

**TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY
ANNUAL HOUSEKEEPING RESOLUTION 2026**

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 27, 2026 at 7:00 o’clock p.m., local time.

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

PRESENT:

Shelly Johnston	Chairperson
Daniel A. Centi	Vice Chairperson
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
Amanda Beedle	Town Board Member Liaison
Christopher C. Canada, Esq.	Agency Counsel
Shannon E. Wagner, Esq.	Agency Counsel

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

Resolution No. 0126-01

**RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE
MATTERS OF THE 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, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; 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 make certain appointments and approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF GUILDERLAND 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.

Section 2. The Agency hereby authorizes the Chairperson, Vice Chairperson and/or the 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:

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.

[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 27, 2026 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 27th day of January, 2026.

(Assistant) Secretary

(SEAL)

SCHEDULE A

Confirmation of Regular Agency Meeting Schedule

7:00 p.m. on the fourth Tuesday of each month.

Election of Officers of the Agency

Shelly Johnston	Chairperson
Daniel A. Centi	Vice Chairperson
William H. Smart	Treasurer/Assistant Secretary
Vera Dordick	Secretary/Assistant Treasurer

Appointment of Chief Executive Officer and Staff to the Agency

Donald Csaposs, Chief Executive Officer
Jessica Gulliksen, Chief Financial Officer
Jessica Montgomery, Administrative Assistant

Appointment of Accounting Firm of the Agency

MMB and Company

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

NBT Bank
First National Bank of Scotia
Pioneer Commercial Bank

Authorized Signatories for Bank Accounts

Shelly Johnston, Chairperson
Daniel A. Centi, Vice Chairperson
William H. Smart, Treasurer
Jessica Gulliksen, Chief Financial Officer

Approval and Confirmation of Mission Statement

Mission Statement

Approval and Confirmation of Agency Policies

Agency Records Policies
Credit Card Policy
Discretionary Funds Policy
Housing Policy
Investment Policy
Local Labor Policy

Media Policy
PAAA Policies
Policy Respecting Recapture of Project Benefits
Policy Respecting Uniform Criteria for the Evaluation of Projects
Procurement Policy
Uniform Tax Exemption Policy
Audit Committee Charter
Finance Committee Charter
Governance Committee Charter

Appointment of Contract Officer

Donald Csaposs, Chief Executive Officer

Appointment of Investment Officer

Donald Csaposs, Chief Executive Officer

Appointment of Audit Committee Members

Vera Dordick, Chairperson
Christopher Bombardier
Peter McAearney
Brian Carr
Daniel A. Centi

Appointment of Finance Committee Members

William H. Smart, Chairperson
Vera Dordick
Peter McAearney
Brian Carr
Daniel A. Centi

Appointment of Governance Committee Members

Daniel A. Centi, Chairperson
Christopher Bombardier
Peter McAearney
William H. Smart
Shelly Johnston

Appointment of FOIL Records Officer

Donald Csaposs, Chief Executive Officer

Appointment of FOIL Appeals Officer

Hodgson Russ LLP, Agency Counsel