

DATED: JANUARY 8, 2020

# UCIDA

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Ulster County Industrial Development Agency  
P. O. Box 4265, Kingston, NY 12402-4265

**January 8, 2020 - 9:00 AM**  
SUNY Ulster – 94 Marys Avenue, Kingston, NY

## **AGENDA**

1. Call to Order
2. Roll Call **(page 2)**
3. Mission Statement
4. Approval of the Minutes of the December 11, 2019 Regular Meeting **(page 3)**
5. Executive Session (estimated to be at least 45 minutes)
6. Financials **(page 11)**
7. Chairman's Report
8. Executive Director's Report
9. Committee Reports
  - Audit
  - Finance
  - Governance
10. Old Business
  - Annual Administrative Fees for Projects **(page 13)**
  - Status of Pending Projects **(page 23)**
11. New Business
  - Organizational Resolutions
    - Election of Chairman **(page 24)**
    - Election of Balance of Officers **(page 28)**
    - Housekeeping Resolutions **(page 32)**
12. Public Comment (Agenda Items Only)
13. Adjournment

**REMINDER: The audio for this meeting is  
being recorded and put up on our website:  
Please turn off your cell phones and  
remember to speak clearly.**

The next meeting of the Ulster County Industrial Development Agency is scheduled for  
9:00 a.m., February 12, 2020.

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

# Item 2.

## Roll Call

	<u>Present</u>	<u>Absent</u>
Randall Leverette, Chairman	_____	_____
Faye Storms, Vice Chair/Assistant Treasurer	_____	_____
Richard O. Jones, Treasurer	_____	_____
Michael J. Ham, Secretary	_____	_____
Paul Andreassen, Assistant Secretary	_____	_____
James Malcolm, Member	_____	_____
Daniel Savona, Member	_____	_____

# UCIDA

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Ulster County Industrial Development Agency

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## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY MINUTES DECEMBER 11, 2019

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A regular monthly meeting of the Ulster County Industrial Development Agency was held on Wednesday, December 11, 2019, at 9:00 A.M. at SUNY Ulster, 94 Marys Avenue, Room 101, Kingston, NY.

**Roll Call:**

The following agency members were present:

Randall Leverette	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Richard O. Jones	Treasurer/Assistant Secretary
Michael Ham	Secretary
Paul Andreassen	Assistant Secretary

The following agency members were absent (with notice):

James Malcolm	Member
Daniel Savona	Member

UCIDA Attorneys and Bond Counsel:

A. Joseph Scott, III, Esq.	Agency Counsel
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Additional Attendees:

Rose Woodworth	Agency Staff
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The meeting was called to order at 9:05 A.M. by Chair Randall Leverette.

Rose Woodworth read the roll and noted that a quorum was present.

**READING OF THE UCIDA MISSION STATEMENT**

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

### MINUTES

**Motion:** Richard Jones, seconded by Paul Andreassen, moved to approve the minutes of the October 30, 2019 meeting. A copy of said minutes is on file.

**Vote:** The motion was unanimously adopted (5-0).

### EXECUTIVE SESSION

**Motion:** Richard Jones, seconded by Michael Ham, made a motion to go into Executive Session for the advice of Counsel.

**Vote:** The motion was unanimously adopted (5-0).

The Board entered into Executive Session at 9:08 A.M.

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

**Vote:** The motion was unanimously adopted (5-0).

The Board came out of Executive Session at 9:33 A.M.

No action was taken during the Executive Session.

### FINANCIALS

Treasurer Richard Jones presented the financial report. A copy of the report of the Treasurer is on file. For the IDA, the current escrow balance of \$11,575 represents money paid by Inness NY, LLC at closing which will be used to pay a newly appointed firm to monitor use of local construction labor to ensure compliance with the Agency's policy. Mr. Jones informed the Board that the six-month CDs for both the IDA and CRC have matured. As of now, the money will not be re-invested into a CD because the rate of one percent is similar to the existing MMA where the funds will be held. Other than the CD maturing, there are no changes for the CRC financials.

Mr. Jones discussed the Statement of Financial Activity, Budget vs. Actual. The Project Closing Fees of \$199,530 are primarily from Inness NY, LLC's closing fee of approximately \$174,000. The two largest expenses for the year were Administrative Staff Fees and Legal Fees. The money from the Keiffer Lane settlement can be found under Other Income. The negative income under Project Admin Fees represents a refund to Inness NY, LLC which was issued at closing for prepaid fees.

