

**COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT AGENCY
RESOLUTION APPROVING CREDIT CARD POLICY**

A regular meeting of County of Clinton Industrial Development Agency (the “Agency”) was convened in public session in the offices of the Agency located at 137 Margaret Street, Suite 209 in the City of Plattsburgh, Clinton County, New York on May 9, 2022 at 12:00 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:

Trent Trahan	Chairperson
Michael E. Zurlo	Secretary
Keith Defayette	Treasurer
Mark Leta	Member
John VanNatten	Member
Joey Trombley	Member

Each of the members present participated in the meeting either in person or remotely pursuant to New York Assembly Bill A09006C/Senate Bill S08006-C, Part WW, as signed into law on April 9, 2022.

ABSENT:

David Hoover	Vice Chairperson
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AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Molly F. Ryan	Executive Director
Toni Moffat	Executive Assistant
Dorothy Brunell	Administrative Assistant
Christopher C. Canada, Esq.	Agency Counsel

The following resolution was offered by J. VanNatten, seconded by K. Defayette, to wit:

Resolution No. 05-22-04

**RESOLUTION ADOPTING CREDIT CARD POLICY OF THE COUNTY OF CLINTON
INDUSTRIAL DEVELOPMENT AGENCY.**

WHEREAS, County of Clinton Industrial Development Agency (the “Agency”) is authorized and empowered by the provisions of Chapter 1030 of the 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 225 of the 1971 Laws of New York, as amended, constituting Section 895-f 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 manufacturing, warehousing, research, commercial and industrial facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce

and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, the members of the Agency desire to approve a certain credit card policy (the "Credit Card Policy"); and

WHEREAS, as provided in the Agency's by-laws, the members of the Governance Committee of the Agency (the "Governance Committee") have reviewed the Credit Card Policy and made certain recommendations to the full board regarding the Credit Card Policy; and

WHEREAS, a copy of a draft Credit Card Policy has been presented to the members of the Agency and the members of the Agency have reviewed the draft of the Credit Card Policy at this meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby approves and confirms the Credit Card Policy, presented and reviewed by the members of the Governance Committee and the Agency, a copy of which is attached hereto as Schedule A.

Section 2. The Agency hereby authorizes the Chairperson, Vice Chairperson and the Executive Director of the Agency to take all steps necessary to implement the matters described in Schedule A attached hereto.

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:

Trent Trahan	VOTING	YES
David Hoover	VOTING	EXCUSED
Michael E. Zurlo	VOTING	YES
Keith Defayette	VOTING	YES
Mark Leta	VOTING	YES
John VanNatten	VOTING	YES
Joey Trombley	VOTING	YES

The resolution was thereupon declared duly adopted.

[Remainder of page left blank intentionally]

STATE OF NEW YORK)
) SS.:
COUNTY OF CLINTON)

I, the undersigned Secretary of County of Clinton 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 May 9, 2022 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 Issuer had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Chapter 417 of the Laws of 2021, as amended (the “2022 Laws”), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given; and (D) there was a quorum of the members of the Issuer, either in person or attending remotely in accordance with the 2022 Laws, 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 9th day of May, 2022.


(Assistant) Secretary

(SEAL)

SCHEDULE A

COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT AGENCY

CREDIT CARD POLICY

Effective: _____, 2022

Purpose: To establish the policy and procedures for the use of a credit card or cards (collectively, the “Credit Card”) by the County of Clinton Industrial Development Agency (the “Agency”).

I. Introduction

It is commonplace for organizations to use credit cards for the convenience of making purchases on behalf of the organization. In some instances, purchases can only be made via a credit card – as manual checks are not accepted (i.e. hotel reservations, internet purchases). In order to simplify the process for purchasing certain items on behalf of the Agency, the following policy outlines the use of the Credit Card.

II. Authorization

A resolution (the “Resolution”) will be presented to the members of the Agency prior to the issuance of the Credit Card that authorizes the following:

- Approval of the issuance of the Credit Card and the type of Credit Card to be used;
- Identification of all authorized users of the Credit Card;
- Setting of appropriate credit limits on the Credit Card;
- Establishment of custody of the Credit Card when not in use;
- Permitted uses of the Credit Card;
- Establishment of internal controls for monitoring the use of the Credit Card;
- Approval process for the payment of charges on the Credit Card; and
- Establishment of a method to recoup unauthorized expenditures on the Credit Card.

The use of the Credit Card shall be in accordance with, and is not intended to circumvent, the Agency’s Procurement Policy or the Agency’s Travel Policy, respectively. The Agency shall be permitted to obtain and utilize the Credit Card as so authorized by the Resolution. In addition to the Agency itself, the individuals authorized to be issued the Credit Card are listed on Schedule A hereto, along with the credit limit authorized. Schedule A shall be updated as the individuals authorized and credit limits change. The Credit Card will be issued to the specific individuals listed on Schedule A hereto in order to help maintain accountability. Once issued, the Credit Card shall be locked in _____ when not in use. If an individual is no longer designated as a cardholder, and/or leaves Agency employment, the Credit Card issued to this individual will be cancelled. As determined by the Resolution, only authorized personnel of the Agency may be assigned and use the Credit Card.

The Governance Committee of the Agency will evaluate the use of the Credit Card on a yearly basis to determine the continued need for the Credit Card and the nature and type of purchases being made.

III. Use of Credit Card

All purchases made on the Credit Card must comply with the Agency's Procurement Policy and the Agency's Travel Policy, respectively. The Credit Card may be used only for official business of the Agency to pay for actual and necessary expenses incurred in the performance of work-related duties for the Agency. The Credit Card may be used only for the following purchases:

- Hotel reservations;
- Rental car reservations;
- Training, conference, luncheons and seminar registrations;
- Meals for meetings in which the vendor will not accept a check; and
- Internet purchases where a vendor will not accept a check.

Personal expenses on the Credit Card are strictly prohibited. A credit card that allows cash advances or cash back from purchases is also prohibited. The Credit Card will be issued in the name and liability of the County of Clinton Industrial Development Agency, with the name of the individual authorized on the Credit Card.

The employee issued the Credit Card is responsible for its protection and custody and shall immediately notify the Treasurer of the Agency (the "Treasurer") if the Credit Card is lost or stolen. Employees must immediately surrender the Credit Card upon termination of employment. The Agency reserves the right to withhold the final payroll check and payout of accrued leave until the Credit Card is surrendered.

IV. Recordkeeping

The use of the Credit Card may be substantiated with a purchase order, receipts and documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation. Receipts and documentation must be submitted to the Treasurer following the purchase to reconcile against the monthly credit cards statement.

At the end of the each month, the Treasurer is to review the monthly card statement and reconcile it with the receipts and documentation received for that month. The Treasurer should determine that all purchases are supported by appropriate documentation – with any variances being promptly investigated. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the Treasurer (or Chairperson of the Agency in the case of the absence of the Treasurer). Unauthorized or improper purchases will result in revocation of the Credit Card and discipline of the employee. The Agency shall also take appropriate action to recoup unauthorized or improper expenditures. Once the reconciliation is complete, the Treasurer will initial the reconciliation to show it has been completed.

Once the Credit Card has been reconciled, payment via check will be made. All purchases made with the Credit Card shall be paid for within the grace period to ensure that no interest charges or penalties will accrue.

SCHEDULE A

<u>Name</u>	<u>Title</u>	<u>Credit Limit Authorized</u>
Molly Ryan	Executive Director	[\$]