

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS

Wednesday, December 22, 2021

9:00 AM

Meeting will be held via zoom – please contact Deanna Derway at dderway2@washingtoncountyny.gov for dial in information.

AGENDA

- I. Call to Order
- II. Approval of Meeting minutes from October
- III. Executive Director Report – Loan List Update
- IV. Committee Reports
 - A. *Loan Review Committee* – None
 - B. *Governance Committee* – Met on 12/13/21 to approve the resolutions that will be reviewed for final approval later in this meeting.
 - C. *Audit & Finance Committee* – None
- V. Old Business – None
- VI. New Business
 - A. Review October and November monthly financial reports and Balance Sheet
 - B. Resolutions Approving the Following:
 - a. Resolution 21-11 - Execution of 2022 Contract with Washington County
 - b. Resolution 21-12 - Appointment of Officers for 2022/2023
 - c. Resolution 21-13 - Authorization of 2022 Contract with Bolton LDC
 - d. Resolution 21-14 - Appointment of Signatories 2022/2023
 - e. Resolution 21-15 - Appointment of Loan Review Committee 2022/2023
 - f. Resolution 21-16 - Appointment of Audit & Finance Committee 2022/2023
 - g. Resolution 21-17 - Appointment of Governance Committee 2022/2023
 - h. Resolution 21-18 - Authorization of Contract with GTM Payroll Services
 - C. Miscellaneous
- VII. Adjournment

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-11</u>
Introduced by:	_____
Seconded by:	_____

Execution of 2022 Contract with Washington County

Whereas, funding is provided in the 2022 Washington County budget for Local Development Corporation (LDC) purposes, and

Whereas, a new contract for those funds is required, and

Whereas, it is in the interest of the Local Development Corporation to execute a Contract with the County for funding and other;
now therefore be it

Resolved, that the LDC Chairman is hereby authorized to execute the 2022 contract with the County in a form approved by the County Attorney.

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-12</u>
Introduced by:	_____
Seconded by:	_____

Appointment of Officers for 2022/2023

RESOLVED, that the following be and hereby are appointed as Officers of the Washington County Local Development Corporation for the years 2022 and 2023:

Chairman – Dave O’Brien
Vice-Chairman – James Griffith
Secretary – Sue Clary
Treasurer – Brian Campbell

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-13</u>
Introduced by:	_____
Seconded by:	_____

Authorization of Contract with Bolton LDC (“BLDC”)

WHEREAS, the BLDC wishes to contract with the WCLDC to prepare the 2021 PARIS reporting information necessary to be filed as required by the Authorities Budget Office (ABO),
and

WHEREAS, the WCLDC has agreed to provide that service subject to the terms and conditions of the attached Service Agreement,

THEREFORE, BE IT RESOLVED, by the Board of Directors of the WCLDC that the attached Master Service Agreement between the BLDC and WCLDC, be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Executive Director of the WCLDC is hereby authorized to execute the Service Agreement and complete the work outlined in said agreement on behalf of the WCLDC.

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-14</u>
Introduced by:	_____
Seconded by:	_____

Appointment of Check Signatories 2022/2023

RESOLVED, that the following be and hereby are appointed as approved check Signatories of the Washington County Local Development Corporation for the years 2022 and 2023.

- 1.) Dave O'Brien
- 2.) Sue Clary
- 3.) Brian Campbell
- 4.) Jared Humiston
- 5.) Samuel Hall

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-15</u>
Introduced by:	_____
Seconded by:	_____

Appointment of Loan Review Committee 2022/2023

RESOLVED, that the following be and hereby are appointed as members of the
Loan Review Committee of the Washington County Local Development
Corporation for the years 2022 and 2023:

- 1.) Jared Humiston
- 2.) Mark Mahoney
- 3.) Dave O'Brien
- 4.) Dave Higby
- 5.) John Rozell
- 6.) Brian Campbell
- 7.) Sam Hall

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-16</u>
Introduced by:	_____
Seconded by:	_____

Appointment of Audit & Finance Committee 2022/2023

Resolved, that the following be and hereby are appointed as
Members of the Audit & Finance Committee of the Washington
County Local Development Corporation for the years 2022 and 2023:

- 1.) Marion Watkins (Committee Chair)
- 2.) Dave Higby
- 3.) Dave O'Brien
- 4.) John Rozell
- 5.) Tim Fisher

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-17</u>
Introduced by:	_____
Seconded by:	_____

Appointment of Governance Committee 2022/2023

Resolved, that the following be and hereby are appointed as members
Of the Governance Committee of the Washington County Local
Development Corporation for the years 2022 and 2023:

- 1.) Dave O'Brien (Committee Chair)
- 2.) Marion Watkins
- 3.) Brian Campbell
- 4.) Dave Higby
- 5.) Samuel Hall

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Resolution #:	<u>21-18</u>
Introduced by:	_____
Seconded by:	_____

Authorization of Contract with GTM Payroll Services

RESOLVED that the WCLDC wishes to contract with GTM Payroll Services, HR Central on Demand program, for a one-year period in order to update the WCLDC Employee Handbook to be sure that the WCLDC is protected & compliant.

BE IT FURTHER RESOLVED that the Executive Director of the WCLDC is hereby authorized to execute the contract and work with GTM Payroll Services on behalf of the WCLDC in order to provide any information necessary for the completion of the Employee Handbook.

Ayes: 0
Nays: 0
Abstention: 0
Adopted: 12/22/2021

Jared Humiston, Chairman

Sue Clary, Secretary

ONE LOW MONTHLY PRICE

UNLIMITED CONSULTATIONS

GTM's HR Central On-Demand!

HR seem to come out of nowhere to gobble up your time, attention and money!

GTM's HR Central On-Demand has you covered, protected & compliant

For one low monthly price, GTM Payroll Services offers you all these services:

- **Employee Handbook creation and updating** – The Labor Department loves to see written policies, and having an up-to-date handbook, goes a long way to protecting your business from fines. We'll create one for you and help you update one you may have in place already. We'll review it together to put the policies in place you want, while making sure it is compliant with laws, rules and regulations in your area.
- **Unlimited telephone and email consultations.** When an employee issue or question pops up, you don't have to guess, and risk big trouble. You simply reach out to GTM, and certified HR professionals will give you the answers, advice and solutions that will protect your business. Call at any time 8am to 8pm, Mon-Fri.
- HR Forms: Library of business, state and federal forms.
- **eAlerts: Instant notification for important law updates.**
- HR Guides: Various guidelines providing helpful references in following particular business procedures.
- Benefits: Coverage of core concepts and fundamentals regarding employee benefits.
- Job Descriptions: Catalog to help hire and organize employees.

All this and so much more for your business for just \$60 per month with a one-year commitment for employers of up to 15 employees.

CONTACT: ROLLY MERRILL (518) 836-2557 ROLLY@GTM.COM