

WILLIAM M. CLAY
CHAIRMAN
ANTON DRESLIN
TRAVON T. JACKSON
MARLENE MCTIGUE
PAUL NYLIN
MICHAEL PAPARIAN
DOUGLAS ROETHER



ALBANY COUNTY
INDUSTRIAL DEVELOPMENT AGENCY

COUNTY OFFICE BUILDING
111 WASHINGTON AVE
SUITE 100
ALBANY, NEW YORK 12207-2021
(518) 447-7707

AGENDA

Meeting: Wednesday October 4th, 2023

5:30 P.M.

1. Roll Call.
2. Reading and approval of the minutes of previous meeting.
3. Public Comment.
4. Chair Report.
5. Reports of Committee.
 - a. Finance Committee
 - i. Financial Report – Amy Thompson
 - ii. Resolution regarding Approval of the 2024 Paris Budget- Amy Thompson
 - iii. Banking RFP'S (Request for Proposals) Discussion- Amy Thompson
6. Unfinished Business.
7. New Business
8. Executive Session
9. Adjournment

**ALBANY COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING MINUTES
June 21, 2023**

The monthly Board Member meeting of the Albany County Industrial Development Agency was held on Wednesday, June 21, 2023 at 5:30 o'clock p.m. or immediately following the Albany County Capital Resource Corporation meeting.

Attending

Hon. William Clay, Chairman; Michael Paparian, Treasurer; Anton Dreslin, Asst. Secretary; Paul Nylin, Member.

Also Present

Kevin O'Connor, Chief Executive Officer; Amy Thompson, Chief Financial Officer; Rosemary McHugh, Economic Development Coordinator, Albany County Alliance; William F. Murphy Jr.; Allen F. Maikels, C.P.A.; A. Joseph Scott, III, Esq., Agency and Bond Counsel; and Shannon E. Wagner, Esq., Agency and Bond Counsel.

Excused

Marlene McTigue, Member; Travon Jackson, Member; Douglas Roether, Member.

Call to Order

The meeting of the ACIDA was called to order by Chairman Clay at 5:55pm.

Roll Call

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

Executive Session

Chairman Clay asked for a Motion to go into Executive Session at 5:57 p.m.

Motion by Michael Paparian, and Seconded by Anton Dreslin to go into Executive Session at 5:57 p.m. to discuss personnel matters.

Vote: Motion was adopted (4-0)

Kevin O'Connor respectfully asked the Chairman Clay and the Board members if he could participate in Executive Session to explain the Managing agreement.

The Board came out of Executive Session at 6:35 p.m.

No action was taken during Executive Session.

Public Comments:

None

Approval of the Minutes.

Chairman Clay asked for a Motion to approve the minutes of March 22, 2023, monthly meeting as presented.

Motion by Michael Paparian, and Seconded by Anton Dreslin.

Vote: Motion was adopted (4-0)

Chair Report

None

Finance

Al Maikels, C.P.A. presented the financial report for May 2023. Michael Paparian discussed banking deposits and the renewal of the matured CD's.

Chairman Clay asked for a Motion to approve the Financials.

Motion by Anton Dreslin and Seconded by Paul Nylin.

Vote: Motion Adopted (4-0)

Unfinished Business

None

New Business

1. Housekeeping Resolution

Chairman Clay asked for a Motion to adopt the Housekeeping Resolution making certain administrative appointments and other matters.

Motion by Anton Dreslin and Seconded by Paul Nylin.

Vote: Resolution was adopted (4-0), subject to the appointment of various Committee Members.

2. Resolution Approving Amendments to Agency Policy Manual

Chairman Clay asked for a Motion to adopt the Resolution regarding Amendments to the Agency Policy Manual.

Motion by Paul Nylin and Seconded by Anton Dreslin.

Vote: Resolution was adopted (4-0).

3. Resolution approving Administrative Contract with the Advance Albany County Alliance

Chairman Clay asked for a Motion to adopt the Resolution regarding an Administrative Contract with the Alliance.

Motion Michael Papanian and Seconded by Anton Dreslin.

