

**TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY
RESOLUTION APPROVING CREDIT CARD POLICY**

A regular meeting of Town of Guilderland Industrial Development Agency (the “Agency”) was convened in public session in the Town Board Room of the Guilderland Town Hall located on 5209 Western Turnpike in the Town of Guilderland, Albany County, New York on January 28, 2025 at 7:00 o’clock p.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:

Shelly Johnston	Chair
Daniel A. Centi	Vice Chair
William H. Smart	Treasurer/Assistant Secretary
Vera Dordick	Secretary/Assistant Treasurer
Paul Pastore	Member
Christopher Bombardier	Member
Peter McAnearney	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Donald Csaposs	Chief Executive Officer
Jessica Montgomery	Administrative Assistant
Amanda Beedle	Town Board Member Liaison
Christopher C. Canada, Esq.	Agency Counsel

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

Resolution No. 0125-02

**RESOLUTION APPROVING A CREDIT CARD POLICY OF THE TOWN OF
GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY.**

WHEREAS, Town of Guilderland 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 146 of the 1973 Laws of New York, as amended, constituting Section 909-a 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, the Agency desires to consider a Credit Card Policy (the “Policy”); and

WHEREAS, the Agency has considered the issues relating to the adoption of a credit card policy at previous meetings of the Agency; and

WHEREAS, members of the Agency and the staff of the Agency have reviewed sample information regarding credit card policies with Agency Staff and Counsel (the “Staff Discussion”); and

WHEREAS, the members of the Agency desire to approve and adopt the Policy; and

WHEREAS, copies of a draft of the Policy have been presented to the members of the Agency and the members of the Agency have reviewed the drafts of the Policy at this meeting; and

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

Section 1. The Agency hereby approves the Policy, presented and reviewed by the members of the Agency, a copy of which is attached hereto as Schedule A.

Section 2. The Agency hereby authorizes the Chair, Vice Chair and/or the Chief Executive Officer to take all steps necessary to implement the matters described herein.

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:

Shelly Johnston	VOTING	_____
Daniel A. Centi	VOTING	_____
William H. Smart	VOTING	_____
Vera Dordick	VOTING	_____
Paul Pastore	VOTING	_____
Christopher Bombardier	VOTING	_____
Peter McAnearney	VOTING	_____

The resolution was thereupon declared duly adopted.

[Remainder of page left blank intentionally]

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

I, the undersigned (Assistant) Secretary of Town of Guilderland 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 January 28, 2025 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 28th day of January, 2025.

(Assistant) Secretary

(SEAL)

SCHEDULE A
CREDIT CARD POLICY
- SEE ATTACHED -

TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY

CREDIT CARD POLICY

SECTION 1. PURPOSE. To establish the policy and procedures for the use of a credit card or cards (collectively, the "Credit Card") by the Town of Guilderland Industrial Development Agency (the "Agency"). This Credit Card Policy shall also be in accordance with, and is not intended to circumvent, the Procurement Policy of the Agency or the Discretionary Funds Policy of the Agency (collectively, the "Purchase Policies").

SECTION 2. GENERAL. It is commonplace for organizations to use credit cards for the convenience of making purchases on behalf of the organization. In some instances, purchases can only be made via a credit card – as manual checks are not accepted (i.e. hotel reservations, internet purchases, news media subscriptions, etc.). In order to simplify the process for purchasing certain items on behalf of the Agency, the following policy outlines the use of the Credit Card.

SECTION 3. AUTHORIZATION AND REVIEW. (A) The Chief Executive Officer of the Agency shall review the types of Credit Cards available for issuance by the Agency and shall recommend up to three (3) Credit Cards to the members of the Agency (the "Members"), provided, however, that a credit card that allows cash advances or cash back from purchases is prohibited. In making a recommendation, the Chief Executive Officer should consider such factors as the credit limit available to the Agency, the interest rate charged for purchases on the Credit Card, and any annual fees. Upon review of the Chief Executive Officer's recommendation(s), the Members may authorize the Chief Executive Officer to apply for and obtain the Credit Card.

(B) Upon approval by the Members, the Chief Executive Officer, on behalf of the Agency, shall be permitted to obtain the Credit Card. Each Credit Card shall be issued in the name and liability of "Town of Guilderland Industrial Development Agency," and the name of the Authorized User (as hereinafter defined) shall be on each Credit Card.

(C) The Finance Committee of the Agency will evaluate the use of the Credit Card on an annual basis to determine the continued need for the Credit Card and the nature and type of purchases being made.

SECTION 4. USE OF CREDIT CARD. (A) All purchases made on the Credit Card must comply with the Purchase Policies. The Credit Card may be used only for official business of the Agency to pay for actual and necessary expenses incurred in the performance of work-related duties for the Agency. The Credit Card may be used only for the following purchases:

- (1) Hotel reservations;
- (2) Rental car reservations;
- (3) Training, conference, luncheons and seminar registrations;
- (4) Meals for meetings in which the vendor will not accept a check; and

- (5) Internet purchases where a vendor will not accept a check (including, but not limited to, subscriptions to news media providers which provide information relevant to the business of the Agency).

(B) (1) In addition to the Agency itself, the individuals authorized to be issued the Credit Card are listed on Schedule A hereto (each, an “Authorized User”), along with the credit limit authorized. Schedule A shall be updated as the Authorized User(s) and credit limits change. The Credit Card may only be issued to the Authorized User(s) listed on Schedule A hereto in order to help maintain accountability.

(2) If an individual is removed as an Authorized User, and/or leaves Agency employment, the Credit Card issued to this Authorized User will be cancelled. Employees of the Agency must immediately surrender the Credit Card upon termination of employment. The Agency reserves the right to withhold the final payroll check and payout of accrued leave until the Credit Card is surrendered.

(C) When not in use, the Credit Card shall be securely held by the Authorized User identified on the Credit Card.

(D) The Credit Card may not be used to make any purchases for personal use or expenses.

(E) If an Authorized User’s Credit Card is lost or stolen, such Authorized User shall immediately notify the Chief Financial Officer and Chief Executive Officer of the Agency.

SECTION 5. RECORDKEEPING. (A) The use of the Credit Card may be substantiated with a purchase order, receipts and documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation. Receipts and documentation must be submitted to the Chief Financial Officer following the purchase to reconcile against the monthly credit card statement.

(B) At the end of each month, the Chief Financial Officer shall review the monthly card statement and reconcile it with the receipts and documentation received for that month. The Chief Financial Officer should determine that all purchases are supported by appropriate documentation – with any variances being promptly investigated. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the Chair or Vice Chair of the Agency. Unauthorized or improper purchases will result in revocation of the Credit Card and discipline of the Authorized User. The Agency shall also take appropriate action to recoup unauthorized or improper expenditures. Once the reconciliation is complete, the Chief Financial Officer will initial the reconciliation to show it has been completed.

(C) Once the Credit Card has been reconciled, payment via check will be made. All purchases made with the Credit Card shall be promptly paid for to ensure that no interest charges or penalties will accrue.

Adopted: _____, 2025

SCHEDULE A

<u>Name</u>	<u>Title</u>	<u>Credit Limit Authorized</u>
Donald Csaposs	Chief Executive Officer	\$500.00