

**RESOLUTION AUTHORIZING AMENDMENT TO
ADMINISTRATIVE SERVICES AGREEMENT AND BUDGET**

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 August 10, 2020 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
David Hoover	Vice Chairperson
Michael E. Zurlo	Secretary
Keith Defayette	Treasurer
John VanNatten	Member

Each of the members present participated in the meeting telephonically pursuant to Executive Order No. 202.1, as supplemented, issued by New York State Governor Andrew M. Cuomo, suspending provisions of Article 7 of the Public Officers Law that require public in-person access to public meetings and authorizing board members to participate in said meetings by conference call or similar service.

ABSENT:

Kim Murray	Assistant Secretary
Mark Leta	Member

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Renee McFarlin	Executive Director
Toni Moffat	Executive Assistant
Christopher C. Canada, Esq.	Agency Counsel
George W. Cregg, Esq.	Agency Counsel

The following resolution was offered by D. Hoover, seconded by K. Defayette, to wit:

Resolution No. 08-20-06

**RESOLUTION AUTHORIZING AMENDMENT TO ADMINISTRATIVE SERVICES
AGREEMENT BETWEEN COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT
AGENCY AND CLINTON COUNTY.**

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, the County of Clinton, New York (the "County") currently provides administrative services to the Agency pursuant to an administrative services agreement dated September 10, 2018 (the "Administrative Services Agreement") by and between the Agency and the County, pursuant to which the County provides administrative services to the Agency to further the objectives, goals and purposes of the Agency in exchange for a monthly fee as provided therein; and

WHEREAS, the County recently notified the Agency that the County will be creating a new part-time administrative position (the "New Position") as described on Exhibit A attached hereto, pursuant to which additional administrative services will be provided to the Agency by the New Position; and

WHEREAS, the Agency wishes to amend the payment terms set forth in the Administrative Services Agreement to reflect the additional services to be provided by the New Position; and

WHEREAS, the Agency likewise wishes to amend its current budget for the 2020 fiscal year (the "Budget") to reflect such amendment to the Administrative Services Agreement;

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

Section 1. The Agency hereby authorizes the amendment of the Administrative Services Agreement to reflect the New Position.

Section 2. The Agency hereby authorizes the amendment of the Budget to reflect the New Position.

Section 3. The Agency hereby authorizes the Chairperson, Vice Chairperson and Executive Director of the Agency to take all necessary steps to amend the Administrative Services Agreement and the Budget, respectively, in connection with the New Position.

Section 4. 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:

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

The foregoing resolution was thereupon declared duly adopted.


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

I, the undersigned (Assistant) 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 August 10, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), except as modified by Executive Order 202.1, as supplemented, said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present, either in-person or appearing telephonically in accordance with Executive Order 202.1, as supplemented, 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 10th day of August, 2020.


(Assistant) Secretary

(SEAL)

EXHIBIT A

See attached.

New Position Request – Budget Year: 2020

Department: Economic Development/Legislative Office
Org. Code: A6989660
Title Requested: Senior Typist-M/C
Type: Permanent Contingent Permanent Provisional Temporary Seasonal
 Full-Time Part-Time
Requested Grade: 4 **Step:** 1 **Yearly Salary:** 17,931

Health Insurance Cost:	Medical (NYSHIP Family):	5,338
	Flex Spending: (\$250.00):	0
FICA Cost: (.0765 or 7.65% on Salary):		1,372
Retirement Cost (On Salary and Flex):	Tier: <u>6</u> %: <u>11.2</u>	2,008
<i>(Use Chart Below for Budget Year)</i>	Subtotal:	26,649
Direct Revenue Offset (Amount):	<u>26,649</u>	
Revenue Code: <u>IDA Grant</u>	Less Revenue:	26,649
	Net County Cost:	0

Retirement Cost - Use the following Rates for Budget Purposes:

General Unit:	Tier 1 – 23.2%	Tier 2 – 21.3%	Tier 3 / 4 – 17.7%	Tier 5 – 15.1%	Tier 6 – 11.2%
Sheriff - Deputies			Tier 3 / 4 – 27.7%	Tier 5 – 25.6%	Tier 6 – 20.9%
Sheriff - Corrections			Tier 3 / 4 – 25.15%	Tier 5 – 22.55%	Tier 6 – 17.95%

Department Head's Signature: Patricia A. Grogan Date: 7.28.20
(Forward to Personnel Director along with a completed MSO-222 (New Position Duties Statement) for review and classification in accordance with Civil Service Rules and Regulations).

