

WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

RESOLUTION *(Annual Meeting)*

A regular meeting of the Wayne County Industrial Development Agency was convened on January 25, 2023, at 9:00 AM

The following resolution was duly offered and seconded, to wit:

Resolution No. 1/2023 - 01

RESOLUTION OF THE WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY IN CONNECTION WITH ITS 2023 ANNUAL MEETING

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law (“GML”) of the State of New York (the “State”), as amended, and Chapter 916 of the Laws of 1969 of the State, (hereinafter collectively called the “Act”), the **WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY** (hereinafter called the “Agency”) was created as a public benefit corporation of the State; and

WHEREAS, pursuant to the Agency’s By-Laws the Agency is holding its annual meeting to address various organizational matters.

WHEREAS, the New York State Legislature adopted the Public Authorities Accountability Act of 2005, as amended by Public Authority Reform Act of 2009, Chapter 506 of the Laws of 2009 (the “PAAA”), designed to ensure that New York’s public authorities operate more efficiently, more openly, and with greater accountability; and

WHEREAS, the PAAA requires that the Agency to annually review and approve its policies with regard to its Property Disposition Policy (the “Property Disposition Policy”), Whistleblower Protection Policy (the “Whistleblower Protection Policy”), a Code of Ethics (the “Code of Ethics”), a Travel Policy (the “Travel Policy”), a Procurement Policy (the “Procurement Policy”), a Defense and Indemnification Policy (the “Defense and Indemnification Policy”) and an Investment Policy (the “Investment Policy”); and together with the Property Disposition Policy, the Whistleblower Protection Policy, the Code of Ethics, the Travel Policy and the Procurement Policy (the “Related Policies”) to comply with the provisions of the PAAA; and

WHEREAS, to carry out the aforesaid purposes, the Agency has the power under the Act to do all things necessary to fulfill its obligations imposed by the Act and the PAAA; and

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NOW, THEREFORE, BE IT RESOLVED by the members of the Board of the Agency (the “Board”) as follows:

Section 1. The following were unanimously elected among the membership of the Board to serve for the ensuing year and until their successors are elected and qualify:

Chairman	Scott Johnson
Vice Chairman	Phil Eygnor
Treasurer	Julie Dilella
Assistant Treasurer	Jamie Corteville
Secretary	Kaye Stone-Gansz
Assistant Secretary	Deborah Hall

Section 2. That **Morell Law, PLLC** shall act as General Counsel to the Agency. Further, **Harris Beach, PLLC and Nixon Peabody, LLP** shall act as Special Counsel to the Agency.

Section 3. That **Brian Pincelli** is hereby elected Chief Executive Officer / Executive Director of the Corporation.

Section 4. That **Kathleen Bronson** is hereby elected Chief Operations Officer / Deputy Executive Director of the Corporation.

Section 5. That **Jamie Corteville** is hereby elected Chief Financial Officer (CFO)/ Fiscal Officer of the Corporation.

Section 6. That **Kathleen Bronson** is hereby elected the Compliance Officer of the Corporation to serve for the ensuing year and until his/her successor is elected, and shall be responsible for insuring that the Corporation complies with all financial and other reporting requirements imposed by structure, including those requirements in the General Municipal Law and the Public Authorities Law of New York State.

Section 7. That **Brian Pincelli** is hereby elected the Contracting Officer of the Corporation to serve for the ensuing year and until his successor is elected, as defined in Section 2895 of the Public Authorities Law, who shall be responsible for the disposition of property pursuant to PAAA.

Section 8. That **Deborah Hall** is hereby elected as the Records Management Officer.

Section 9. That the accounting firm of **EFPR Group, LLP** is hereby appointed as the Auditor for the Agency until such time as the Board appoints a new Auditor.

Section 10. That **Scott Johnson, Kenneth VanFleet and Julie DiLella** are elected to the Audit/Finance Committee of the Corporation to serve for the ensuing year and until their successors are elected and qualify are hereby ratified and approved.

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Section 11. That **Kaye Stone-Gansz, Kenneth VanFleet** and **Jeannie Brockmyre** are hereby elected to the Governance Committee of the Corporation to serve for the ensuing year and until their successors are elected and qualify are hereby ratified and approved.

Section 12. That the schedule of the regularly scheduled Meetings of the Agency for the next year to be held at 9 Pearl Street, Lyons, New York is as followings:

February 22, 2023, at 9:00 a.m.
March 22, 2023, at 9:00 a.m.
April 26, 2023, at 9:00 a.m.
May 24, 2023, at 9:00 a.m.
June 28, 2023, at 9:00 a.m.
July 26, 2023, at 9:00 a.m.
August 23, 2023, at 9:00 a.m.
September 27, 2023, at 9:00 a.m.
October 25, 2023, at 9:00 a.m.
November 15, 2023, at 9:00 a.m.
December 20, 2023, at 9:00 a.m.
January 24, 2024 at 9:00 a.m. (annual meeting)

Section 13. The Agency hereby finds and determines:

(a) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(b) Reviewing, approving and re-adopting the Related Policies and the Credit Card Policy will allow the Agency to continue to operate in compliance with the Act and in compliance with the PAAA, and cause the Agency to operate more efficiently, openly and with greater accountability to the residents of Wayne County.