**Motion:** Paul Andreassen, seconded by Faye Storms, moved to accept the monthly financial report, as presented.

**Vote:** The motion was unanimously adopted (5-0).

### **CHAIR'S REPORT**

Chair Leverette presented his Chair's Report. As part of his report, the Chair reported on the following:

- A. Brooklyn Bottling of Milton New York, Inc. – The Chair reported that the Project is expected to close within a week.
- B. Inness NY, LLC – The Chair reported that the Project closed, and the Agency has received all fees.
- C. Loewke Brill – The Chair reported that the agreement was finalized for all projects going forward. There will now be a provision for construction monitoring, workers compensation, etc. as required by Agency policy.
- D. Live-Streaming – The Chair reported that live-streaming is supposed to begin next year, and the Agency is continuing to research live-streaming options. Network accessibility poses the biggest issue. The Chair reported that he has also inquired as to whether there is a requirement for closed captions, as the law did not specify. The Chair plans to have proposals from media firms to present at the January Board meeting.
- E. Email and Website – The Chair reported that there was an issue with the email server and Agency website. The website is now functional, but the email problem persists. The Agency will need to purchase Outlook for about \$80 as a short-term solution and possibly consider switching to a larger firm to host the email and website as a long-term solution.
- F. New York Economic Counsel Dues – The Chair reported that the Agency has re-upped their dues but have not paid yet. Executive Director Rose Woodworth will attend the conference in January.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Rose Woodworth presented her Executive Director's Report. As part of her report, she reported on the following:

- A. Website – The Executive Director reported that staff has been working to overhaul the Agency's website to make information easier to find and to ensure compliance with the ABO requirements.
- B. CDs – The Executive Director reported that the CD with Bank of Greene County had matured as the Treasurer previously mentioned. The Executive Director has been having some issues with the Bank of Greene County: For example, the interest for the CDs for the IDA did not accrue at first, and the issue had to be pointed out to the bank. Also, the Agency was not notified that the six-month CD would mature in November as the online banking website said it would mature in December. The Executive Director spoke with a Vice-President at M&T Bank because of their proximity to the Agency's office. M&T Bank can offer a money market account with 1.2% interest,

vs. 0.8% interest at the Bank of Greene County. The CD rates at 1%, 1.15% & 1.3% for 6, 12, and 15-month CDs, respectively are much lower than what the Agency was previously able to lock in. The current interest of 0.8% for the checking account at Bank of Greene County would remain the same at M&T Bank. The Executive Director recommends switching to M&T Bank because of the higher rate offered for the money market account as well as the proximity to the office to cut down on travel time when making deposits.

**Motion:** Randall Leverette, seconded by Faye Storms, moved to authorize administrative staff to move the Agency's bank accounts from Bank of Greene County to M&T Bank.

**Vote:** The motion was unanimously adopted (5-0).

- C. Administrative Staff Office – The Executive Director reported that the office is now located at 130 North Front Street (just across the parking lot from the old office).
- D. Meeting Materials – The Executive Director issued a reminder that all meeting materials should go through the office and should be submitted the Monday of the week before the monthly board meeting.

### **COMMITTEE REPORTS**

#### **Audit Committee**

Richard Jones, Chair of the Audit Committee, reported that he and the Executive Director have a meeting scheduled with PKHB on December 18, 2019, to discuss the paperwork needed for the upcoming audit. The Executive Director will be handling the PARIS reporting. Mr. Jones asked if the board would consider having Loewke Brill go back 7-8 projects that were covered under the existing UTEP, specifically projects that had 3 points for using local labor. This is to be further discussed in the next governance meeting and presented to the full board.

#### **Finance Committee**

No report.

#### **Governance Committee**

Paul Andreassen, Chair of the Audit Committee, reported that the committee met on December 4, 2019. The Committee finalized their recommendations for the changes in the UTEP. The changes are outlined in the memo prepared by Counsel which will be further discussed under item 11, New Business.

### **OLD BUSINESS**

#### **Status of Pending Projects**

Agency Counsel reported on the status of pending projects:

- Wildberry Lodge, LLC – No change. Project is completing SEQR process. No action can be taken until the process is completed.
- Inness NY, LLC – The Project closed, and fees were paid in full.
- Brooklyn Bottling of Milton, New York, Inc. – Project is scheduled to close the week of December 16, 2019.

### **NEW BUSINESS**

#### **2020 Board of Directors Meeting Schedule**

The Board reviewed the 2020 meeting schedule, a copy of which is on file. The Board discussed possibly moving the meetings to a different day or week to help accommodate Counsel's current schedule. No changes were made.

#### **Organizational Chart**

The Board reviewed the Organizational Chart, a copy of which is on file. The chart was already presented to the Governance Committee and approved after a small change. Once approved by the Board, the chart will be posted on the Agency's website per ABO guidelines.

**Motion:** Michael Ham, seconded by Richard Jones, moved to approve the Organizational Chart as presented.

**Vote:** The motion was unanimously adopted (5-0).

#### **Revision of the Uniform Tax Exemption Policy**

The Board reviewed a memo prepared by Counsel which outlines the changes to the UTEP recommended by the Governance Committee. A copy of said memo is on file. After reviewing, Richard Jones suggested that the Board could require a certain percentage of local construction labor to be used even though no points would be awarded for an amount under 75%. He also pointed out that the point for posting the job to the County's website has been eliminated but suggested keeping it as a requirement. Mr. Jones stated the salary category has never been used by an applicant so, after careful consideration, the Governance Committee lowered the salary requirements in hopes that applicants would raise salaries to get more points, especially since "easy-to-attain" points were eliminated in other categories. Mike Ham stated that requiring a certain percentage may be difficult depending on the amount of skilled labor that is available at the time. The Governance Committee will research both of Mr. Jones' suggestions and present their recommendations to the full board.

