

Wayne Industrial Sustainability Development Corp.  
Annual Meeting – Minutes  
1/6/2017

The annual meeting of the Wayne Industrial Sustainability Development Corporation was convened by Chairman David Spickerman at 10:40 a.m. on Friday, January 6<sup>th</sup>, 2017, at 9 Pearl Street, Lyons. Members Present: James Hoffman, David Spickerman, Steven LeRoy and Pamela Heald. Also present: John Morell, Esq., M. Churchill and M. Leisenring.

On motion of Mr. LeRoy, seconded by Ms. Heald and carried the minutes of the meeting held 11/18/2016 were unanimously approved.

On motion of Ms. Heald, seconded by Mr. LeRoy, the following resolution was approved:

**RESOLUTION OF THE WAYNE INDUSTRIAL  
SUSTAINABILITY DEVELOPMENT CORPORATION IN  
CONNECTION WITH ITS 2016 ANNUAL MEETING**

**WHEREAS**, the **WAYNE INDUSTRIAL SUSTAINABILITY DEVELOPMENT CORPORATION** (hereinafter called the “Corporation”) is a not-for-profit local development corporation under Section 1411 of the Not-For-Profit Corporation Law of the State of New York; and

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

**WHEREAS**, the New York State Legislature adopted the Public Authorities Accountability Act of 2005 (the “PAAA”), as amended by the Public Authority Reform Act of 2009, Chapter 506 of 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 Corporation 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 and the “Related Policies”) to comply with the provisions of the PAAA; and

**NOW, THEREFORE, BE IT RESOLVED** by the members of the Board of the Corporation (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	David Spickerman
Vice Chairman	Steven LeRoy
Treasurer	Pamela Heald
Assistant Treasurer	James Hoffman
Secretary	James Hoffman
Assistant Secretary	Marie Leisenring

Section 2. That Converse & Morell shall act as General Counsel to the Corporation. Further, Harris Beach PLLC and Nixon Peabody, LLP shall act as Special Counsel to the Corporation.

Section 3. That Margaret Churchill is hereby elected Executive Director of the Corporation.

Section 4. That \_\_\_\_\_ is hereby elected Deputy Executive Director and Chief Financial Officer of the Corporation.

Section 5. That Marie Leisenring is hereby elected Records Management Officer of the Corporation.

Section 6. That Tanya Hasseler is hereby elected the Compliance Officer of the Corporation to serve for the ensuing year and until 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 Not-For-Profit Corporation Law and the Public Authorities Law of New York State.

Section 7. That Margaret Churchill is hereby elected the Contracting Officer of the Corporation to serve for the ensuing year and until her 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 the accounting firm of EFPR Group CPAs PLLC is hereby appointed as the Auditor for the Corporation until such time as the Board appoints a new Auditor.

Section 9. That James Hoffman, Robert Havrilla, Kenneth VanFleet and Pamela Heald are hereby 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.

Section 10. That James Hoffman, Robert Havrilla, Kenneth VanFleet and Pamela Heald 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 11. That the schedule of the regularly scheduled Meetings of the Corporation for the next year to be held at 16 William Street, Lyons, New York is as followings:

- March 24, 2017 at 10:30 a.m.
- October 27, 2017 at 10:30 a.m.
- November 17, 2017 at 10:30 a.m.
- January 5, 2018 at 10:30 a.m. (annual meeting)

Section 12. The Corporation hereby finds and determines:

(a) By virtue of the Act, the Corporation 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 will allow the Corporation to continue to operate in compliance with the Act and in compliance with the PAAA, and cause the Corporation to operate more efficiently, openly and with greater accountability to the residents of Wayne County.

In consequence of the foregoing, the Corporation 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 Corporation.
- (g) The Procurement Policy attached hereto as **Exhibit G**; and
- (h) The Defense and Indemnification Policy attached hereto as **Exhibit H**.

Section 13. The Corporation hereby undertakes to comply with all other provisions of the PAAA applicable to the Corporation as diligently as possible.

Section 14. That all of the actions of the officers of the Corporation during the preceding year are hereby ratified and confirmed.

Section 15. The Corporation 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 Corporation with respect to such activities are hereby approved, ratified and confirmed.

Section 16. This resolution shall take effect immediately.

There being no further business, the meeting adjourned at 10:45 a.m.

Respectfully submitted,

Marie Leisenring, Assistant Secretary