Vote: Motion was adopted (4-0), subject to negotiations between Chairman Clay, the Alliance and Agency Counsel to finalize the fee for the Administrative Services.

Adjournment

Chairman Clay asked for a Motion to adjourn the Meeting.

Motion by Paul Nylin and Seconded Anton Dreslin.

Vote: Motion was adopted (4-0)

Meeting adjourned @ 6:53 p.m.

Albany County Industrial Development Agency
Statement of Financial Position
As of July 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
201-50 Trustco CD 4466 3.9% 5/16/24	825,536.94
202-50 Trustco CD 4433.10% 8/11/23	119,150.39
204-00 REG CHECKING TRUSTCO	2,525,988.45
205-50 Trustco CD 1135 3.9% 8/14/23	1,012,651.50
205-60 Trustco CD 1139 3.9% 9/14/23	1,012,651.50
205-70 Trustco CD 1143 3.9% 11/14/23	506,325.75
Total Bank Accounts	\$ 6,002,304.53
Other Current Assets	
480-00 PREPAID EXPENSES	1,958.14
Total Other Current Assets	\$ 1,958.14
Total Current Assets	\$ 6,004,262.67
Fixed Assets	
104-00 Office Furniture & Equipment	10,118.37
105-00 Accumulated Depreciation	-10,118.37
Total Fixed Assets	\$ 0.00
TOTAL ASSETS	\$ 6,004,262.67
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
601-00 ACCRUED LIABILITIES	22,222.22
Total Other Current Liabilities	\$ 22,222.22
Total Current Liabilities	\$ 22,222.22
Total Liabilities	\$ 22,222.22
Equity	
909-00 Retained Earnings	6,035,272.23
Net Revenue	-53,231.78
Total Equity	\$ 5,982,040.45
TOTAL LIABILITIES AND EQUITY	\$ 6,004,262.67

Albany County Industrial Development Agency
Statement of Activity
 January - July 2023

		Total
Revenue		
2116-00 FEES		7,500.00
2401-00 INTEREST AND EARNINGS		32,286.44
Total Revenue	\$	39,786.44
Gross Profit	\$	39,786.44
Expenditures		
6461-00 PERSONNEL SERVICES		40,713.99
6466-01 DUES & SUBSCRIPTIONS		11,520.00
6467-00 LEGAL & PROFESSIONAL FEES		7,500.00
6468-00 EMPLOYEE BENEFITS		10,751.01
6469-01 PROFESSIONAL DEVELOPMENT		295.00
6470-00 BANK CHARGES		16.00
6471-11 AACA MGMT FEE		22,222.22
Total Expenditures	\$	93,018.22
Net Operating Revenue	-\$	53,231.78
Net Revenue	-\$	53,231.78

Monday, Aug 21, 2023 12:27:46 PM GMT-7 - Accrual Basis

**ALBANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY
RESOLUTION APPROVING CONTRACT WITH
ADVANCE ALBANY COUNTY ALLIANCE - 2023**

A regular meeting of the Albany County Industrial Development Agency (the "Agency") was convened in public session at the offices of the Agency located in Room 740 of 112 State Street in the City of Albany, Albany County, New York on June 21, 2023 at 5:30 o'clock p.m., local time.

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

PRESENT:

Hon. William M. Clay	Chairman
Michael Paparian	Treasurer/Member
Anton Dreslin	Assistant Secretary/Member
Paul Nylin	Member

ABSENT:

Marlene McTigue	Secretary/Member
Travon T. Jackson	Member
Douglas Roether	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Kevin O'Connor	Chief Executive Officer
Amy Thompson	Chief Financial Officer
Rosemary McHugh	Economic Development Coordinator
A. Joseph Scott, III, Esq.	Counsel

The following resolution was offered by Michael Paparian, seconded by Anton Dreslin, to wit:

Resolution No. 0623-_____

**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A
CONTRACT WITH ADVANCE ALBANY COUNTY ALLIANCE TO PROVIDE
PROFESSIONAL AND ADMINISTRATIVE SERVICES FOR THE AGENCY.**

