

# UCCRC

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

**January 20, 2021 - 10:30 AM**

via Zoom - <https://us02web.zoom.us/j/81641119687> Meeting ID: 816 4111 9687

One tap mobile - +16465588656, 81641119687# US (New York)

## **AGENDA**

1. Call to Order
2. Roll Call **(page 2)**
3. Mission Statement
4. Approval of the Minutes – December 16, 2020 Regular Meeting **(page 3)**
5. Executive Session *(if necessary)*
6. Financials **(page 7)**
7. Chair's Report
8. Committee Reports
  - Audit
  - Finance
  - Governance
9. Chief Executive Officer's Report
  - Organizational Resolutions
    - Election of Chairman **(page 9)**
    - Election of Balance of Officers **(page 13)**
    - Housekeeping Resolutions **(page 17)**
10. Old Business
11. New Business
  - PPE Grants for Board Consideration **(page 21)**
12. Public Comment (Agenda Items Only)
13. 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>
James Malcolm, Chair	_____	_____
Faye Storms, Vice Chair/Assistant Treasurer	_____	_____
Diane Eynon, Treasurer	_____	_____
Michael J. Ham, Secretary	_____	_____
Orlando Reece, Assistant Secretary	_____	_____
Daniel Savona, Assistant Secretary	_____	_____
Richard O. Jones, Member	_____	_____

# UCCRC

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Ulster County Capital Resource Corporation

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## ULSTER COUNTY CAPITAL RESOURCE CORPORATION MINUTES December 16, 2020

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A regular monthly meeting of the Ulster County Capital Resource Corporation was held on Wednesday, December 16, 2020 immediately following the monthly Board meeting of the Ulster County Industrial Development Agency via Zoom.

**Roll Call:**

The following agency members were present:

James Malcolm	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Dr. Diane Eynon	Treasurer
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Member/Chief Financial Officer

The following agency members were absent with notice:

Michael J. Ham	Secretary
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Additional Attendees:

Rose Woodworth	Chief Executive Officer
A. Joseph Scott, III, Esq.	Special Counsel
Joseph Eriole, Esq.	Board Counsel

The meeting was called to order at 10:40 A.M. by Chair James Malcolm.

**Roll Call**

Roll was called, and it was noted that a quorum was present.

### **READING OF THE UCCRC MISSION STATEMENT**

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.

### **MINUTES**

**Motion:** Richard Jones, seconded by Faye Storms, moved to approve the minutes of the November 18, 2020 meeting as presented.

**Vote:** The motion was unanimously adopted (6-0).

### **FINANCIALS**

Chief Financial Officer Richard O. Jones presented the November 2020 report. \$100,000 was budgeted for PPE Grants, and the Corporation has spent \$37,149.33 so far. Cash on hand is \$606,625.28.

**Motion:** Diane Eynon, seconded by Faye Storms, made a motion to accept the November 2020 financial reports as presented.

**Vote:** The motion was unanimously adopted (6-0).

### **CHAIR'S REPORT**

Same as discussed in the Industrial Development Agency's meeting.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

The CEO thanked the Board members for their cooperation and patience during the recent Zoom meetings. She informed the Board that she has spoken to a project about a possible bond through the Corporation, and asked if it was possible to deviate from the Agenda to go into executive session for the advice of counsel.

### **EXECUTIVE SESSION**

**Motion:** Diane Eynon, seconded by Faye Storms, made a motion to go into Executive Session for the purpose of the advice of counsel on a potential project.

**Vote:** The motion was unanimously adopted (6-0).

The Board entered into Executive Session at 10:45 A.M.

**Motion:** Daniel Savona, seconded by Richard Jones, made a motion to come out of Executive Session.

**Vote:** The motion was unanimously adopted (6-0).

The Board came out of Executive Session at 10:54 A.M.

No action was taken during Executive Session.

### **COMMITTEE REPORTS**

#### **Audit Committee**

- **Fee Schedule Guidelines** – The Board reviewed the proposed changes to the policy at the last meeting but inadvertently missed voting on the changes.