In consequence of the foregoing, the Agency hereby determines to approve and re-adopt:

- (a) The Compensation, Reimbursement and Attendance Policy attached hereto as **Exhibit A**;
- (b) The Code of Ethics attached hereto as **Exhibit B**;
- (c) The Whistleblower Policy attached hereto as **Exhibit C**;
- (d) the Investment Policy attached hereto as **Exhibit D**;
- (e) The Travel Policy attached hereto as **Exhibit E**;
- (f) The Disposition of Property Guidelines, attached hereto as **Exhibit F**, is hereby ratified and approved along with the appointment of the Executive Director as the “Contracting Officer” of the Agency.
- (g) The Procurement Policy attached hereto as **Exhibit G**;
- (h) The Defense and Indemnification Policy attached hereto as **Exhibit H**;
- (i) The Credit Card Policy attached hereto as **Exhibit I**;
- (j) The Freedom of Information Law Policy attached hereto as **Exhibit J**; and
- (k) The Conflict of Interest Policy attached hereto as **Exhibit K**; and

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(1) Procedures for Members to Videoconference attached hereto as **Exhibit L**.

Section 14. The Agency hereby undertakes to comply with all other provisions of the PAAA applicable to the Agency as diligently as possible.

Section 15. That all of the actions of the officers of the Agency during the preceding year are hereby ratified and confirmed.

Section 16. The Agency is hereby authorized to do all things necessary or appropriate for the accomplishment of the purposes of this resolution, and all acts heretofore taken by the Agency with respect to such activities are hereby approved, ratified and confirmed.

Section 17. 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:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
Scott Johnson	X			
Phil Eygnor	X			
Julie DiLella	X			
Kaye Stone-Gansz	X			
Pamela Heald	X			
Robert DeBadts	X			
Jeannie Brockmyre			X	
Kenneth VanFleet	X			

The Resolution was thereupon duly adopted.

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STATE OF NEW YORK)
COUNTY OF WAYNE) SS:

I, the undersigned Assistant Secretary of the Wayne County Industrial Development Agency, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Wayne County Industrial Development Agency (the "Agency"), including the resolution contained therein, held on January 27, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that 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 modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Agency this 25th day of January, 2023.



Deborah Hall, Assistant Secretary

[SEAL]

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EXHIBIT A

The Compensation, Reimbursement and Attendance Policy

Pursuant to and in accordance with Sections 856 and 916 of the General Municipal Law of the State of New York, the members of the board of the Wayne County Industrial Development Agency (the “Board”) shall serve without salary at the pleasure of the Wayne County Board of Supervisors, New York (the “MUNICIPALITY”) but may be reimbursed for reasonable expenses incurred in the performance of Agency duties at the approval of the Board.

The officers, employees and agents of the Agency shall serve at the pleasure of the Agency at such compensation levels as may be approved by the Board from time to time and may be reimbursed for reasonable expenses incurred in the performance of Agency duties at the approval of the Board.

The members of the Board and officers of the Agency shall be available as required to perform the operations of the Agency and as set forth within the By-Laws of the Agency, as may be amended, restated or revised by the Board from time to time. Said members and officers of the Agency shall put forth their best efforts to perform their respective duties as outlined in the By-Laws of the Agency and any other directives of the Board relating to same.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT B The Code of Ethics

The members of the board (the “Board”) of the Wayne County Industrial Development Agency (the “Agency”), a duly established public benefit corporation of the State of New York (the “State”), along with the officers and staff of the Agency, shall comply with and adhere to the provisions of Article 18 of the General Municipal Law of the State.

Further, no director, officer, or employee of the Agency shall (1) accept other employment which will impair his or her independence of judgment in the exercise of his or her official duties; (2) accept employment or engage in any business or professional activity which will require him or her to disclose confidential information which he or she has gained by reason of his or her official position of authority; (3) disclose confidential information acquired by him or her in the course of his or her official duties nor use such information to further his or her personal interests; (4) use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself or others; (5) engage in any transaction as a representative or agent of Agency with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with proper discharge of his or her official duties; (6) by his or her conduct, give reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person; (7) make personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest; and (8) endeavor to pursue a course of conduct which will raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT C

The Whistleblower Policy

Every member of the board (the “Board”) of the Wayne County Industrial Development Agency (the “Agency”) and all officer and employees thereof, in the performance of their duties shall conduct themselves with honesty and integrity and observe the highest standards of business and personal ethics as set forth in the Code of Ethics of the Agency (the “Code”).

Each member, officer or employee is responsible to report any violation of the Code (whether suspected or known) to the Agency’s Executive Director. Reports of violations will be kept confidential to the extent possible. No individual, regardless of their position with the Agency, will be subject to any retaliation for making a good faith claim and, any employee who chooses to retaliate against someone who has reported a violation, shall be subject to disciplinary action which may include termination of employment. Regardless, any claim of retaliation will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate offense.