WHEREAS, Albany County 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 178 of the 1975 Laws of New York, as amended, constituting Section 903-b 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, the members of the Agency desire to enter into a contract with the Advance Albany County Alliance Local Development Corporation (“AACCA”) to provide certain professional and administrative services for the Agency; and

WHEREAS, pursuant to the authorization contained in a resolution adopted by the members of the Agency on March 22, 2023 (the “Preliminary Resolution”), the members of the Agency authorized the Chairman with the assistance of Agency Special Counsel, to review and finalize a contract for execution by the Agency and AACCA for the provision of professional and administrative services (the “Professional Services Contract”); and

WHEREAS, pursuant to the Preliminary Resolution, Agency Special Counsel has reviewed and finalized the Professional Services Contract for consideration by the Chairman and the members of the Agency; and

WHEREAS, the Agency has reviewed the Professional Services Contract and the proposed terms thereof, which such Professional Services Contract has been presented to the members of the Agency for review and consideration, in connection with the Procurement Policy of the Agency (the “Policy”); and

WHEREAS, pursuant to Section 505(A) of the Policy, the Agency is authorized, in the sole discretion of the members of the Agency, to forego the requirements of Section 504 of the Policy with respect to the solicitation of alternative proposals, when the solicitation of alternative proposals or quotations will not be in the best interest of the Agency due to (a) the special or technical skill, training or expertise required to provide the services, and (b) the accountability, reliability, responsibility, skill, conflict of interests, reputation, education and training, judgement, integrity, continuity of service and moral worth of selected firm; and

WHEREAS, the Agency desires to make special findings determining that the solicitation of alternative proposals or quotations related to the Professional Services Contract is not in the best interest of the Agency; and

WHEREAS, subject to the special findings outlined in this resolution, the Agency desires to authorize the Chairman of the Agency to execute and deliver the Professional Services Contract on behalf of the Agency; and

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

Section 1. The Agency hereby finds and determines that the execution and delivery of the Professional Services Contract requires special and technical skill, training or expertise, pursuant to Section 505(A) of the Policy, based on the following factors:

- (A) Provision of the services by AACCA under the Professional Services Contract requires special skills and expertise that is possessed by AACCA;

- (B) Provision of the services by AACA will improve the level of coordination among the Albany County Legislature, the office of the County Executive, and the Agency; and
- (C) Provision of the services by AACA will result in increased and improved coordination of economic development efforts in Albany County, and contracting with AACA for such professional services is critical to advancing such efforts.

Section 2. Based on the determinations made in Section 1 hereof, the Agency hereby further finds and determines that the solicitation of alternative proposals or equipment for the Professional Services Contract will not be in the best interest of the Agency, and therefore takes the following actions:

- (A) Approves and confirms the selection of AACA for provision of the Professional Services Contract for the Agency; and
- (B) Authorizes and directs the Chairman, with the assistance of Agency Special Counsel, to execute and deliver the Professional Services Contract by and between the Agency and AACA for the provision of professional and administrative services.

Section 3. All action taken by the Chairman, Agency Special Counsel, or Staff of the Agency with respect to the Professional Services Contract is hereby ratified and confirmed.

Section 4. The Chairman of the Agency is hereby authorized to execute and deliver the Professional Services Contract, and, where appropriate, the Secretary of the Agency is hereby authorized to affix the seal of the Agency thereto and to attest the same, all in substantially the form thereof presented to the members of the Agency, with such changes, variations, omissions and insertions as the Chairman shall approve, the execution thereof by the Chairman to constitute conclusive evidence of such approval.

Section 5. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required or provided for by the provisions of the Professional Services Contract, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution and to cause compliance by the Agency with all of the terms, covenants and provisions of the Professional Services Contract binding upon the Agency.

Section 6. 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:

Hon. William M. Clay	VOTING	YES
Michael Paparian	VOTING	YES
Marlene McTigue	VOTING	ABSENT
Anton Dreslin	VOTING	YES
Travon T. Jackson	VOTING	ABSENT
Douglas Roether	VOTING	ABSENT
Paul Nylin	VOTING	YES

The resolution was thereupon declared duly adopted.

