HON. GARY W. DOMALEWICZ
CHAIRMAN
HON. WILLIAM M. CLAY
VICE CHAIRMAN
MICHAEL J PAPARIAN
EUGENE MESSERCOLA
WILLIAM MURPHY



COUNTY OFFICE BUILDING
111 WASHINGTON AVE
SUITE 100
ALBANY, NEW YORK 12207-2021
(518) 447-7707

AGENDA

Wednesday January 3rd, 2024, at 5:00 p.m. 111 Washington Ave Suite 100, Albany NY 12210

1.	Welcome	Gary Domalewicz, Chairman
2.	Roll Call for record	Gary Domalewicz, Chairman
3.	Reading and approval of 11/1/2023 Meeting Minutes	Gary Domalewicz, Chairman
4.	CFO Report	Amy Thompson, CFO
5.	CEO Report	Kevin O'Connor, CEO
6.	Ongoing Business: a. Website RFP b. SE Grocery Store Matter	Rosemary McHugh, AACA Kevin O'Connor, CEO
7.	New Business: a. Resolution - Housekeeping (action item) b. Resolution - Women's NCAA Tourn. Sponsorship c. Potential BOCES Project – SEQR	A. Joseph Scott, Counsel A. Joseph Scott, Counsel Kevin O'Connor, CEO
8.	Public Comments	
9.	Open Discussion a. 2024 Meeting Dates b. February NYEDC Conference	All Board Members
10.	Executive Session (if necessary)	Gary Domalewicz, Chairman
11.	Adjournment	Gary Domalewicz, Chairman

ALBANY COUNTY CAPITAL RESOURCE CORPORATION BOARD MEETING MINUTES October 4, 2023

The monthly Board Member meeting of the Albany County Capital Resource Corporation was held on Wednesday, October 4, 2023, at 5:00 o'clock pm.

Attending

Hon. Gary W. Domalewicz, Chairman; Hon. William M. Clay, Vice Chairman; Michael Paparian, Treasurer; Hom. Matthew Peter, Member

Also Present

Kevin O'Connor, Chief Executive Officer; Amy Thompson, Chief Financial Officer; Rosemary McHugh, Economic Development Coordinator, Advance Albany County Alliance; Kevin Catalano, Director of Commercial Lending; Antionette Hedge, Executive Assistant, Advance Albany County Alliance; A. Joseph Scott, III, Esq.

Excused

Eugene Messercola, Assistant Secretary.

Call to Order

The meeting of the ACCRC was called to order by Chairman Domalewicz at 5:03pm.

Roll Call

Roll was called, and it was noted that a quorum was present.

Public Comments

None

Approval of the Minutes.

Chairman Domalewicz asked for a Motion to approve the minutes of June 21, 2023 monthly meeting as presented.

Motion by Matthew Peter and Seconded by William Clay.

Vote: Motion was adopted (4-0)

Chair Report.

None

Finance

Amy Thompson, CFO. presented the financial report for August 2023. Chairman Domalewicz asked for a Motion to approve the August Financial report. Motion by William Clay and Seconded by Matthew Peter. Vote: Motion Adopted (4-0)

Amy Thompson, CFO presented a Resolution to approve the 2024 ACCRC PARIS Budget. Chairman Domalewicz asked for a Motion to approve the 2024 ACCRC Budget. Motion by Matthew Peter and Seconded by Michael Paparian.

<u>Vote:</u> Motion Adopted (4-0)

Amy Thompson, CFP discussed the Banking RPF. The Board gave permission to submit the RFP.

Old Business

No Old Business

New Business

Rosemary McHugh present findings from Spiral Design for a new website layout. The new site would have its own URL and landing pages. She asked to submit a RFP for web designer.

012014.00006 Business 23990844v2

Executive Session

Chairman Domalewicz asked for a Motion to go into Executive Session at 5: 21 pm. Motion by Matthew Peter and Seconded by William Clay to go into Executive Session at 5: 21 m. to discuss ACCRC Loans.

Vote: Motion was adopted (4-0)

The Board came out of Executive Session at 5:46 p.m.

(motion)

Adjournment

Chairman Domalewicz asked for a Motion to adjourn the Meeting.

Motion by Matthew Peter and Seconded William Clay.

Vote: Motion was adopted (4-0)

Meeting adjourned @ 5:48 pm.