Should an employee believe in good faith that disclosing information within the Agency pursuant to the above would likely subject him or her to adverse personnel action or be wholly ineffective, the employee may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office’s toll free number (1-800-560-1770) should be used in such circumstances.

The Executive Director is responsible for immediately forwarding any claim to the Agency's counsel who shall investigate and handle the claim in a timely manner.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT D The Investment Policy

I. INVESTMENT AND DEPOSIT POLICY

A. Introduction

1. Scope – This investment and deposit policy applies to all monies and other financial resources available for investment and deposit on its own behalf or on behalf of any other entity or individual.
2. Objectives – The primary objectives of the local government’s investment activities are, in priority order:
 - a. to conform with all applicable federal, state and other legal requirements (legal);
 - b. to adequately safeguard principal (safety);
 - c. to provide sufficient liquidity to meet all operating requirements (liquidity); and
 - d. to obtain a reasonable rate of return (yield).
3. Prudence – All participants in the investment process and all participants responsible for depositing the Agency’s funds shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair confidence in the Agency to govern effectively.

Investments and deposits shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process and all participants responsible for depositing the Agency’s funds shall refrain from personal business activity that could conflict with proper execution of the investment program or the deposit of the Agency’s funds or which could impair their ability to make impartial investment decisions.

4. Diversification – It is the policy of the Agency to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.
5. Internal Controls

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- a. All money's collected by an officer or employee of the Agency shall be immediately deposited in such depositories as designated by the Agency for the receipt of such funds.
- b. The Agency shall maintain or cause to be maintained a proper record of all book, notes, securities or other evidences of indebtedness held by the Agency for investment and deposit purposes.
- c. The Agency is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

1. Designation of Depositories

In accordance with the IDA Act, the Agency shall designate as depositories of its money those banks and trust companies authorized to serve as such pursuant to said law.

B. Investment Policy

1. Permitted Investments

Pursuant to GML Section 11, the Agency is authorized to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts;*
- b. Certificates of deposit;*
- c. Obligations of the United States of America;**
- d. Obligations guaranteed by agencies of the United States of America where payment of principal and interest are guaranteed by the United States of America;**
- e. Obligations of the State of New York;*

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* Special time deposit accounts and certificates of deposit are permitted investments provided that (1) they shall be payable within such time as the proceeds shall be needed to meet expenditures for which the moneys were obtained and (2) they are collateralized in the same manner as set forth in Section VII (C) below for deposits of public funds.

** All investment obligations shall be payable or redeemable at the option of the Agency within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Agency within two years of the date of purchase.

2. Authorized Financial Institutions and Dealers

The Agency shall maintain a list of financial institutions and dealers, approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Agency. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Executive Director or Chairman is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

2. Purchase of Investments

The Agency may contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.
- b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the GML where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board

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c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Agency by the bank or trust company shall be held pursuant to a written custodial agreement as described in GML Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Agency a perfected interest in the securities.

4. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- a. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d. No substitution of securities will be allowed.
- e. The custodian shall be a party other than the trading partner.

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C. Deposit Policy

1. Collateralization of Deposits

In accordance with the provisions of GML, 10, all deposits of the Agency, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a. By pledge of “eligible securities” with an aggregate “market value” as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Exhibit A attached hereto.
- b. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least on nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- c. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The terms and conditions of any eligible surety shall be approved by the governing board.

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2. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Agency or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Agency a perfected interest in the securities.

Approved and re-adopted this 25th day of January 2023.

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Exhibit A

SCHEDULE OF ELIGIBLE SECURITIES

- (1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.
- (3) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- (4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation or such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- (5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (7) Obligations of countries, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest categories by at least one nationally recognized statistical rating organization.
- (8) Obligations of domestic corporations rated one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (9) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (10) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- (11) Zero Coupon obligations of the United States government marketed as "Treasury strips".

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EXHIBIT E The Travel Policy

Section 1. APPLICABILITY

This policy shall apply to every member of the board (the “Board”) of the Wayne County Industrial Development Agency (the “Agency”) and all officers and employees thereof.

Section 2. APPROVAL of TRAVEL

All official travel for which a reimbursement will be sought must be approved by the Executive Director prior to such travel. Provided, however, in the instance where the Executive Director will seek reimbursement for official travel, such travel must be pre-authorized by the Chairman of the Agency.

Section 3. PAYMENT of TRAVEL

The Agency will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by any director, officer or employee as a result of the performance of their official duties. All official travel shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the Agency. It is the traveler’s responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

Section 4. TRAVEL EXPENSES

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. The traveler will be reimbursed at a standard mileage reimbursement rate.

