

**TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY  
RESOLUTION REGARDING AGENCY RECORDS POLICIES**

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 [\_\_\_\_\_, 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
Christopher Bombardier	Member
Peter McAnearney	Member
Brian Carr	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Donald Csaposs	Chief Executive Officer
Jessica Montgomery	Administrative Assistant
Christopher C. Canada, Esq.	Agency Counsel

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

Resolution No. \_\_\_\_

**RESOLUTION APPROVING RECORDS POLICIES 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 18A 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 adopt certain policies related to the records maintained by the agency entitled (A) “Records Retention Policy” (the “Records Retention Policy”), a copy of which is attached hereto as Schedule A, and (B) “Access to Agency Records Policy” (the “FOIL Policy”) a copy of which is attached hereto as Schedule B (the Records Retention Policy and the FOIL Policy being collectively referred to hereinafter as the “Records Policies”); and

WHEREAS, the staff of the Agency has reviewed the needs and requirements of the Agency regarding the Records Policies and has worked with Agency counsel to make recommendations to the members of the Agency regarding the Records Policies (collectively, the “Review”); and

WHEREAS, based on the Review, counsel to the Agency prepared drafts of the Records Policies. Copies of such drafts have been presented to the members of the Agency at a public meeting of the Agency meeting and are on file at the office of the Agency; and

WHEREAS, the members of the Agency and staff of the Agency have reviewed the proposed Records Policies with counsel to the Agency; and

WHEREAS, as provided by the Public Authorities Law of the State of New York, and in the Charter of the Governance Committee of the Agency (the “Governance Committee”), the members of the Governance Committee have reviewed the proposed Records Policies and made certain recommendations to the full board of the Agency regarding approving the proposed Records Policies; and

WHEREAS, final drafts of the proposed Records Policies have been presented to the members of the Agency and the members of the Agency have reviewed the final drafts presented at this meeting; and

WHEREAS, the members of the Agency desire to approve the proposed Records Policies;

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 adoption of the Records Policies, copies of which are attached hereto as Schedule A and Schedule B, respectively.

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

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	_____
Christopher Bombardier	VOTING	_____
Peter McAnearney	VOTING	_____
Brian Carr	VOTING	_____

The resolution was thereupon declared duly adopted.

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 [\_\_\_\_\_, 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 \_\_\_\_ day of \_\_\_\_\_, 2025.

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

(SEAL)

SCHEDULE A  
RECORDS RETENTION POLICY  
- SEE ATTACHED -

SCHEDULE B

ACCESS TO AGENCY RECORDS POLICY

- SEE ATTACHED -