The statute for developing the Agency's UTEP requires a public hearing with 10 day public notice in local newspapers, certified letters to be sent to about 300 local municipalities and townhalls, and a posting on the Agency's website, but the statute is silent on how to handle changes to the UTEP. In the interest of

efficiency, the Chair suggested a press release, public notice, post on the Agency's website and to allow for a 30-day public comment period via writing in lieu of a full public hearing. In the interest of transparency the Board Members decided that a public hearing was the best option. The Board wanted to be sure that no other projects can use the old UTEP, so Agency Counsel will add that any Projects that apply from this day forward will be subject to the revised UTEP.

**Motion:** Richard Jones, seconded by Paul Andreassen, moved to hold a public hearing for the changes to the Agency's UTEP.

**Vote:** The motion was adopted 4-0. Randall Leverette abstained.

Agency Counsel reviewed the Resolution Regarding Preliminary Approval to Uniform Tax Exemption Policy with the Board, a copy of which is on file. Agency Counsel will add the Grandfather Clause and make it clear that the Agency is following a public hearing process. The Executive Director asked if the Board needed to vote to authorize legal and administrative staff fees to go over budget, but it was determined that no additional vote is needed since the public hearing was authorized.

**Motion:** Paul Andreassen, seconded by Michael Ham, moved to accept the Ulster County Industrial Development Agency Resolution Regarding Preliminary Approval to Uniform Tax Exemption Policy as presented with the changes discussed by Counsel.

**Vote:** The Board voted as follows:

Randall Leverette	Yes
Faye Storms	Yes
Richard Jones	Yes
Michael Ham	Yes
Paul Andreassen	Yes
James Malcolm	Absent
Daniel Savona	Absent

### **Revision of Fee Schedule Guidelines**

The Executive Director presented changes that should be made on the Agency's existing Fee Schedule based on recent resolutions, a copy of which is on file. Ms. Woodworth asked the Board if the annual fee should be backdated to all Projects, as voted on by the Governance Committee, or if the fee only applies to new projects that have closed after the resolution was made in May 2019. The fee covers all work that's done each year, such as work for the ABO, PARIS report, annual visits, etc. The full Board voted unanimously in May 2019 to backdate the fees, but due to the lack of audio recording it is unclear if all members understood what they were voting for. Due to the absence of two members at today's Board Meeting, the Board is unsure if they should enact this policy. The Board decided to defer backdating the fee for old projects to 2021, so, for this year, the Agency will only bill the annual fee to



projects that closed after May 2019. This issue of backdating will be addressed at the January meeting when the full Board is present to discuss the resolution. The Board discussed the \$100 fee for the CPA to verify employment data. Policy documents have indicated that the Project is to pay the fee, but this was never acted upon.

**Motion:** Richard Jones, seconded by Faye Storms, moved to approve charging all Projects the \$100 CPA fee for this year.

**Vote:** The motion was unanimously adopted.

### **PUBLIC COMMENT**

**Geddy Sveikauskas** asked for confirmation that any new applicants will be subject to the revised UTEP. He also informed the Board of a study about apprenticeships in New York City showing that 90%-95% of the apprenticeships are in the construction or manufacturing fields. Since the IDA has stopped funding certain organizations, he suggested that they consider using the money to collaborate with the County and other organizations to help set up an apprenticeship program. The Board had discussed a similar idea to help advance students and improve their ability to obtain better jobs, which is part of the Agency's mission. The Board will continue to explore this suggestion as time allows.

Joseph Maloney, Legislator, stated that he enjoyed listening to the Board members have an educated debate and agrees with the changes that they are proposing to the UTEP, as well as many other decisions the Board has been making. He thanked the Board and stated that they are doing a great job. He suggested exploring the idea of separate board and bond counsel and further the discussion on deviated PILOTs being over 10 years.

Lynn Archer, Legislator, said the Board has been doing a great job. She would like to see the Agency work together with the County and the standing Economic Development, Tourism, Housing, Planning & Transit Committee of the Legislature to further economic development. She would like to have a meeting with all parties to discuss how they can move forward together while still maintaining their independence.

Hector Rodriguez, Legislator, suggested looking into Fala Technologies, Inc. to see tech and machinery combined. He thanked the Board for their work. He said that the Board has fought for their independence and should not be eager to give it up. He suggested collaboration only to further the Agency's mission.

### **ADJOURNMENT**

**Motion:** Richard Jones, seconded by Faye Storms, moved to adjourn the meeting.

**Vote:** The motion was unanimously adopted.

The meeting was adjourned at 11:31 A.M.