Meals will be reimbursed at actual expense or a per diem rate, whichever is less. Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis taking into consideration availability of lodging and other extenuating circumstances.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates, per diem allowances and lodging caps will be established and from time to time amended by the CEO. All determinations made pursuant to this section shall be made by the CEO. In the instance where such determinations regard the travel of the CEO, the Executive Director shall make such determinations.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT F

The Disposition of Property Guidelines

WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY DISPOSITION OF REAL PROPERTY GUIDELINES ADOPTED PURSUANT TO SECTION 2896 OF THE PUBLIC AUTHORITIES LAW

SECTION 1. DEFINITIONS

A. “Contracting officer” shall mean the officer or employee of the Wayne County Development Agency (hereinafter, the “Agency”) who shall be appointed by resolution to be responsible for the disposition of property.

B. “Dispose” or “disposal” shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the Public Authorities Law.

C. “Property” shall mean personal property in excess of five thousand dollars (\$5,000) in value, and real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 2. DUTIES

A. The Agency shall:

(i) maintain adequate inventory controls and accountability systems for all property owned by the Agency and under its control;

(ii) periodically inventory such property to determine which property shall be disposed of;

(iii) produce a written report of such property in accordance with subsection B herewith; and

(iv) transfer or dispose of such property as promptly and practicably as possible in accordance with Section 2 below.

B. The Agency shall

(i) publish, not less frequently than annually, a report listing all real property owned in fee by the Agency. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Agency and the name of the purchaser for all such property sold by the Agency during such period; and

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(ii) shall deliver copies of such report to the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, and the New York State Legislature (via distribution to the majority leader of the senate and the speaker of the assembly).

SECTION 2. TRANSFER OR DISPOSITION OF PROPERTY

A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the “Contracting Officer”) shall have supervision and direction over the disposition and sale of property of the Agency. The Agency shall have the right to dispose of its property for any valid corporate purpose.

B. Custody and Control. The custody and control of Agency property, pending its disposition, and the disposal of such property, shall be performed by the Agency or by the Commissioner of General Services when so authorized under this section.

C. Method of Disposition. Unless otherwise permitted, the Agency shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Agency and/or contracting officer deems proper. The Agency may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, that no disposition of real property, or any interest in real property, shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction, and, provided further, that no disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for similar property, shall be made without a similar appraisal.

D. Sales by the Commissioner of General Services (the “Commissioner”). When the Agency shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Agency may enter into an agreement with the Commissioner of General Services pursuant to which Commissioner may dispose of property of the Agency under terms and conditions agreed to by the Agency and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the contracting officer shall be deemed to refer to such Commissioner.

E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Agency, purporting to transfer title or any other interest in property of the Agency in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or

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transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.

F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.

(i) Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Agency shall be made after publicly advertising for bids except as provided in subsection (iii) of this Section F.

(ii) Whenever public advertising for bids is required under subsection (i) of this Section F:

(A) the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;

(B) all bids shall be publicly disclosed at the time and place stated in the advertisement; and

(C) the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Agency, price and other factors considered; provided, that all bids may be rejected at the Agency's discretion.

(iii) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (i) and (ii) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:

(A) the personal property involved has qualities separate from the utilitarian purpose of such property, such as artistic quality, antiquity, historic significance, rarity, or other quality of similar effect, that would tend to increase its value, or if the personal property is to be sold in such quantity that, if it were disposed of under subsections (i) and (ii) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;

(B) the fair market value of the property does not exceed fifteen thousand dollars;

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(C) bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;

(D) the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation; or

(E) under those circumstances permitted by Section G; or

(F) such action is otherwise authorized by law.

(iv) (a) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:

(1) any personal property which has an estimated fair market value in excess of fifteen thousand dollars;

(2) any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (3) through (4) of this subparagraph;

(3) any real property disposed of by lease, if the estimated annual rent over the term of the lease is in excess of fifteen thousand dollars; or

(4) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.

(B) Each such statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Agency making such disposal.

G. Disposal of property for less than fair market value.

(i) No asset owned, leased or otherwise in the control of the Agency may be sold, leased, or otherwise alienated for less than its fair market value except if:

(A) the transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity;

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(B) the purpose of the transfer is within the purpose, mission or governing statute of the Agency; or

(C) in the event the Agency seeks to transfer an asset for less than its fair market value to other than a governmental entity, which disposal would not be consistent with the Agency's mission, purpose or governing statutes, the Agency shall provide written notification thereof to the governor, the speaker of the assembly, and the temporary president of the senate, and such proposed transfer shall be subject to denial by the governor, the senate, or the assembly. Denial by the governor shall take the form of a signed certification by the governor. Denial by either house of the legislature shall take the form of a resolution by such house. The governor and each house of the legislature shall take any such action within sixty days of receiving notification of such proposed transfer during the months of January through June, provided that if the legislature receives notification of a proposed transfer during the months of July through December, the legislature may take any such action within sixty days of January first of the following year. If no such resolution or certification is performed within sixty days of such notification of the proposed transfer to the governor, senate, and assembly, the Agency may effectuate such transfer. Provided, however, that with respect to a below market transfer by a the Agency that is not within the purpose, mission or governing statute of the Agency, if the governing statute provides for the approval of such transfer by the executive and legislative branches of the political subdivision in which such Agency resides, and the transfer is of property obtained by the Agency from that political subdivision, then such approval shall be sufficient to permit the transfer.