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

I, the undersigned (Assistant) Secretary of the Albany County Industrial Development Agency (the "Agency"), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on June 21, 2023 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of 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 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 duly 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 June, 2023.



(Assistant) Secretary

(SEAL)

**ALBANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY
RESOLUTION APPROVING AMENDMENTS TO POLICY MANUAL**

A regular meeting of Albany County Industrial Development Agency (the "Agency") was convened in public session in Room 740 at 112 State Street in the City of Albany, Albany County, New York on June 21, 2023 at 5:30 o'clock p.m., local time.

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

PRESENT:

Hon. William M. Clay	Chairman
Michael Paparian	Treasurer
Anton Dreslin	Assistant Secretary
Paul Nylin	Member

ABSENT:

Marlene McTigue	Secretary
Travon T. Jackson	Member
Douglas Roether	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Kevin O'Connor	Chief Executive Officer
Amy Thompson	Chief Financial Officer
Rosemary McHugh	Economic Development Coordinator
A. Joseph Scott, III, Esq.	Counsel

The following resolution was offered by Paul Nylin, seconded by Anton Dreslin, to wit:

Resolution No. 0623-_____

**RESOLUTION APPROVING AMENDMENTS TO THE POLICY MANUAL OF THE
ALBANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY.**

WHEREAS, Albany 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 178 of the 1975 Laws of New York, as amended, constituting Section 903-b 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, the Agency has previously adopted various administrative policies (the “Agency Policy Manual”); and

WHEREAS, the members of the Agency desire to approve certain amendments to the Agency Policy Manual;

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

Section 1. The Agency hereby takes the following actions:

(A) Approves and confirms the amendments to the Agency Policy Manual, as shown in Schedule A attached, and as further described in the memorandum attached hereto as Schedule B.

Section 2. The Agency hereby authorizes the Chairman, Chief Executive Officer and Agency Special Counsel to take all steps necessary to implement the matters described in Section 1.

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:

Hon. William M. Clay	VOTING	<u>YES</u>
Michael Paparian	VOTING	<u>YES</u>
Marlene McTigue	VOTING	<u>ABSENT</u>
Anton Dreslin	VOTING	<u>YES</u>
Travon T. Jackson	VOTING	<u>ABSENT</u>
Douglas Roether	VOTING	<u>ABSENT</u>
Paul Nylin	VOTING	<u>YES</u>

The resolution was thereupon declared duly adopted.


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

I, the undersigned (Assistant) Secretary of Albany County Industrial Development Agency (the "Agency"), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on June 21, 2023 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of 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 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") 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 Agency present.

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 June, 2023.



(Assistant) Secretary

(SEAL)

**ALBANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY
ANNUAL HOUSEKEEPING RESOLUTION 2023**

A regular meeting of Albany County Industrial Development Agency (the “Agency”) was convened in public session at the offices of the Agency located in Room 740 at 112 State Street in the City of Albany, Albany County, New York on June 21, 2023 at 5:30 o’clock p.m., local time.

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

PRESENT:

Hon. William M. Clay	Chairman
Michael Paparian	Treasurer
Anton Dreslin	Assistant Secretary
Paul Nylin	Member

ABSENT:

Marlene McTigue	Secretary
Travon T. Jackson	Member
Douglas Roether	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Kevin O’Connor	Chief Executive Officer
Amy Thompson	Chief Financial Officer
Rosemary McHugh	Economic Development Coordinator
A. Joseph Scott, III, Esq.	Counsel

The following resolution was offered by Anton Dreslin, seconded by Paul Nylin, to wit:

Resolution No. 0623-01

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY.

WHEREAS, Albany 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 178 of the 1975 Laws of New York, as amended, constituting Section 903-b 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 approve certain administrative matters; and

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

WHEREAS, the members of the Agency desire to make certain appointments and approve certain administrative matters;

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

Section 1. The Agency hereby takes the following actions:

(A) Approves the appointments and the administrative matters described in Schedule A attached hereto.