**Motion:** Faye Storms, seconded by Richard Jones, made a motion to approve the changes to the Fee Schedule Guidelines as presented.

**Vote:** The motion was unanimously adopted (6-0).

#### **Finance Committee**

No report.

#### **Governance Committee**

The Committee will meet on January 13, 2021, immediately following the meeting of the Governance Committee of the Industrial Development Agency.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

The Chair wished all attendees a happy holiday season. He thanked the Board members, Counsel, and the press.

**Motion:** Daniel Savona, seconded by James Malcolm, moved to adjourn the meeting.

**Vote:** The motion was unanimously adopted (6-0).

The meeting was adjourned at 10:59 A.M.

Respectfully submitted,

Michael Ham, Secretary

**Ulster County Capital Resource Corporation**  
**Statement of Activity Budget vs. Actual**  
**December & January through December 2020**

	<u>Dec 20</u>	<u>Dec - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Charges for Services</b>					
4025 · Annual Administrative Fees	0.00	3,250.00	3,250.00	0.00	100.0%
4030 · Application Fees	0.00	0.00	0.00	0.00	0.0%
4090 · Project Admin Fees (Pass-Thru)	0.00	0.00	0.00	0.00	0.0%
<b>Total 4000 · Charges for Services</b>	<u>0.00</u>	<u>3,250.00</u>	<u>3,250.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total Income</b>	<u>0.00</u>	<u>3,250.00</u>	<u>3,250.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Expense</b>					
<b>6000 · Professional Fees</b>					
6010 · Administrative Staff Fees	2,175.00	8,350.00	9,000.00	-650.00	92.78%
6030 · Legal Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
6040 · Auditing Fees	0.00	4,000.00	4,000.00	0.00	100.0%
6050 · Website/Marketing	0.00	0.00	0.00	0.00	0.0%
6060 · Contracts for Other Services	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total 6000 · Professional Fees</b>	<u>2,175.00</u>	<u>12,350.00</u>	<u>15,000.00</u>	<u>-2,650.00</u>	<u>82.33%</u>
6100 · Project Admin Fees (Pass-Thru)	0.00	0.00	0.00	0.00	0.0%
<b>6200 · Other Expenses</b>					
6210 · Office Expense & Postage	-2.00	5.32	20.00	-14.68	26.6%
6220 · Insurance	0.00	407.19	410.00	-2.81	99.32%
6230 · Travel/Meals	0.00	0.00	50.00	-50.00	0.0%
6240 · PPE Grants	306.00	37,455.33	100,000.00	-62,544.67	37.46%
<b>Total 6200 · Other Expenses</b>	<u>304.00</u>	<u>37,867.84</u>	<u>100,480.00</u>	<u>-62,612.16</u>	<u>37.69%</u>
<b>Total Expense</b>	<u>2,479.00</u>	<u>50,217.84</u>	<u>115,480.00</u>	<u>-65,262.16</u>	<u>43.49%</u>
<b>Net Ordinary Income</b>	<u>-2,479.00</u>	<u>-46,967.84</u>	<u>-112,230.00</u>	<u>65,262.16</u>	<u>41.85%</u>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
7010 · Interest Income	141.60	4,457.59	4,450.00	7.59	100.17%
7900 · Net Asset Appropriation	0.00	0.00	107,780.00	-107,780.00	0.0%
<b>Total Other Income</b>	<u>141.60</u>	<u>4,457.59</u>	<u>112,230.00</u>	<u>-107,772.41</u>	<u>3.97%</u>
<b>Net Other Income</b>	<u>141.60</u>	<u>4,457.59</u>	<u>112,230.00</u>	<u>-107,772.41</u>	<u>3.97%</u>
<b>Net Income</b>	<u><b>-2,337.40</b></u>	<u><b>-42,510.25</b></u>	<u><b>0.00</b></u>	<u><b>-42,510.25</b></u>	<u><b>100.0%</b></u>