Respectfully submitted,

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Michael Ham, Secretary

**Ulster County Industrial Development Agency**  
**Statement of Financial Activity**  
**Budget vs. Actual**  
**December 2019 & January - December 2019**

	TOTAL				
	Dec 2019	Jan-Dec 2019	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Operating Revenues</b>					
4010 · Project Closing Fees	40,000.00	239,530.00	217,000.00	22,530.00	110.38%
4020 · Project Admin Fees (Pass-Thru)	3,764.33	4,647.86	8,000.00	-3,352.14	58.1%
4030 · Application Fees	0.00	1,000.00	3,000.00	-2,000.00	33.33%
<b>Total 4000 · Operating Revenues</b>	<u>43,764.33</u>	<u>245,177.86</u>	<u>228,000.00</u>	<u>17,177.86</u>	<u>107.53%</u>
<b>Total Income</b>	43,764.33	245,177.86	228,000.00	17,177.86	107.53%
<b>Expense</b>					
<b>6000 · Professional Fees</b>					
6010 · Administrative Staff Fees	15,230.00	51,230.00	49,000.00	2,230.00	104.55%
6020 · CFO Fees	0.00	0.00	0.00	0.00	0.0%
6030 · Legal Fees	42,907.01	87,012.26	95,000.00	-7,987.74	91.59%
6040 · Auditing Fees	0.00	8,600.00	9,000.00	-400.00	95.56%
6050 · Website & Marking	476.07	5,840.22	8,000.00	-2,159.78	73.0%
6060 · Contracts for Other Services	0.00	4,770.08	10,000.00	-5,229.92	47.7%
6000 · Professional Fees - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total 6000 · Professional Fees</b>	<u>58,613.08</u>	<u>157,452.56</u>	<u>171,000.00</u>	<u>-13,547.44</u>	<u>92.08%</u>
6100 · Project Admin Exp (Pass-Thru)	3,400.00	5,312.58	8,000.00	-2,687.42	66.41%
<b>6200 · Other Expenses</b>					
6210 · Office Expense & Postage	555.70	1,765.69	2,000.00	-234.31	88.29%
6220 · Insurance	0.00	2,298.06	2,500.00	-201.94	91.92%
6230 · Dues & Fees	0.00	858.00	750.00	108.00	114.4%
6240 · Meeting Room Rental	480.00	1,180.00	1,500.00	-320.00	78.67%
6250 · Seminars & Conferences	0.00	0.00	0.00	0.00	0.0%
6260 · Travel/Meals	337.36	337.36	600.00	-262.64	56.23%
<b>Total 6200 · Other Expenses</b>	<u>1,373.06</u>	<u>6,439.11</u>	<u>7,350.00</u>	<u>-910.89</u>	<u>87.61%</u>
<b>Total Expense</b>	<u>63,386.14</u>	<u>169,204.25</u>	<u>186,350.00</u>	<u>-17,145.75</u>	<u>90.8%</u>
<b>Net Ordinary Income</b>	-19,621.81	75,973.61	41,650.00	34,323.61	182.41%
<b>Other Income/Expense</b>					
<b>Other Income</b>					
7000 · Other Income	0.00	80,000.00	80,000.00	0.00	100.0%
7010 · Interest Income	804.46	8,215.10	8,200.00	15.10	100.18%
<b>Total Other Income</b>	<u>804.46</u>	<u>88,215.10</u>	<u>88,200.00</u>	<u>15.10</u>	<u>100.02%</u>
<b>Net Other Income</b>	804.46	88,215.10	88,200.00	15.10	100.02%
<b>Net Income</b>	<u><u>-18,817.35</u></u>	<u><u>164,188.71</u></u>	<u><u>129,850.00</u></u>	<u><u>34,338.71</u></u>	<u><u>126.45%</u></u>

## Ulster County Industrial Development Agency

## Statement of Financial Position

01/08/20

As of December 31, 2019

Accrual Basis

	<u>Dec 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Cash, Checking (BOGC)	61,327.90
1050 · Cash, Savings (BOGC)	617,538.89
1070 · CD (BOGC) 12 mo, Opened 5/10/19	126,525.18
1080 · CD (BOGC) 15 mo, Opened 5/10/19	126,649.65
<b>Total Checking/Savings</b>	<u>932,041.62</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	3,400.00
<b>Total Accounts Receivable</b>	<u>3,400.00</u>
<b>Other Current Assets</b>	
1400 · Due from UCCRC	4,576.50
<b>Total Other Current Assets</b>	<u>4,576.50</u>
<b>Total Current Assets</b>	<u>940,018.12</u>
<b>Other Assets</b>	
1300 · Prepaid Expenses	225.00
<b>Total Other Assets</b>	<u>225.00</u>
<b>TOTAL ASSETS</b>	<b><u>940,243.12</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts Payable	14,388.86
<b>Total Accounts Payable</b>	<u>14,388.86</u>
<b>Other Current Liabilities</b>	
2200 · Escrow	14,675.00
<b>Total Other Current Liabilities</b>	<u>14,675.00</u>
<b>Total Current Liabilities</b>	<u>29,063.86</u>
<b>Total Liabilities</b>	<u>29,063.86</u>
<b>Equity</b>	
3000 · Net Assets	746,990.55
Net Income	164,188.71
<b>Total Equity</b>	<u>911,179.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>940,243.12</u></b>

# UCIDA

Ulster County Industrial Development Agency

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## FEE SCHEDULE GUIDELINES

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### Section 1. APPLICABILITY

This policy shall apply to all Applicants of the Ulster County Industrial Development Agency (the "Agency").