(B) Approves and confirms the policies described in Schedule A and contained in the Agency's Policy Manual, as amended by a resolution adopted by the members of the Agency on June 21, 2023 (the "Policy Amendment Resolution").

Section 2. The Agency hereby authorizes the Chairman and Chief Executive Officer 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:

Hon. William M. Clay	VOTING	<u>YES</u>
Michael Paparian	VOTING	<u>YES</u>
Marlene McTigue	VOTING	<u>ABSENT</u>
Anton Dreslin	VOTING	<u>YES</u>
Travon T. Jackson	VOTING	<u>ABSENT</u>
Douglas Roether	VOTING	<u>ABSENT</u>
Paul Nylin	VOTING	<u>YES</u>

The foregoing resolution was thereupon declared duly adopted.

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

I, the undersigned (Assistant) Secretary of Albany 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 June 21, 2023 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this ___ day of June, 2023.



(Assistant) Secretary

(SEAL)

SCHEDULE A

Confirmation of Regular Agency Meeting Schedule

First Wednesday of every month at 5:30 pm, unless otherwise directed.

Election of Officers of the Agency

Hon. William M. Clay, Chairman
Michael Paparian, Treasurer
Marlene McTigue, Secretary
Anton Dreslin, Assistant Secretary

Appointment of Chief Executive Officer and Staff to the Agency

Kevin O'Connor, Chief Executive Officer

Appointment of Chief Financial Officer to the Agency

Amy Thompson, Chief Financial Officer

Appointment of Accountant of the Agency

Appointment of Auditing Firm of the Agency

Teal Becker & Chiaramonte, CPAs

Appointment of Agency Counsel

Hodgson Russ LLP

Appointment of Special Counsel/Bond Counsel to the Agency

Hodgson Russ LLP

Appointment of Bank of the Agency and Accounts

Trustco
Manufacturers and Traders Trust Company

Appointment of Bank Signatories/Check Signers

Delegated to Agency Chairman

Approval and Confirmation of Agency Policies

Uniform Tax Exemption Policy
Investment Policy
Procurement Policy
Agency Policy Manual

Appointment of Contract Officer

William M. Clay, Chairman

Appointment of Investment Officer

Michael Paparian, Treasurer

Appointment of Governance Committee Members

Appointment of Audit Committee Members

Appointment of Finance Committee Members

**ALBANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BUDGET APPROVAL RESOLUTION – FY 2024**

A regular meeting of Albany County Industrial Development Agency (the “Agency”) was convened in public session at the office of the Agency in the County Office Building located at 111 Washington Avenue, Suite 100 in the City of Albany, Albany County, New York on October 4, 2023 at 5:30 o’clock p.m., local time.

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

PRESENT:

Hon. William M. Clay	Chairman
Michael Paparian	Treasurer
Marlene McTigue	Secretary
Anton Dreslin	Assistant Secretary
Paul Nylin	Member
Travon T. Jackson	Member
Douglas Roether	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Kevin O’Connor	Chief Executive Officer
Amy Thompson	Chief Financial Officer
Rosemary McHugh	Economic Development Coordinator
A. Joseph Scott, III, Esq.	Agency Counsel

The following resolution was offered by _____, seconded by _____, to wit:

Resolution No. 1023-__

**RESOLUTION APPROVING THE FY 2024 BUDGET OF THE ALBANY COUNTY
INDUSTRIAL DEVELOPMENT AGENCY.**

WHEREAS, Albany 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 178 of the 1975 Laws of New York, as amended, constituting Section 903-b 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

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

I, the undersigned (Assistant) Secretary of Albany 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 October 4, 2023 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this ____ day of October, 2023.

(Assistant) Secretary

(SEAL)

Budget & Financial Plan Budgeted Revenues, Expenditures, And Changes in Current Net Assets.