012014.00006 Business 23990844v2

Albany County Capital Resource Corporation Balance Sheet

As of November 30, 2023

		Total
ASSETS	· -	
Current Assets		
Bank Accounts		
202-00 Trustco Checking		425,169.06
202-50 Trustco CD 4464 .10% 5/16/24		361,293.15
203-50 Trustco CD 1123 4.9% 2/14/24		515,878.39
203-60 Trustco CD1127 4.9% 3/14/24		309,249.53
Total Bank Accounts	\$	1,611,590.13
Other Current Assets		
1101 Prepaid Expense		3,690.50
Total Other Current Assets	\$	3,690.50
Total Current Assets	\$	1,615,280.63
Other Assets		
390-00 Loans Receivable		195,364.16
Total Other Assets	\$	195,364.16
TOTAL ASSETS	\$	1,810,644.79
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
909-00 Retained Earnings		1,868,344.91
Net Income		-57,700.12
Total Equity	\$	1,810,644.79
TOTAL LIABILITIES AND EQUITY	\$	1,810,644.79

Albany County Capital Resource Corporation Profit and Loss

January - November, 2023

		Total
Income		
2401-00 Interest and Earnings		32,614.95
Total Income	\$	32,614.95
Gross Profit	\$	32,614.95
Expenses		
6461-00 Personnel Services		3,600.00
6463-00 Legal & Professional Fees		10,450.22
6465-00 Sponsorships		20,000.00
6466-01 Computer/Software Expenses		322.80
6467-00 AACA Mgmt Fee Expense		55,555.55
6469-00 Insurance		386.50
Total Expenses	\$	90,315.07
Net Operating Income	-\$	57,700.12
Net Income	-\$	57,700.12

ALBANY COUNTY CAPITAL RESOURCE CORPORATION Financial Statement Narrative For the Period Ending November 30, 2023

This report provides an overview of the P&L and Balance Sheet for the Albany County Capital Recourse Corporation YTD November 2023.

Profit & Loss

Operating Revenue -

Interest income of \$32,615 is comprised of interest earned on CD's currently held at Trustco Bank. We will be issuing a banking RFP to see if there is an opportunity to earn interest at higher rates.

Operating Expenses-

Personnel expenses of \$3,600 include expenses paid to former employees through June 30, 2023.

Legal and Professional expenses of \$10,450 include a payment to Teal, Becker, Chiarmonte of \$4,600 for audit services as well as \$5,850 paid to Hodgson Russ for legal services provided through September 2023.

Sponsorship expenses of \$20,000 is a payment to Sports Foundation of the Capital Region for NCAA ads.

AACA Management Fee expense of \$55,555 includes 5 months of the AACA mgmt fee payable at \$11,111 each month.

