct or train individuals to improve or develop their capabilities for such jobs, carry on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area or by encouraging the development of, or retention of, an industry in the community or area, lessening the burdens of government and acting in the public interest; and

WHEREAS, the NFPCL and the Corporation’s certificate of incorporation allow the Corporation to approve certain administrative matters; and

WHEREAS, the members of the Corporation desire to approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ULSTER COUNTY CAPITAL RESOURCE CORPORATION, AS FOLLOWS:

Section 1. The Corporation hereby takes the following actions:

(A) Approves and confirms the policies described in Schedule A and contained in the Corporation's Policy Manual.

(B) Approves that this meeting shall constitute the annual meeting of the Corporation as provided in the By-Laws of the Corporation.

Section 2. The Corporation hereby authorizes the Chair 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 a vote on roll call, which resulted as follows:

Michael J. Ham	VOTING	_____
Steven Kelley	VOTING	_____
Rachel Silverman	VOTING	_____
Rashida Tyler	VOTING	_____
Kaustabh Wahal	VOTING	_____

The foregoing Resolution was thereupon declared duly adopted.

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

I, the undersigned (Assistant) Secretary of Ulster County Capital Resource Corporation (the “Corporation”), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Corporation, including the Resolution contained therein, held on January 17, 2024 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein 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 Corporation 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 Corporation 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 Corporation this \_\_\_ day of January, 2024.

\_\_\_\_\_  
(Assistant) Secretary

(SEAL)

SCHEDULE A

Confirmation of Regular Corporation Meeting Schedule	9:00 a.m. the third Wednesday of each month (following the UCIDA Meeting)
Appointment of Executive Director	Hillary Nichols
Appointment of Finance Officer to the Corporation	Pending Appointment
Staff of the Corporation	Pending Appointment
Appointment of Accounting Firm of the Corporation	Pending Appointment
Appointment of Corporation Counsel	Hodgson Russ LLP
Appointment of Bond Counsel to the Corporation	Hodgson Russ LLP
Appointment of Bank of the Corporation and Accounts	Bank of Greene County M&T Bank  Authorized signatories shall be the Chair, the Vice Chair, the Treasurer and the Assistant Treasurer (and checks shall require two signatures of any of the four authorized signatories)
Approval and Confirmation of Corporation Policies	Mission Statement Audio Policy Audit Committee Charter Background Check Policy Code of Ethics Community Investment Policy Compensation & Attendance Policy Defense and Indemnification Policy Discrimination & Harassment Policy Enforcement of Corporation Projects Policy Fee Schedule Policy Finance Committee Charter Governance Committee Charter Housing Projects Policy Investment and Deposit Policy No Extension of Credit Policy Organizational Chart Policy for Retained Jobs Policy Regarding Public Comment at Corporation Meetings Policy Respecting Uniform Criteria for the Evaluation of Projects Procurement Policy Property Disposition Policy Public Access to Records Records Retention Revolving Door Policy Shared Services Agreement Travel Policy and Discretionary Funds Policy Uniform Tax Exemption Policy Uniform Tax Policy Matrix Whistleblower Policy
Appointment of Contract Officer	Michael Ham, Chair
Appointment of Investment Officer	[ ]
Appointment of FOIL Officer	See FOIL Policy