	Last Year	Current Year	Next Year	Proposed	Proposed	Proposed
	2022	2023	2024	2025	2026	2027
REVENUE & FINANCIAL SOURCES						
Operating Revenues						
Charges For Services	\$3,866,523.00	\$819,303.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Rentals & Financing Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Operating Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Operating Revenues						
Investment Earnings	\$2,262.00	\$64,532.00	\$35,000.00	\$37,000.00	\$39,000.00	\$41,000.00
State Subsidies / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Subsidies / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Municipal Subsidies / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Authority Subsidies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Operating Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Proceeds From The Issuance Of Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues & Financing Sources	\$3,868,785.00	\$883,835.00	\$135,000.00	\$137,000.00	\$139,000.00	\$141,000.00
EXPENDITURES						
Operating Expenditures						
Salaries And Wages	\$58,706.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employee Benefits	\$42,932.00	\$22,234.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Services Contracts	\$19,150.00	\$140,832.00	\$276,664.00	\$276,664.00	\$276,664.00	\$276,664.00
Supplies And Materials						
Other Operating Expenditures	\$522,584.00	\$2,227,500.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Non-Operating Expenditures						
Payment Of Principal On Bonds And Financing Arrangements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest And Other Financing Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsidies To Other Public Authorities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Asset Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants And Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Operating Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$643,372.00	\$2,420,566.00	\$301,664.00	\$301,664.00	\$301,664.00	\$301,664.00
Capital Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Excess (Deficiency) Of Revenues And Capital Contributions Over Expenditures	\$3,225,413.00	-\$1,536,731.00	-\$166,664.00	-\$164,664.00	-\$162,664.00	-\$160,664.00



LET'S MAKE SOMETHING BRILLIANT TOGETHER

Proposal for Advance Albany County Alliance

**ALBANY COUNTY BUSINESS HUB
WEBSITE DESIGN & DEVELOPMENT**

July 27th, 2023

BOLD & BRILLIANT BY DESIGN

spiraldesign.com





GOALS & SOLUTIONS *1 of 3*

WEBSITE DESIGN & DEVELOPMENT

Albany Business Hub would like to create a new website to advertise their “one-stop-shop” of organizations that can assist current and new businesses in Albany County. Viewers will be provided information on how any of these (5) organizations; Advance Albany County Alliance, ACBDA, ACIDA, ACCRA, & the Albany County Land Bank Corporation, can collaborate to make Albany County successful for economic growth.

The new website will be flexible, easy to update, and make use of modern browser/SSL requirements, while being responsive (“mobile ready”). The scope and budget provided within this proposal includes the following specifications:

→ Proposed Creative Recommendations

- During initial discussions, the client and Spiral established initial goals for the new website centered on an approved outline structure. Diagram provided on page (4) and includes:
 - Homepage provides general overview information, gallery marquee and promo area for the (5) organizations above. The utility navigation will link to the About the AC Business Hub & Contact Us pages
 - Specific subpage pages for ACIDA & ACCRC, will include a board members highlight area with head-shots, marquee slideshow and the ability to post meeting minutes and other required documents.
(Note, the ACIDA & ACCRC could also provide their own unique URLs that would redirect to these pages within the Business Hub's site.)
 - New Resources module structure and functionality for meeting minutes on the site will be similar to AACA's current Resource module
 - Link to contact form
- Design and presentation of (1) initial home page concept; including (2) rounds of revisions prior to approval on final design direction
- Subsequent development of subpages, following approval of Homepage design; including (2) rounds of revisions for each subpage prior to final approval
- Designs incorporate the current Albany Business Hub brand palette and interior graphics
- Designs are made to meet Web Content Accessibility Guidelines (WCAG 2.0 AA) ADA Standards
- Provide responsive mobile optimized framework
- Website hosting & maintenance information provided on page (5)
- Client will be responsible for purchasing a new domain for this new website