Balance Sheet

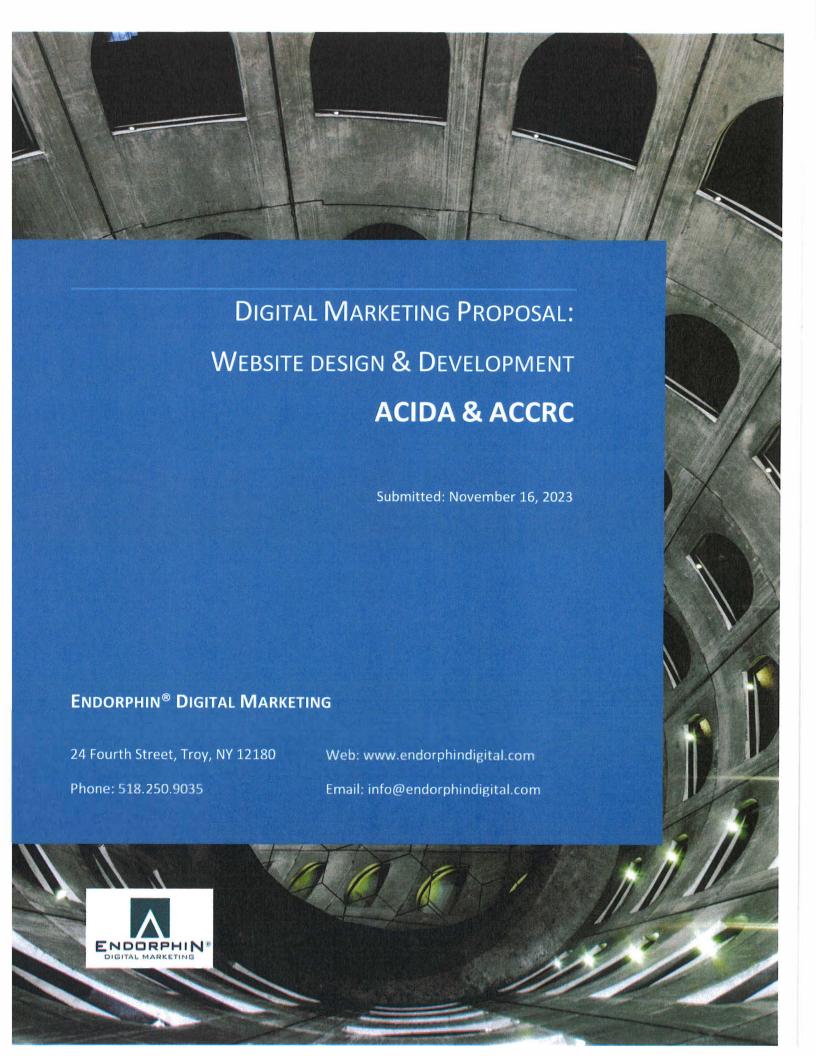
Assets -

Cash balance as of November 30, 2023 is \$1,611,590. Of that there is \$425,169 in the checking account available for operating expenses. The total amount currently held in CD's is \$1,186,421.

Loans receivable of \$195,364 is the outstanding loan to the African American Cultural Center.

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None.



Website Design & Development Project

Project Overview:

ACIDA & ACCRC is seeking a qualified and experienced graphic design and content development team to create a website with its own URL. The website would be a link to the Albany County Business Hub under the Advance Albany County Alliance LDC. The website is a vital communication tool that will help us share resources with our stakeholders, partners, and the community at large.

Company Profile:

Endorphin® Digital Marketing is a digital marketing firm offering strategy & planning, web design, search engine optimization and digital advertising. We do this primarily for professional services, local businesses and non-profit organizations.

Since 2005, Endorphin® Digital Marketing has developed and managed strategies to increase visibility, improve communications, build brand recognition and generate increased leads/revenue.

Please visit us at www.EndorphinDigital.com.

Sample Websites:

https://www.meawisdom.com/

https://adler.ch/

https://www.healthycell.com/

https://www.mtlc.co/

https://www.kindsnacks.com/

https://www.businessleadersofcolors.com/

https://cbmbusiness.com/

https://perb.ny.gov/

https://j6mediaworks.com/

https://erikagabriel.com/

https://back2healthyoga.com/

References:

Gladys Brangman, CEO

Business Leaders of Colors gladys@businessleadersofcolors.com 607-279-7835

www.businessleadersofcolors.com

Shawn Moodie, Owner/President

CBM Business Solutions shawn@cbmbusiness.com

518.249.5064

www.cbmbusiness.com

Edward Roy, Owner

J6 Mediaworks office: 845-809-4253 edward@j6mediaworks.com https://j6mediaworks.com/

Erika Gabriel, Spiritual Medium

16 East Lancaster Ave, Suite #100 Ardmore, PA 19003 info@erikagabriel.com https://erikagabriel.com/

Cristina Roy, CIYT, Owner

Back2Health Yoga, LLC (845) 202-2228 cristina@b2hyoga.com https://back2healthyoga.com.

Jeremy Fyfe, Owner

GLS Painters glspainters@gmail.com (856) 238-1288 www.GLSpainters.com

Development Team:

Erik Bunaes, President/CEO, Endorphin® Digital Marketing. See www.linkedin.com/in/erikbunaes.

Robert K., Developer, 15+ years of experience with custom Laravel, custom WordPress and custom Magento projects, along with custom integrations.

Kasper V., Developer, 20+ years of experience with custom Laravel, custom WordPress and custom Magento projects, along with custom integrations.

Requirements:

- 1. Assuming 5-10 primary pages, using 3-4 different templates/layouts
- 2. Home Page with gallery
- 3. Contact Us Page
- 4. Board members page, sub-pages with detail about each
- 5. Meeting minutes page (separate or included on another page)
- 6. Responsive, mobile-friendly design

Proposed Approach:

We look at every project in 3 phases.

Phase 1: The first phase is a **discovery and design phase** where we take this RFP / scope document and dive into the details of what a website could look like in order to develop a design that aligns with your current and future needs.

Phase 2: The second phase is **development and review/quality control**. This process starts once we confirm that all pieces in discovery and design phase are completed and approved. From here we build out the website, complete our quality assurance/control process, and have your team confirm everything is working as desired and planned.

Phase 3: The third phase is **launch and troubleshooting.** When the second phase is in its final review, we start preparing for launch. This includes setting up the custom url (web address), hosting, and DNS. Once confirmed ready for launch we push the site live on an agreed upon timeframe. We always suggest a launch between Monday and Thursday in the morning. This enables our team and yours to see the site live during the week with the least impact to your schedules.

Content Development:

We are under the impression that 3-5 pages of content will need to be developed while some content will also be provided from your team. An example would include the board member details.