### Section 2. APPLICATION FEES AND DEPOSIT

The Agency has established a non-refundable application fee of one thousand dollars (\$1,000.00) to cover the anticipated costs of the Agency in processing each application. Additionally, the Agency has established a deposit of one thousand dollars (~~\$1,000.00~~ 1,500) to cover the cost of background checks, ~~and public hearings,~~ and any other projected-related expenses incurred by the Agency. Any deposit balance remaining after accounting for actual cost ~~of background checks and public hearings,~~ the projected-related expenses will be refunded to the Applicants at closing. A check or money order made payable to the Agency must accompany each application.

### Section 3. BACKGROUND CHECK

The Agency has established a Background Check Policy. Applicants are responsible for the actual cost of all background checks.

### Section 4. PROJECT FEES

Unless the Agency otherwise agrees in writing, the Project Fee is required to be paid by the Applicant at/or prior to the granting of financial assistance by the Agency.

New Project	The Agency's Project Fee is 1% percent of the total Project cost for new Project applications.
Transfer of Ownership of an existing Project	The Agency's Project Fee is at minimum \$3,000 for transfer of ownership of an existing Project.

The Applicant must complete the Post-Closing Affidavit (attached) at the completion of the Project. A post-closing increase in the Project Fee will occur if the final Project cost exceeds the estimated Project cost included in the application by more than 1.5%. The balance on the increased Project Fee will be due within 60 days of submission of the Post-Closing Affidavit.

Ulster County Industrial Development Agency  
P.O. Box 4265, Kingston, NY 12402-4265  
845-~~943-4600~~ 340-3556 | [info@ulstercountyida.com](mailto:info@ulstercountyida.com)

New York State imposes an additional Bond Issuance Fee for bonds issued by the Agency. The fee is a percentage of the principal amount of the bonds and is calculated as follows:

- .168% for bonds of \$1,000,000 or less.
- .336% for bonds of \$1,000,001 up to \$5,000,000
- .504% for bonds of \$5,000,001 up to \$10,000,000
- .672% for bonds of \$10,000,001 up to \$20,000,000
- .840% for bonds more than \$20,000,000

Section 5. ADMINISTRATIVE FEES FOR POST-CLOSING MODIFICATIONS AND AMENDMENT TRANSACTIONS

The Administrative Fee for Post-Closing Modifications and Amendment Transactions shall be determined by the staff of the Agency, with review and approval of the Agency. The minimum Administrative Fee for such transactions shall be \$500.00. The Applicant will also be expected to pay all costs incurred by Agency counsel and special counsel.

Section 6. PUBLIC HEARINGS

In all Projects requiring a public hearing(s), Applicants will be responsible for court stenographer fees and any other associated fees required to hold a public hearing.

Section 7. SPECIAL MEETINGS

The Agency's fee for holding a special meeting outside of the regularly scheduled monthly meeting is \$500 plus all costs incurred per meeting.

Section 8. FOIL REQUESTS

When Freedom of Information Law (FOIL) requests are received, the Agency fee(s) associated with fulfilling the request(s) are 15¢ per scanned page and/or 25¢ per photocopy. For additional information, see New York State's Freedom of Information Law (<https://www.dos.ny.gov/coog/foil2.html>).

Section 9. RECURRING ANNUAL FEES

The Agency will collect a fee from all projects due annually on January 1, to help offset administrative costs associated with compliance as follows:

- a) \$500 annually – for Projects with Project Cost < \$2 million
- b) \$1,000 annually – for Projects with Project Cost between \$2 million and less than \$5 million
- c) \$1,500 annually – for Projects with Project Cost > \$5 million

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P.O. Box 4265, Kingston, NY 12402-4265  
845-340-3556/943-4600 | [info@ulstercountyida.com](mailto:info@ulstercountyida.com)

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Per the Agency's Enforcement of Agency Projects Policy, **all Projects** must reimburse the Agency for the cost of a certified public accountant (CPA) to verify and certify that the information reported by the Project regarding the number of full-time equivalent (FTE) jobs projected in the application for the year being reported on, the number of FJE jobs currently employed, and the total dollar payroll amount are consistent with the payroll data submitted to the State of New York in the entity's NYS-45s as well as verifying proof of workers' compensation coverage.

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#### Section 10. LATE FEES FOR THE FILING OF ANNUAL REPORTS BY PROJECTS

If Projects do not file their Annual Report with complete and accurate requested information and documents by January 31, the Agency will impose late fees as follows:

- a) Filed after January 31, but on or before February 15 - \$500
- b) Filed after February 15, but on or before February 28 - \$750
- c) Filed after February 28 - \$1,000

Adopted ~~May 9, 2018~~ December 11, 2019

Ulster County Industrial Development Agency  
P.O. Box 4265, Kingston, NY 12402-4265  
845-340-3556/943-4600 | info@ulstercountyida.com

**POST-CLOSING AFFIDAVIT**

STATE OF NEW YORK                    )  
   )ss:  
 COUNTY OF ULSTER                    )

I, the undersigned, an Authorized Officer of \_\_\_\_\_ (the "Company"), do hereby depose and state as follows:

1. Ulster County Industrial Development Agency (the "Agency") may rely on the contents of this Affidavit in determining the Project Fee of its \_\_\_\_\_ Project, consisting of: \_\_\_\_\_ (the "Project").