(ii) In the event a below fair market value asset transfer is proposed, the following information must be provided to the Agency board and the public:

(A) a full description of the asset;

(B) an appraisal of the fair market value of the asset and any other information establishing the fair market value sought by the board;

(C) a description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, including but not limited to the kind, number, location, wages or salaries of jobs created or preserved as required by the transfer, the benefits, if any, to the communities in which the asset is situated as are required by the transfer;

(D) a statement of the value to be received compared to the fair market value;

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(E) the names of any private parties participating in the transfer, and if different than the statement required by subparagraph (iv) of this paragraph, a statement of the value to the private party; and

(F) the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.

The Guidelines are subject to modification and amendment at the discretion of the Agency board and shall be filed annually with all local and state agencies as required under all applicable law.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT G The Procurement Policy

SECTION 1. PURPOSE AND AUTHORITY

The purpose of this document is to outline the procurement policy (the “Policy”) of the Wayne County Industrial Development Agency (WCIDA) applicable to the procurement of goods and services paid for by the WCIDA for its own use and benefit. This Policy is intended to assure the prudent and economic use of the WCIDA's funds, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

SECTION 2. INDIVIDUAL RESPONSIBLE FOR PURCHASING

The Executive Director of the WCIDA is responsible for purchasing goods and services on behalf of the WCIDA. In the absence of the Executive Director the Deputy Executive Director shall be empowered to act in their stead.

SECTION 3. BUDGETED ITEMS

The Executive Director shall have authorization to purchase goods and services authorized by annual adoption of a budget without board approval following procurement procedures under limitations as described in this policy related to costs and method of procurement.

SECTION 4. PURCHASE LIMITS AND AUTHORIZATIONS

The Executive Director shall have discretion on purchases not authorized in the annual budget in the amounts described below following appropriate procurement and authorizations as described in this policy.

Value	Method and Approvals Required	Board Approval
\$0 - \$10,000	The Executive Director, at his or her discretion, may purchase goods and services, enter into a contract, or otherwise invest funds on behalf of the WCIDA without obtaining quotations or the approval of the Board.	No
\$10,001 - \$20,000	At least three quotes will be required. The Executive Director shall create and maintain a record of the quotations solicited and received, and may purchase goods and services, enter into a contract, or otherwise invest funds on behalf of the WCIDA without obtaining the approval of the Board.	No
\$20,001 - \$30,000	At least three quotes will be required. The Executive Director shall create and maintain a record of the quotations solicited and received, and will present the information and request approval from the Board.	Yes
\$30,001+	A written RFP or RFQ and at least three quotes will be required. The Executive Director shall create and maintain a record of the quotations solicited and received, and will present the information and request approval from the Board.	Yes

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SECTION 5. AWARDING CONTRACTS

The award of a contract for goods or such other services shall be made to the lowest priced responsible offeror which meets the WCIDA's specifications. In assessing whether an offeror is responsible, the WCIDA should consider all relevant factors, such as the offeror's capacity and financial ability to complete the contract, past performance, experience, reliability, and integrity. Alternatively, the WCIDA may elect to award a contract based on "best value." "Best value" is defined for this purpose as a basis for awarding contracts to the offeror which optimizes quality, cost, and efficiency among responsive and responsible offerors. For purposes of best value, a responsive offeror is an offeror meeting the WCIDA's minimum specifications. In assessing best value, non-price factors may be considered. Such factors include, but are not limited to, the unique or outstanding qualifications of the offeror (including past experience with a particular issue or familiarity with WCIDA operations) and the reliability, efficiency of operation, difficulty/ease of maintenance, useful lifespan, and environmental impact of a product or practice, as applicable.

SECTION 6. CIRCUMSTANCES WHERE SOLICITATION OF ALTERNATIVE PROPOSALS OR QUOTATIONS ARE NOT IN THE BEST INTEREST OF THE CORPORATION

The WCIDA is not required to solicit alternative proposals or quotations if the Executive Director and Chairman, in their sole discretion, determines that such solicitation is not in the best interests of the WCIDA. In the following circumstances, it may not be in the best interests of the WCIDA to solicit alternative proposals or quotations:

- a) Professional and Technical Services: Professional services or services requiring special or technical skill, training, or expertise. The individual, company, or firm must be chosen based on accountability, reliability, responsibility, skill, conflict of interests, reputation, education and training, judgment, integrity, continuity of service, and moral worth. Furthermore, certain professional services to be provided to the Agency, e.g., legal and accounting services, impact liability issues of the Agency and its members, including securities liability in circumstances where the Agency is issuing bonds. These qualifications and the concerns of the Agency regarding its liability and the liability of its members are not necessarily found or addressed in the individual, company or firm that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Agency shall take into consideration the following guidelines: (a) whether the services are subject to state licensing or testing requirements; (b) whether substantial formal education or training and experience is a necessary prerequisite to the performance of the services.