Project Timeline:

- Assuming the project start date is the beginning of December,
- Discovery and design phase should be completed by January 19th.
- Content created by January 19th as part of the discovery and design phase
- Development is complete by the first week of February
- Launch is complete by the middle of February 2024.

In order to maintain the above timeline, we will need to confirm that as we work through each phase that feedback is received promptly. If there is delay in this, then the timelines will be more challenging to accomplish.

Budget:

Total cost: \$9,000. 35% deposit to begin project with balance payable at launch of new website.

Hosting & Maintenance (optional): Three (3) hosting and maintenance options:

- 1. Monthly updates (\$150 a month) + Hosting + site status report per month
- 2. Quarterly updates (\$100 a month) + Hosting + site status report per quarter
- 3. Twice a year updates (\$60 a month) + Hosting

If you would like for us to make minor content updates as needed, we can add a block of hours to the hosting and maintenance packages at a discounted rate of \$125 an hour. If not on our hosting & maintenance packages, our hourly is \$145 and billed as needed.

A signed contractual agreement is required to begin project.

Please let me know if you have any questions and how you would like to proceed.

We are excited to work with you. Thank you for the opportunity!

Endorphin® Digital Marketing

Approved By:	
Erik Bunaes, President & CEO	
Date: November 16, 2023	

Albany County Industrial Development Agency / Albany County Capital Resource Corporation

Approved By (signature):	_
Name & Title:	_
Date:	

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Proposal Request Response

Website Design & Development for the Albany County Industrial Development Agency & Albany County Capital Resource Corporation



KathodeRay Media, Inc. is a Full-service Marketing Agency that provides comprehensive solutions to Government Organizations and the Communities they support.

KathodeRay is a NYS-Certified WBE with over 25 years of experience creating impactful brands and messaging campaigns that produce measurable results.



Questions about KathodeRay?

Mark Gustavson 518.966.5600 mark@kathoderay.com

Executive Summary

The ACIDA and ACCRC play a pivotal role in fostering economic growth and revitalizing Albany County communities. The opening of the Albany County Business Hub this spring is a great opportunity to further that goal by connecting different economic development groups in Albany. KathodeRay Media (KRM) will be pleased to apply our expert design and technical skills to create an engaging and intuitive website that will further these connections, allowing the ACIDA and ACCRC to share resources more efficiently with stakeholders, partners, and the community. KRM brings local experience with economic development communications and can offer a 4-step process to launching this website in 10 weeks.

Company Profile

KathodeRay Media, Inc. (KRM) was founded by Kathleen McQuaid Holdridge in 1997 and has been building brands in a digital world ever since. Brands like Cuisinart and HBO Home Video chose KathodeRay to create their first websites, and our company has been designing and implementing websites for over 25 years. A New York State Certified WBE since 2015, our company is not just owned by a woman, but eight out of ten members of our team are women. In addition to Kathleen, the KRM leadership team includes EVP Strategic - Mark A. Gustavson, and VP Creative Emily Boziwick. Our exceptionally strong creative and production team excels at developing and implementing elegant and intuitive websites that provide engaging user experiences. We are a Full-Service agency with extensive in-house capabilities in Strategic Marketing, Design, Campaign Development, Digital & Traditional Advertising, Imaging, Production, and Results Reporting.

We have extensive experience in the Economic Development space, and have created and implemented numerous initiatives of the Greene County Economic Development Corporation. We have been agency of record for Greene County Government since 2018, and have designed and administered the Buy In Greene consumer engagement campaign since 2013, and the Invest In Greene business attraction program since 2016. We also apply our expertise to enhance the development efforts of municipalities and not-for-profit organizations.

KathodeRay Certifications



Certified Women-Owned Business Enterprise









Portfolio

Buy In Greene

This website is the consumer gateway for Greene County's buy-local consumer engagement program. Over 1,200 local businesses have free listings that are searchable by business type, town, and service area, and can be managed by the business owner. Seasonal consumer promotions group businesses based on seasonal relevance to buyers' needs, and are promoted to both residents and visitors through broadcast, digital, and traditional advertising campaigns.



BuyInGreene.com



Invest In Greene

This gateway to Greene County's small business attraction program provides promotional pages for each of its 19 municipalities. Visitors to the site can explore communities virtually, read monthly success stories on local businesses, download eBooks from its resource library, and find useful information on obtaining assistance in starting, growing, or relocating their business to Greene County.