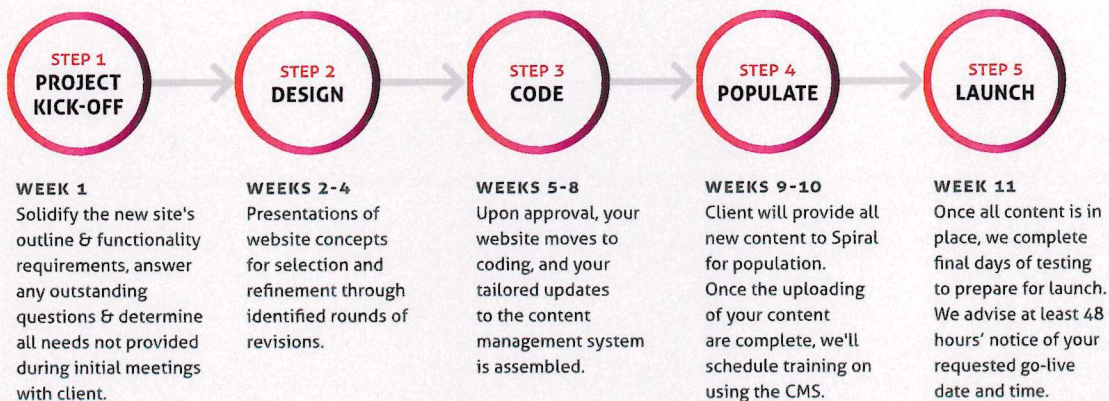
See next page for continued list of recommendations and estimated website timeline

GOALS & SOLUTIONS *2 of 3*

WEBSITE DESIGN & DEVELOPMENT

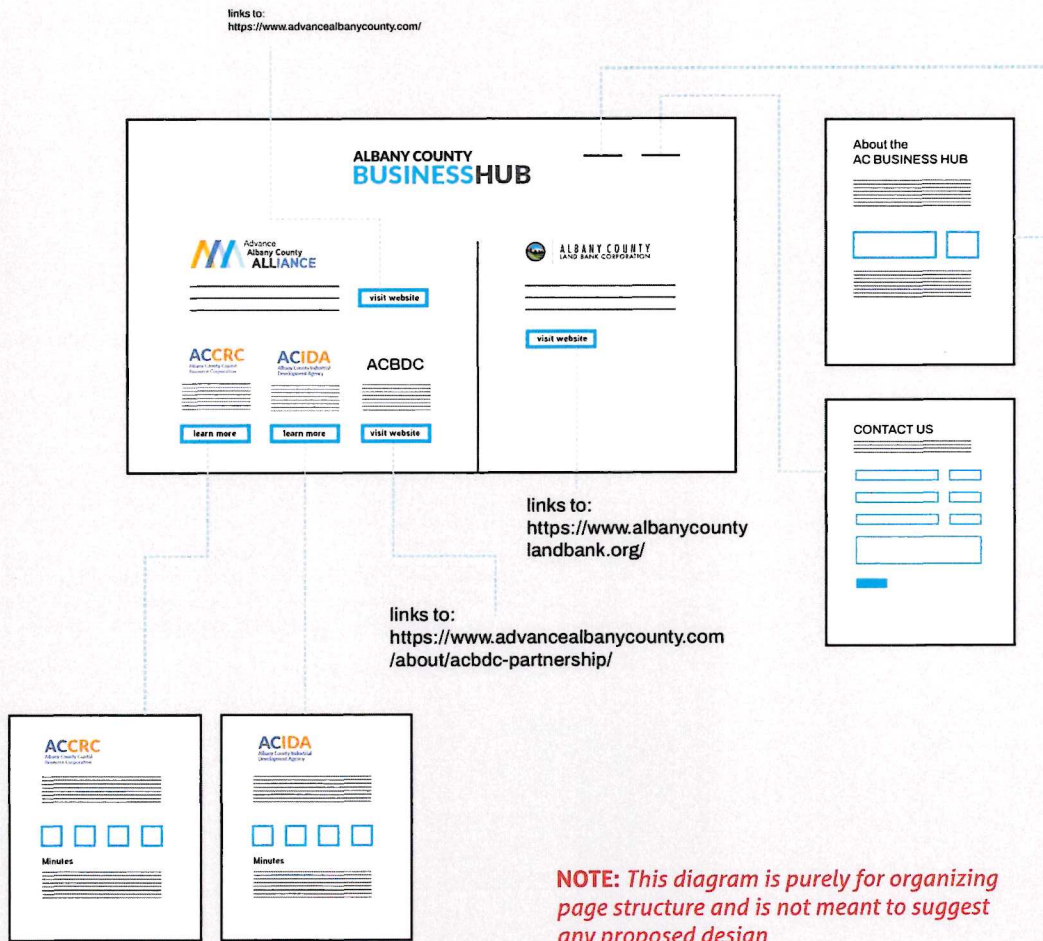
- For ease of use and cost savings, this website will be built within the established AACA content management system (CMS). Content is currently updated by select AACA employees. The client will have the ability to provide additional levels of access to the appropriate employees for this new section of the CMS
- Creation of a sub-account under the AACA's Google Analytics account for this new website
- Client will work with the Spiral creative team to determine what new copy should be utilized in the design layouts. Client is responsible for providing all new written copy in a Word document format at the start of the population phase
- Client will be responsible for organizing, labeling and providing Spiral with all image and resource content. If stock photography is required, client will need to communicate this request during the project kick-off phase
- Copy-writing services are available for separate quoting if client requires assistance and management of new copy
- Supply (1) additional CMS training to necessary employees. Spiral will review the new functionality of the AACA CMS. Additional future trainings will be charged at \$125 per hour rate