Professional or technical services shall include but not be limited to the following: services of an attorney (including bond counsel); technical services of an engineer

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- engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of Agency-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.
- b) **Emergency Purchases:** In the case of an emergency, goods or services may be purchased immediately without competitive procedures. An emergency is an unanticipated occurrence beyond the control of the WCIDA that (1) threatens the life, health, safety, or welfare of any person; (2) threatens the continued use or function any the WCIDA's property; or (3) is likely to cause damage to the WCIDA's property if immediate action is not taken. This section does not preclude alternate proposals, if time permits.
 - c) **Sole Source:** When there is only one source available for the required goods or services, the contract may be awarded without competitive procedures.
 - d) **Purchases of Second-Hand Goods:** Purchases of surplus or secondhand goods from any source may be purchased without competitive procedures.
 - e) **Experimental Projects:** When the WCIDA wishes to test a new product or technology or evaluate a new source for a product or technology, the WCIDA may award a contract without competitive procedures, provided the contract is limited to the purchase of such goods or services that are necessary to conduct the experiment or test.
 - f) **Buy Local:** Reasonable preference will be given to making purchases locally and regionally.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT H

The Defense and Indemnification Policy

Pursuant to the Bylaws of the Wayne County Industrial Development Agency (the “Agency”), the Agency shall indemnify all members of the Board of the Agency and each officer and employees thereof, in the performance of their duties, and to the extent authorized by the Board, each other person authorized to act for the Agency or on its behalf, to the full extent to which indemnification is permitted under the General Municipal Law of the State of New York.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT I The Credit Card Policy

General:

- This Policy applies to all employees of the Wayne County Industrial Development Agency who are assigned an Agency Credit Card.
- Conditions set out in this Policy, the relevant Cardholders' Responsibility statement issued by the Bank govern the use of any Agency Credit Card.
- The WCIDA uses Lyons National Bank Business Credit Card.
- Cardholders are responsible for ensuring that they adhere to the Agency Credit Card Policy, thereby ensuring adequate controls are exercised to minimize the risk that Agency Credit Cards are used for fraudulent or corrupt purposes.

Eligibility:

- Permanent and temporary officers of the Agency are eligible for an Agency Credit Card.
- Only one Agency Credit Card will be issued to any eligible employee.
- To be eligible for an Agency Credit Card, an employee must meet one or more of the following criteria:
 1. Travel frequently in the course of his/her duties or
 2. Purchase significant volumes of minor goods and services for use by the Agency.
 3. Incur regular frequent expenses of any kind appropriately paid by credit card.

Limits:

- Each Card will be limited to an amount recommended by the Executive Director and approved by the Board of Directors.

Conditions of Use:

- **The Agency Credit Card cannot be used:**
 1. To obtain cash advances.
 2. For expenses other than those incurred by the person named on the Card.
- The Agency Credit Card is to be used only for official Agency business, not personal expenses.
- Infractions of the conditions of this Policy could result in cancellation of the Card.

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- Breaching of this policy can lead to disciplinary action against a cardholder including the Agency's right to recover any monies from the cardholder, including from their salary, for any amount incorrectly claimed.
- Cardholders may not use the Agency Credit Card to obtain cash advances from banks, credit unions, nor ATM's. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.

Cardholder Responsibilities:

Cardholders are responsible for the following security measures for the use of their Card:

- Cardholders must retain transactional evidence to support all charges such as an original receipt.
- Reimbursement for return goods or services must be credited directly to the Credit Card Account. No cash should be received by the Cardholder.
- Lost or stolen Cards must be reported and cancelled immediately by calling the Bank's Lost and Stolen Cards Unit.
- Improper or unauthorized use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card use and/or termination from the Agency.

Records Management:

- All documentation associated with the payment of a corporate credit card as well as original receipts for all Credit Card transactions will be retained by the Agency Office Manager.

Audits:

- Credit card transactions are subject to audits by external auditors from time to time.

Internal Monitoring:

- Transactions will be monitored by the Fiscal Officer.
- Questionable purchases showing on monthly statements will be forwarded to the Executive Director.

Lost or Stolen Cards:

- Lost or stolen cards must be reported by the Cardholder to the Lyons National Bank. The Cardholder must also alert the Fiscal Officer to the loss/stolen Card as quickly as possible.

Termination of Employment:

- The Card must be surrendered upon termination of employment to the Executive Director.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT J

Freedom of Information Law (FOIL) Policy

Introduction

The Wayne County Industrial Development Agency (WCIDA) is subject to New York State's Freedom of Information Law (FOIL). The purpose of this law is to allow the public access to records used in establishing public policy or decision-making.

What is a 'Record'?

A record is any information kept by the agency in any physical form whatever. In addition to paper records this includes:

- CDs, computer discs and other electronic media;
- Audio and video tape recordings; and
- Emails, charts, maps and photographs.