## Ulster County Capital Resource Corporation

## Statement of Financial Position

01/08/21

As of December 31, 2020

Accrual Basis

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash, Checking (BOGC)	5,107.50
1050 · Cash, Savings (BOGC)	399,402.71
1090 · Rhinebeck Savings CD 9000	200,527.67
<b>Total Checking/Savings</b>	<u>605,037.88</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	-750.00
<b>Total Accounts Receivable</b>	<u>-750.00</u>
<b>Total Current Assets</b>	<u>604,287.88</u>
<b>TOTAL ASSETS</b>	<b><u>604,287.88</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3000 · Unrestricted Net Assets	646,798.13
Net Income	-42,510.25
<b>Total Equity</b>	<u>604,287.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>604,287.88</u></b>



**ULSTER COUNTY CAPITAL RESOURCE CORPORATION  
2021 ELECTION OF CHAIRMAN**

A regular meeting of Ulster County Capital Resource Corporation (the “Corporation”) was convened on January 20, 2021 at 10:30 o’clock a.m., local time, in public session via video conference as authorized pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

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

PRESENT:

James Malcolm	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Diane Eynon, Ph.D.	Treasurer
Michael J. Ham	Secretary
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Chief Financial Officer/Director

Each of the members present participated in the meeting telephonically pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

ABSENT:

STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Chief Executive Officer
Joseph P. Eriole, Esq.	Local Counsel
A. Joseph Scott, III, Esq.	Special Counsel

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

Resolution No. 0121-

RESOLUTION APPROVING THE ELECTION OF THE CHAIRMAN 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 make certain appointments; and

WHEREAS, the members of the Corporation desire to elect the Chairman of the Corporation;

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 the election of the Chair described in Schedule A attached hereto.

Section 2. The Corporation hereby authorizes the Chair of the Corporation 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:

James Malcolm	VOTING	_____
Faye Storms	VOTING	_____
Diane Eynon, Ph.D.	VOTING	_____
Michael J. Ham	VOTING	_____
Orlando Reece	VOTING	_____
Daniel Savona	VOTING	_____
Richard O. Jones	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 20, 2021 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”), except as modified by Executive Order 202.1, as supplemented, said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Corporation present, either in-person or appearing telephonically in accordance with Executive Order 202.1, as supplemented, 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, 2021.

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

(SEAL)

SCHEDULE A

Chairman of the Corporation	James Malcolm, Chairman
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**ULSTER COUNTY CAPITAL RESOURCE CORPORATION  
2021 ELECTION OF THE OFFICERS AND APPOINTMENT  
OF COMMITTEES OF THE CORPORATION**

A regular meeting of Ulster County Capital Resource Corporation (the “Corporation”) was convened on January 20, 2021 at 10:30 o’clock a.m., local time, in public session via video conference as authorized pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

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

PRESENT:

James Malcolm	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Diane Eynon, Ph.D.	Treasurer
Michael J. Ham	Secretary
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Chief Financial Officer/Director

Each of the members present participated in the meeting telephonically pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

ABSENT:

STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Chief Executive Officer
Joseph P. Eriole, Esq.	Local Counsel
A. Joseph Scott, III, Esq.	Special Counsel

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

Resolution No. 0121-

**RESOLUTION APPROVING THE ELECTION OF OFFICERS AND APPOINTMENT  
OF COMMITTEES 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 make certain appointments; and

WHEREAS, the members of the Corporation desire to elect the officers of the Corporation;

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 the election of the officers and the appointment of the Committees described in Schedule A attached hereto.

Section 2. The Corporation hereby authorizes the Chair of the Corporation 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:

James Malcolm	VOTING	_____
Faye Storms	VOTING	_____
Diane Eynon, Ph.D.	VOTING	_____
Michael J. Ham	VOTING	_____
Orlando Reece	VOTING	_____
Daniel Savona	VOTING	_____
Richard O. Jones	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 20, 2021 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”), except as modified by Executive Order 202.1, as supplemented, said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Corporation present, either in-person or appearing telephonically in accordance with Executive Order 202.1, as supplemented, 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, 2021.