To Be completed by the Personnel Director

Title Determination: Senior Typist - m/c
 Recommended Grade: 4 Step: 1
 Comments: _____
 Personnel Director's Signature: Kim Kim Date: 7.28.20

Civil Service Law, Section 22: certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the Personnel Director.

**CLINTON COUNTY
DEPARTMENT OF PERSONNEL
NEW POSITIONS DUTIES STATEMENT**

Department head, or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward original to the Department of Personnel.

AGENCY/DEPARTMENT-UNIT OR SECTION - LOCATION OF PERSON

1. Legislative/Economic Development

Full-time Part-time if PT list the # of hours 17.5/hrs

Indicate the number of positions you wish to create: 1

PERCENT OF WORK TIME

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

35	Acts as secretary to an official in cases where assignments call for judgment and experience in making decisions in accordance with established policies and procedures;
25	Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;
10	Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedures;
5	Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;
10	May be required to attend meetings and type minutes, agendas, backup, resolutions, etc;
5	Maintains, records, organizes, and updates database records and generates, formats, and compiles accurate reports;
5	Answers telephone and gives out routine information or relieves at switchboard;
5	May be responsible for overseeing or maintaining checkbook and petty cash funds.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Renee McFarlin	Economic Development Director	Direct

4. Names and Titles of Persons Supervised by Employee in this position.

Name	Title	Type of Supervision
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5. Names and Titles of Persons doing substantially the same kind of level of work as will be done by the incumbent of this position.

Name	Title	Location of Position
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6. What minimum qualifications do you think should be required for this position?

Education: High school 2 years
 College _____ years, with specialization in _____
 Other _____ years, with specialization in _____

Experience: (list amount and type)
 2 years of Clerical Experience

Essential knowledge, skills and abilities:

Type of license or certificate required:

The above statements are accurate and complete.

Date: 7.28.20 Title: Economic Development Dir. Signature: Renee A. McFarlin

In accordance with the provisions of Civil Service Law, Section 22 the Clinton County Department of Personnel certifies that the appropriate civil service title for the position described is Senior Typist

Non-Service Job Jurisdictional Class Title

Date: 7-28-20 Signature of Personnel Director: Kim Kuhn

Circle action below:

Approved
 Disapproved

Date: _____ Signature: _____

Return one completed copy to Clinton County Department of Personnel

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: September 9, 2008
Revised: September 20, 2018

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult and varied clerical and typing work requiring full-time or substantial part-time use of a typewriter or computer. The incumbent exercises independent judgment in completing work assignments. Work is completed within the limits of prescribed or established procedures. Positions in this class are identified by the extent of assigned responsibility, scope of freedom of action allowed in completing assigned duties, the independence with which the work is performed, and the ability to type. The work is performed under general supervision. Supervision may be exercised over subordinate clerical employees. Excepting the ability to type, this class is equivalent to the class of Senior Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as secretary to an official in cases where assignments call for judgment and experience in making decisions in accordance with established policies and procedures;
Assigns work, reviews and records work done, instructs new employees in specialized clerical and typing work of a unit, and sets up new employees with computers, phones, etc;
Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;
Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedures;
Conducts routine correspondence on matters where policies and procedures are well defined;
Supervises and participates in the typing, issuing, and recording of applications, licenses, and permits;
Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;
May be required to attend meetings and type minutes, agendas, backup, resolutions, etc;
Maintains, records, organizes, and updates database records and generates, formats, and compiles accurate reports;
Inputs new information into computer/database systems and updates;
Prepares contracts, flyers, brochures, and other required documents;
Oversees and participates in the typing, processing, indexing, sorting, recording, tracking, and filing of a variety of control records and reports;
Is responsible for the maintenance of personnel records and preparation and input of payrolls;
May be responsible for the tracking and ordering of office supplies or the oversight of such;
Answers telephone and gives out routine information or relieves at switchboard;
Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators, and other office equipment and may arrange for maintenance of such machines;
May serve as liaison with other agencies/business offices;
May be responsible for overseeing or maintaining checkbook and petty cash funds.