While the WCIDA is not required to prepare new records to comply with this law, the agency is required to provide information from its existing records in the form requested if it has the ability to do so.

What Records are Accessible under FOIL?

As a practical matter, records are accessible unless they fall under one of the exclusions set out in

Public Officers Law Article 6. Those most applicable to WCIDA are:

- Disclosure would result in an unwarranted invasion of personal privacy (unless deletion of identifying information is possible, the person involved consents or the person involved seeks records relating to him/herself);
- Disclosure of trade secrets would cause substantial injury to the competitive position of the involved company; or
- Intra-agency memoranda (other than instructions to staff that affect the public) and draft/non-final determinations of the agency.

WCIDA is required to maintain the following records:

- A record of any abstention or "No" vote for an action item at each meeting. As a practical matter this should be included in the minutes to each board and committee meeting.
- A list of the names, public office address, title and salary (at the present time not applicable) of every officer and staff member of the agency.
- A detailed list of the subject matter of all records in the possession of the agency.

Records Access Officer and Appeals Officer

WCIDA has designated its Deputy Executive Director as the records access officer for the purposes of

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FOIL. WCIDA has designated its Executive Director as the appeals officer. The records access officer has the duty of coordinating the agency's response to public request for records.

Requests for Access to WCIDA Records

Records of the WCIDA may be requested in writing, by fax or email from the agency's Records Access Officer as follows:

- By regular mail at: Records Access Officer WCIDA, 9 Pearl Street, 2nd Floor, Lyons, NY 14489;
- By fax: 315-946-7657; or
- By electronically at: wedcny@co.wayne.ny.us

The request must include the name of the contact person, the contact person's regular mailing address, and the contact person's telephone number.

Copies of WCIDA documents produced pursuant to a FOIL request shall be provided upon pre-payment of \$.25 per page copied for up to 8 ½ by 11 inch documents, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by statute.

WCIDA must respond in writing to requests for information within five (5) business days of receipt by either:

- Making the record available;
- Denying access, writing giving the reason(s) for the denial; or
- Acknowledge the request and state the approximate date when the request will be granted (normally within 20 days from the date of acknowledgement unless otherwise stated in writing).

Approved and re-adopted this 25th day of January 2023.

WAYNE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

EXHIBIT K Conflict of Interest

This Conflict of Interest Policy is adopted upon approval by the Board of Directors in accordance with Section 2824 of the Public Authorities Law and applies to all members, directors, committee members, officers and employees of the Wayne County Industrial Development Agency (WCIDA), “the Agency”. The purpose is to protect the Agency’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member, officer or staff of the Agency.

Various sections of New York State law require state and local public authority board members and employees to examine conflicts of interest issues that may arise at their respective authority. Section 2824(7) of Public Authorities Law stipulates that the Governance Committee of a state and local public authority is to examine ethical and conflict of interest issues. Article 18 of General Municipal Law requires officers and employees of industrial development agencies, urban renewal agencies and community development agencies to disclose conflicts of interest and specifies conflicts of interest that are prohibited. Section 74 of Public Officers Law restricts officers and employees of state public authorities from having a direct or indirect interest or engaging in business or activities that may conflict with their proper discharge of duties. Section 55 of Executive Law requires board members and directors of state authorities to report to the state inspector general any information concerning undisclosed conflicts of interest by another board member or employee of the authority relating to their work for the authority, and section 715(a) of Not for-Profit Corporation Law requires not for profit entities, some of which also are considered public authorities, to adopt a conflict of interest policy.

All Board Members and employees will be provided with this Conflict of Interest Policy upon commencement of employment or appointment and are required to acknowledge that they have read, understand and are in compliance with the terms of the policy. Board members and employees should review on an ongoing basis circumstances that constitute a conflict of interest or the appearance of a conflict of interest, abide by this policy and seek guidance when necessary and appropriate.

This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to public authorities.

DEFINITION

Conflicts of Interest: A conflict of interest is a situation in which the financial, familial, or personal interests of a director or employee come into actual or perceived conflict with their duties and responsibilities with the Authority. Perceived conflicts of interest are situations where there is the appearance that a board member and/or employee can personally benefit from actions or decisions made in their official capacity, or where a board member or employee may be influenced to act in a manner that does not represent the best interests of the authority. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a board member or employee may have a

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conflict. The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this Policy.

Board members and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party with whom the agency is providing benefits, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a board member or employee has or will have:

- A financial or personal interest in any person, firm, corporation or association which has or will have a transaction, agreement or any other arrangement in which the authority determines benefit.
- The ability to use their position, confidential information or the assets of the authority to their own personal advantage.
- Solicited or accepted a gift of any amount under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them in the performance of their official duties or was intended as a reward for any action on their part.
- Any other circumstance that may or appear to make it difficult for the board member or employee to exercise independent judgment and properly exercise their official duties.