2. On or about \_\_\_\_\_, 20\_\_\_\_, the Company delivered an application (the "Application") to the Agency for consideration of the Project. The Application included an estimated total cost of the Project.

3. The chart below contains the breakdown of the estimated total Project cost and the final total Project cost:

			Estimated Amount per Application	Final Amount
Land and/or Building Acquisition:	acres	square feet	\$ _____	\$ _____
New Building Construction:		square feet	\$ _____	\$ _____
Building Addition(s):		square feet	\$ _____	\$ _____
Infrastructure Work:			\$ _____	\$ _____
Reconstruction/Renovation:		square feet	\$ _____	\$ _____
Manufacturing Equipment:			\$ _____	\$ _____
Non-Manufacturing Equipment (furniture, fixtures, etc.):			\$ _____	\$ _____
Soft Costs (professional services, labor, etc.):			\$ _____	\$ _____
Other (Specify):			\$ _____	\$ _____
<b>TOTAL:</b>			<b>\$ _____</b>	<b>\$ _____</b>

4. The Company is required to provide a CPA certification that the costs within the above chart are accurate. The Company will also be required to include a depreciation schedule based on the first tax return of the completed Project.

5. The total Project Fee paid to the Agency by the Company, as of the date of this Affidavit, is \$ \_\_\_\_\_.



6. The Company owes an additional \$\_\_\_\_\_ to the Agency due to the increase in the total Project Fee as a result of the increase in the total Project cost of \$\_\_\_\_\_.

**CERTIFICATION**

I certify that I have prepared the responses provided in this Questionnaire and that, to the best of my knowledge such responses are true, correct, and complete.

I understand that the foregoing information and attached documentation will be relied upon, and constitute inducement for, the Agency in providing financial assistance to the Project. I certify that I am familiar with the Project and am authorized by the Company to provide the foregoing information, and such information is true and complete to the best of my knowledge. I further agree that I will advise the Agency of any changes in such information, and will answer any further questions regarding the Project prior to the closing.

I affirm under penalty of perjury that all statements made on this application are true, accurate and complete to the best of my knowledge.

<b>Date Signed:</b> _____, 20__.	<b>Name of Person Completing the application on behalf of the Company.</b>
	Name: _____ Title: _____ Phone Number: _____ Address: _____  <b>Signature:</b> _____

IN WITNESS WHEREOF, the undersigned has set forth their hand as of the \_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
BY: \_\_\_\_\_  
Authorized Officer

Sworn to before me this \_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
MASTER RESOLUTION APPROVING  
AMENDMENTS TO AGENCY FEES - 2019**

A regular meeting of Ulster County Industrial Development Agency (the “Agency”) was convened in public session at SUNY Ulster at Kingston, located in Room 210 at 94 Marys Avenue in the City of Kingston, Ulster County, New York on Wednesday, December 11, 2019 at 9:00 a.m., local time.

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

PRESENT:

Randall Leverette	Chair
Faye Storms	Vice Chair and Assistant Treasurer
Michael Ham	Secretary
Richard Jones	Treasurer and Assistant Secretary
Paul Andreassen	Assistant Secretary
James Malcolm	Member
Daniel Savona	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Executive Director
A. Joseph Scott, III, Esq.	Agency Counsel

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

Resolution No. 1219-

**MASTER RESOLUTION APPROVING CERTAIN AMENDMENTS TO THE  
AGENCY POLICY REGARDING ADMINISTRATIVE FEES OF THE AGENCY.**

WHEREAS, Ulster 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 787 of the 1976 Laws of New York, as amended, constituting Section 923 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 approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency desire to approve certain administrative matters; 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 approve certain amendments to the Agency Policy regarding certain administrative fees; and

WHEREAS, the Agency has adopted several resolutions to address the revisions to its Administrative Fee Schedule during calendar year 2019, and the Agency would like to adopt this resolution to address and approve all the fees in a single resolution and with a single fee schedule describing such fees;

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

Section 1. The Agency hereby takes the following actions:

(A) Approves and confirms the amendments regarding the Agency's Policy for administrative fees described in Schedule A attached.

(B) The fees shall be applicable to new projects, pending projects and outstanding projects as described in Schedule A.

(C) The Executive Director is authorized to adjust the fees described in Schedule A for inflation and increases in underlying costs (e.g., stenographic transcripts) without the necessity of approval by the members of the Agency. The Executive Director will report to the members at a regular meeting on any adjustments.

(D) These amendments will take effect immediately.

Section 2. The Agency hereby authorizes the Chair, the Executive Director 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, and this Resolution hereby supersedes and replaces the resolutions adopted by the Agency in May and June of 2019 relating to Agency Administrative Fees.