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

(SEAL)

SCHEDULE A

<p>Officers of the Corporation</p>	<p>Diane Eynon, Vice Chair  Michael J. Ham, Secretary  Orlando Reece, Assistant Secretary  Daniel Savona, Assistant Secretary  Diane Eynon, Treasurer  Faye Storms, Assistant Treasurer</p>
<p>Governance Committee Members</p>	<p>Michael J. Ham, Chairman  Diane Eynon  Richard O. Jones</p>
<p>Audit Committee Members</p>	<p>Diane Eynon, Chairman  Michael J. Ham  Faye Storms</p>
<p>Finance Committee Members</p>	<p>Faye Storms, Chairman  Diane Eynon  Michael J. Ham  Richard O. Jones  James Malcolm  Orlando Reece  Daniel Savona</p>



**ULSTER COUNTY CAPITAL RESOURCE CORPORATION  
ANNUAL HOUSEKEEPING RESOLUTION 2021**

A regular meeting of Ulster County Capital Resource Corporation (the “Corporation”) was convened on January 20, 2021 at 10:30 o’clock a.m., local time, in public session via video conference as authorized pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

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

PRESENT:

James Malcolm	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Diane Eynon, Ph.D.	Treasurer
Michael J. Ham	Secretary
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Chief Financial Officer/Director

Each of the members present participated in the meeting telephonically pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

ABSENT:

STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Chief Executive Officer
Joseph P. Eriole, Esq.	Local Counsel
A. Joseph Scott, III, Esq.	Special Counsel

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

Resolution No. 0121-

**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:

James Malcolm	VOTING	_____
Faye Storms	VOTING	_____
Diane Eynon, Ph.D.	VOTING	_____
Michael J. Ham	VOTING	_____
Orlando Reece	VOTING	_____
Daniel Savona	VOTING	_____
Richard O. Jones	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 20, 2021 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”), except as modified by Executive Order 202.1, as supplemented, said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Corporation present, either in-person or appearing telephonically in accordance with Executive Order 202.1, as supplemented, 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, 2021.

\_\_\_\_\_  
(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 Chief Executive Officer	James Malcolm
Appointment of Chief Financial Officer to the Corporation	Richard O. Jones
Staff of the Corporation	Christopher J. O'Connor, CPA, P.C. Attention: Rose Woodworth
Appointment of Accounting Firm of the Corporation	UHY LLP
Appointment of Agency 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/Rhinebeck Bank
Approval and Confirmation of Corporation Policies	Mission Statement Audit Committee Charter Code of Ethics Compensation Policy Defense and Indemnification Policy Enforcement of Agency Projects Policy Fee Schedule Policy Finance Committee Charter Governance Committee Charter Housing Policy Investment and Deposit Policy No Extension of Credit Policy Organizational Chart PILOT Points Calculator Policy for Retained Jobs Procurement Policy Property Disposition Policy Travel Policy and Discretionary Funds Policy Uniform Tax Exemption Policy Uniform Tax Policy Matrix Whistleblower Policy
Appointment of Contract Officer	Rose Woodworth, CEO
Appointment of Investment Officer	Richard O. Jones
Appointment of FOIL Officer	Hodgson Russ LLP

# Ulster County Capital Resource Corporation

## Completed PPE Grant Applications for Board Consideration on January 20, 2021

Business Name	City	NAICS Definition	Compliant Project	Years in UC	Max Allowed	Ownership	Entity Type	FTE calc	Date/Time Finalized
Center for Spectrum Services	Kingston	Elementary and Secondary Schools	Yes	45	\$ 5,000.00	n/a	NPO	159.49	1/14/21 4:20 PM
					<u>\$ 5,000.00</u>				

Funds Available Before 1/20/21 Approvals

\$62,850.67