PROCEDURES

Duty to Disclose: All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith and in writing to the Governance Committee as soon as knowledge of the conflict occurs. Such written disclosure shall be made part of the official record of the proceedings of the authority.

Determining Whether a Conflict of Interest Exists: The Governance Committee shall advise the individual who appears to have a conflict of interest how to proceed. The Governance Committee should seek guidance from counsel or New York State agencies, such as the Authorities Budget Office, State Inspector General or the Joint Commission on Public Ethics (JCOPE) when dealing with cases where they are unsure of what to do.

Recusal and Abstention: No board members or employees may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when they know or have reason to know that the action could confer a direct or indirect financial or material benefit on themselves, a relative, or any organization in which they are deemed to have an interest. Board members and employees must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned. Furthermore, they are prohibited from attempting to influence other board members or employees in the deliberation and voting on the matter.

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Records of Conflicts of Interest: The minutes of the authority's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.

Reporting of Violations: Board members and employees should promptly report any violations of this policy to their supervisor, or to the public authority's compliance officer, general counsel or human resources representative in accordance with the authority's Whistleblower Policy and Procedures.

Penalties: Any board member or employee that fails to comply with this policy may be penalized in the manner provided for in law, rules or regulations.

Approved and re-adopted this 25th day of January 2023.

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EXHIBIT L

Procedures for Members to Videoconference

In compliance with the laws of the State of New York in the year 2022 under Public Officers Law (POL) §103-a(2)(a), the Wayne County Industrial Development Agency, herein the “Agency,” following a public hearing, has authorized by resolution on May 25, 2022, the use of videoconferencing as described in POL §103-a.

The following procedures will govern attendance by members and the public at open meetings and are herein written and established to satisfy the requirements of POL §103-a(2)(b) where the Agency, in its discretion, further permits members to participate in meetings by videoconference at a non-public, private location under “extraordinary circumstances”.

This policy defines these “extraordinary circumstances” by which a member may participate in a meeting of the board, committee, or subcommittee via videoconferencing in a non-public venue and establishes the procedures for members to notify the Agency representative in order to verify the extraordinary circumstance and sets forth a method for updating the public to attend via videoconference.

1. The Agency members shall make every effort to be physically present at any meeting of the Board of Directors, Committees or Subcommittees of the Agency unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. POL states that a quorum of the board must be present in-person at the predetermined time and public location wherein the meeting will be conducted in order for the meeting to convene. Any member attending in-person or via videoconference in a predetermined public location may count toward quorum. Any member attending via videoconference under extraordinary circumstances will not be counted toward a quorum but may participate if a quorum has convened.
3. For purposes of these procedures, the term “extraordinary circumstances” shall include:
 - a. Physical Disability whereby the member is unable to physically meet in a public location.
 - b. Illness whereby the member is under direct orders from a doctor not to attend in-person meetings.
 - c. Caregiver responsibilities whereby the member is attending to the physical care of a minor or other dependent or family member.
 - d. Work-related restrictions whereby the member’s place of business does not allow for participation at in-person meetings outside the parameters of their business location. Written policy for the employer or place of business must be signed by the member and on file with the agency.
4. These extraordinary circumstances, and any other significant, emergency, unexpected, or unforeseen factors or events which preclude a member’s attendance and are not specifically defined, must be presented to the Agency representative,

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- the Assistance Secretary, within a reasonable amount of time and no less than 24 hours before the meeting in order to approve the videoconference option and to give notice to the public for a simultaneous videoconference option.
5. Any member experiencing extraordinary circumstances by which that member wishes to participate via private videoconference, must notify the Agency representative, the Assistance Secretary, by phone or email as soon as the circumstance is known. The request will be presented to the chairman of the board and the executive director for final determination.
 6. Public Notice of a meeting will be posted online in the agency's web calendar notice, on the public bulletin boards at physical location and shared with the local news media. The notice shall inform the public if extraordinary circumstances videoconferencing will be used, where the public can view or participate, where documents and records for the meeting will be posted and the physical locations for the meeting where the meeting can attend. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations where by the public can attend and shall utilize technology consistent with the 1990 Americans with Disabilities Act (ADA) accommodations or compliance for public attendance.
 7. Except in the case of executive session during any meeting of a board, committee, or subcommittee of the Agency that is held with videoconferencing the Agency shall ensure that its members can be seen, heard and identified by first and last name as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation in the minutes.
 8. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in person or via videoconference and whether such videoconference attendance is under an extraordinary circumstance.
 9. Any meeting of the agency or committee that is conducted with members via videoconference will be recorded, linked on the Agency web page, and saved for five (5) years. Meetings shall be transcribed upon request.
 10. The in-person participation requirements of POL §103-a(2)(c) shall not apply during a state disaster emergency declared by the governor, or during a local state of emergency, if the Agency determines that the circumstances necessitating the emergency declaration would impair the ability of the Agency to hold an in-person meeting.
 11. These procedures shall be conspicuously posted on the Agency's web page unless or until revisions are adopted by state law.

Approved and re-adopted this 25th day of January 2023.