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

Randall Leverette	VOTING	_____
Faye Storms	VOTING	_____
Michael J. Ham	VOTING	_____
Richard O. Jones	VOTING	_____
Paul Andreassen	VOTING	_____
James Malcolm	VOTING	_____
Daniel Savona	VOTING	_____

The resolution was thereupon declared duly adopted.

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

I, the undersigned (Assistant) Secretary of Ulster 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 December 11, 2019 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 December, 2019.

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

(SEAL)

SCHEDULE A

Fee Types	Amount	Projects Subject to the New Fee Schedule
Application Fee	\$1,000	New projects
Application Costs (steno, public hearing, etc)	\$1,000 <sup>1</sup>	New projects
Background Check	\$500 <sup>1</sup>	New projects
Administrative Fee	1% of Project Cost (or Bond principal amount, if applicable)	New projects
Agency Attorney Fees	Payable by project applicant	All Projects
Annual Fee (January 1 each year)	\$500 annually- for Projects with Project Cost < \$2 million  \$1,000 annually – for Projects with Project Cost between \$2 million and less than \$5 million  \$1,500 annually – for Projects with Project Cost > \$5 million	New projects
Annual Accounting Fee re job level review	\$100 <sup>1</sup> annually	All projects
Late Fees re Annual Reports	\$500 - filed after January 31, but on or before February 15  \$1,000 - filed after February 15, but on or before February 28  \$1,500 - filed after February 28	All projects
Construction Monitoring Fees	Amount to be determined based on estimated Construction Period	New projects

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<sup>1</sup> Estimated, actual amount to be determined for each project, based on vendor, publication and other actual costs.

## Pending Transaction List

	<u>Deal Name</u>	<u>Agency Action</u>	<u>Status</u>
1.	Wildberry Lodge LLC	Public hearing resolution – 5.9.2018	Project applicant is completing SEQR process. UCIDA cannot take any action until SEQR process is complete.
2.	Brooklyn Bottling Project	Public hearing resolution - July 10, 2019  Approving Resolution – October 30, 2019	Project closed 12.31.19. All fees (including Construction Monitoring Consultant) paid.

**ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
2020 ELECTION OF CHAIRMAN**

A regular meeting of Ulster County Industrial Development Agency (the “Agency”) was convened in public session in Room 101 of SUNY Ulster at Kingston located at 94 Marys Avenue in the City of Kingston, Ulster County, New York on January 8, 2020 at 9:00 a.m., local time.

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

PRESENT:

Randall Leverette	Chairman
Richard O. Jones	Treasurer and Assistant Secretary
Michael J. Ham	Secretary
Paul Andreassen	Assistant Secretary
James Malcolm	Member

ABSENT:

Faye Storms	Vice Chair and Assistant Treasurer
Daniel Savona	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Executive Director
A. Joseph Scott, III, Esq.	Agency Counsel

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

Resolution No. 0120-

**RESOLUTION APPROVING THE ELECTION OF THE CHAIRMAN OF THE AGENCY.**

WHEREAS, Ulster 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 787 of the 1976 Laws of New York, as amended, constituting Section 923 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

WHEREAS, under Section 856 of the Act, the members of the Agency desire to elect the Chairman of the Agency; and

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

Section 1. The Agency hereby takes the following actions:

(A) Approves the election of the Chairman described in Schedule A attached hereto.

Section 2. The Agency hereby authorizes the Chairman 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:

Randall Leverette	VOTING	_____
Faye Storms	VOTING	_____
Richard O. Jones	VOTING	_____
Michael J. Ham	VOTING	_____
Paul Andreassen	VOTING	_____
James Malcolm	VOTING	_____
Daniel Savona	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 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 8, 2020 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 8<sup>th</sup> day of January, 2020.

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

(SEAL)

SCHEDULE A

Chairman of the Agency	Randall Leverette, Chairman
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DRAFT

**ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
2020 ELECTION OF THE OFFICERS AND APPOINTMENT OF  
COMMITTEES OF THE AGENCY**

A regular meeting of Ulster County Industrial Development Agency (the “Agency”) was convened in public session in Room 101 of SUNY Ulster at Kingston located at 94 Marys Avenue in the City of Kingston, Ulster County, New York on January 8, 2020 at 9:00 a.m., local time.

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

PRESENT:

Randall Leverette	Chairman
Richard O. Jones	Treasurer and Assistant Secretary
Michael J. Ham	Secretary
Paul Andreassen	Assistant Secretary
James Malcolm	Member

ABSENT:

Faye Storms	Vice Chair and Assistant Treasurer
Daniel Savona	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Executive Director
A. Joseph Scott, III, Esq.	Agency Counsel

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

Resolution No. 0120-

**RESOLUTION APPROVING THE ELECTION OF OFFICERS AND APPOINTMENT  
OF COMMITTEES OF THE AGENCY.**

WHEREAS, Ulster 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 787 of the 1976 Laws of New York, as amended, constituting Section 923 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

WHEREAS, under Section 856 of the Act, the members of the Agency desire to elect the officers of the Agency; and

WHEREAS, the members of the Agency desire to make certain appointments;

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

Section 1. The Agency 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 Agency hereby authorizes the Chairman 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:

Randall Leverette	VOTING	_____
Faye Storms	VOTING	_____
Richard O. Jones	VOTING	_____
Michael J. Ham	VOTING	_____
Paul Andreassen	VOTING	_____
James Malcolm	VOTING	_____
Daniel Savona	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 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 8, 2020 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 8<sup>th</sup> day of January, 2020.