AVERAGE WEBSITE ESTIMATED TIME FRAME



Estimated timelines are subject to change based on new information in project kick-off, complexity of design & development updates, availability of feedback and/or content from client in a timely manner and scheduling delays outside of Spiral Design's control.

GOALS & SOLUTIONS 3 of 3
WEBSITE DESIGN & DEVELOPMENT



Landing Pages for ACCRC & ACIDA

Each business page to include:

- Logo and header
- Marquee slideshow to display images
- Intro
- The people and contact info
- Meeting minutes (ACCRC & ACIDA only)
- 'Contact Us' button to link to form



YOUR INVESTMENT

Estimated as of 07/27/2023*

BUDGET

PROJECT NUMBER: ADV-12586

WEBSITE DESIGN & DEVELOPMENT

\$12,500*

ANNUAL HOSTING**

- Managed server with webmaster plan (includes 24/7 Server Management with SSL Secure Certificates)
- Invoiced in full, recurs annually

\$900/ annually

ANNUAL MAINTENANCE OPTIONS AVAILABLE***

- Up to 2 hours of support/maintenance, per month (2 hours does not carry over month-to-month)
- Does not include repairing damages or issues caused by client's unauthorized edits made to website code or functionality. These repairs will be billed at our hourly rate of \$175
- Invoiced in full after the launch of new site and will auto-renewal each year at the standard annual fee. Client will need to provide (1) months notice to Spiral Design if they want to terminate the website maintenance agreement

\$800/annually
1st Year Free

*Estimates could be subject to change based on additional information provided by client during the project kick-out off phase.

Change Orders: Beyond these deliverables and revisions outlined within this proposal, requests for additional concepts or rounds of revisions will be honored, but will require a client-approved Change Order and will incur additional fees at a rate of \$125/hour.

**Spiral will allow the client an approximate extension of 3 to 4 weeks to finalize new content. If the client has not attempted to contact Spiral Design for assistance and/or communicated a client-related delay, Spiral Design has the right to invoice the final 25% of the approved project cost and 100% of hosting fee during the pre-population phase.

***All future custom development and/or functionality to the site, post launch of new website should be requested by the client for a separate quote

Payment Structure: Spiral Design Studio will invoice Advanced Albany County Alliance in (4) installments:

- 50% upon contract acceptance of negotiated total price
- 25% upon approval of final homepage design
- 25% upon completion of determined milestones
- 100% of Hosting & SSL due upon completion of the Website - Launch milestone**

THANK YOU FOR THE OPPORTUNITY!

We are honored to be invited to quote this great project with you.
Our mission is to make your organization succeed in your marketing goals
and can't wait to start working with you to make those dreams a reality!

References available upon request.



SPIRAL

Spiral Design Studio, LLC
135 Mohawk Street
Cohoes, New York 12047

BOLD & BRILLIANT BY DESIGN

spiraldesign.com