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

(SEAL)

SCHEDULE A

<p>Officers of the Agency</p>	<p>Faye Storms, Vice Chair</p> <p>Michael J. Ham, Secretary</p> <p>Paul Andreassen, Assistant Secretary</p> <p>James Malcolm, Assistant Secretary</p> <p>Richard O. Jones, Treasurer</p> <p>Faye Storms, Assistant Treasurer</p>
<p>Governance Committee Members</p>	<p>Paul Andreassen, Chairman</p> <p>Michael J. Ham</p> <p>Richard O. Jones</p> <p>Randall Leverette</p> <p>Daniel Savona</p>
<p>Audit Committee Members</p>	<p>Richard O. Jones, Chairman</p> <p>James Malcolm</p> <p>Faye Storms</p>
<p>Finance Committee Members</p>	<p>Randall Leverette, Chairman</p> <p>Paul Andreassen</p> <p>Michael J. Ham</p> <p>Richard O. Jones</p> <p>James Malcolm</p> <p>Daniel Savona</p> <p>Faye Storms</p>

**ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
ANNUAL HOUSEKEEPING RESOLUTION 2020**

A regular meeting of Ulster County Industrial Development Agency (the “Agency”) was convened in public session in Room 101 of SUNY Ulster at Kingston located at 94 Marys Avenue in the City of Kingston, Ulster County, New York on January 8, 2020 at 9:00 a.m., local time.

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

PRESENT:

Randall Leverette	Chairman
Richard O. Jones	Treasurer and Assistant Secretary
Michael J. Ham	Secretary
Paul Andreassen	Assistant Secretary
James Malcolm	Member

ABSENT:

Faye Storms	Vice Chair and Assistant Treasurer
Daniel Savona	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Executive Director
A. Joseph Scott, III, Esq.	Agency Counsel

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

Resolution No. 0120-

**RESOLUTION APPROVING CERTAIN ADMINISTRATIVE MATTERS OF THE AGENCY.**

WHEREAS, Ulster 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 787 of the 1976 Laws of New York, as amended, constituting Section 923 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 approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency desire to approve certain administrative matters; 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 approve certain administrative matters;

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

Section 1. The Agency hereby takes the following actions:

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

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

Section 2. The Agency hereby authorizes the Chairman 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:

Randall Leverette	VOTING	_____
Faye Storms	VOTING	_____
Richard O. Jones	VOTING	_____
Michael J. Ham	VOTING	_____
Paul Andreassen	VOTING	_____
James Malcolm	VOTING	_____
Daniel Savona	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 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 8, 2020 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 8<sup>th</sup> day of January, 2020.

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

(SEAL)

SCHEDULE A

Confirmation of Regular Agency Meeting Schedule	9:00 a.m. the second Wednesday of each month
Appointment of Chief Executive Officer	Randall Leverette, Chairman
Appointment of Chief Financial Officer to the Agency	[open]
Staff of the Agency	Christopher J. O'Connor, CPA, P.C.
Appointment of Accounting Firm of the Agency	Pattison, Koskey, Howe & Bucci CPAs PC
Appointment of Agency Counsel	Hodgson Russ LLP
Appointment of Bond Counsel to the Agency	Hodgson Russ LLP
Appointment of Bank of the Agency and Accounts	Bank of Greene County
Approval and Confirmation of Agency Policies	<p>Mission Statement &amp; Performance Measurements</p> <p>Audio Policy</p> <p>Audit Committee Charter</p> <p>Background Check Policy</p> <p>Code of Ethics</p> <p>Compensation Policy</p> <p>Defense and Indemnification Policy</p> <p>Enforcement of Agency Projects Policy</p> <p>Fee Schedule Policy</p> <p>Finance Committee Charter</p> <p>Governance Committee Charter</p> <p>Housing Projects Policy</p> <p>Investment and Deposit Policy</p> <p>Local Construction Labor Policy</p> <p>No Extension of Credit Policy</p> <p>Organizational Chart</p> <p>PILOT Points Calculator</p> <p>Policy Respecting Uniform Criteria for the Evaluation of Projects</p> <p>Procurement Policy</p> <p>Property Disposition Policy</p> <p>Travel Policy and Discretionary Funds Policy</p> <p>Uniform Tax Exemption Policy</p> <p>Uniform Tax Policy Matrix</p> <p>Whistleblower Policy</p>
Appointment of Contract Officer	Randall Leverette, Chairman
Appointment of Investment Officer	Randall Leverette, Chairman
Appointment of FOIL Officer	Hodgson Russ LLP