InvestInGreene.com

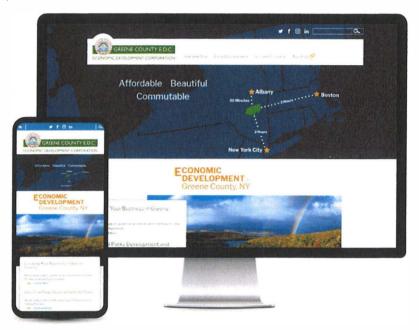


Greene County Economic Development Corporation

As the managing authority of both the Buy In Greene and Invest Greene initiatives, the GCEDC has a dedicated website that serves as a resource for county economic indicators, available programs, and available sites for development. It is also a gateway for new business owners to make initial contact, respond to surveys, and obtain required documentation.



GreeneCountyEDC.com



Greene County Chamber of Commerce

This site was designed to promote the mission of the Greene County Chamber, facilitate contact with its members, and provide easy membership application. Users can quickly access upcoming event information, send RSVPs, and support the chamber through event sponsorships. New members are highlighted as they automatically appear in a marquee slideshow at the top of the searchable member directory for 30 days upon joining the chamber.



GreeneCountyChamber.com

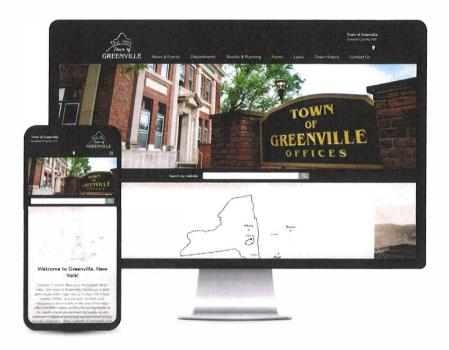


Town of Greenville, NY

This municipal website serves as a vehicle to promote town initiatives and events, field and respond to questions about town policies and services, and guide current and prospective residents through the town government process. A town directory facilitates communication with the different departments, and forms & documents can be searched, downloaded, and submitted.



TownofGreenvilleNY.com



Proposed Approach

The KRM website development process consists of 4 stages:

1. Discovery

Within 5 business days of project award, the KRM team will meet with all relevant stakeholders at ACIDA & ACCRC to confirm goals, review available content and image assets, and gain an understanding of the functional and visual elements that will be included in the design.

2. Design

Within 10 business days following the Discovery session, KRM will deliver 3 design options (each with a desktop and mobile version) for review. Each option will consist of a Home Page Design, an Interior Page Design, and the placement of image galleries and contact forms, and marquee sliders. As nearly 80% of users access websites from mobile devices, specific attention will be paid to the navigation and user experience on smartphones. Based on the feedback received from the ACIDA & ACCRC, we will execute up to 3 revisions to finalize the design.

3. Development

Once the design is finalized, we will create a development environment on our agency server to build the site. Relevant stakeholders at the ACIDA & ACCRC will have access to both the public facing side of the website, as well as the intuitive editor interface for making updates and adding timely information. This not only serves as an opportunity for immediate review as work is completed, but enables us to train those who will become responsible for adding and removing content.

4. Testing & Launch

Upon completion and final approval of the website in our development environment, our team will conduct our rigorous testing protocol to ensure that everything looks and functions as it was intended to do. Upon completion of the testing, KRM will confer with the ACIDA & ACCRC to determine an appropriate date to connect the public facing, unique URL to the site and take it live.

Project Timeline

Assuming award in the first week of December 2023 and timely responses from the ACIDA and ACCRC, the site will be live by the week of February 5th, 2024.

Week of December 4, 2023	Project Awarded
December 11 - 15, 2023	Discovery
December 18 - 25, 2023	Design
January 1 - 12, 2024	Design Revision
January 8 - 12, 2024	Design Approval
January 8 - 26, 2024	Development
January 22 - February 2, 2024	User Training
January 29 - February 2, 2024	Testing
February 5, 2024 , 2024	.Launch!

Budget

The budget for KRM to execute this project is \$13,500.00, broken out as below:

Content Development and Project Management: \$1,500.00

Website Design & Revisions: \$3,000.00

Programing, Training, Testing & Launch: \$9,000.00

In addition to these one-time costs, re-occurring costs total \$650.00 annually and include:

Annual Domain Registration for the URL: \$50.00

Annual Website Hosting with 5GB of storage: \$600.00

KRM will require a deposit of \$4,150.00 to begin work. We will issue an interim invoice in January of 2024 for \$5,000.00, and a final invoice in February 2024 for the remaining \$5,000.00.

References

Teri Weiss - Director of Business Marketing

Greene County Department of Economic Development, Tourism & Planning 518-719-3285

tweiss@areenecountyny.gov

Pamela Geskie - Executive Director

Greene County Chamber of Commerce 518-715-3895

pamela@greenecountychamber.com

Jessica Lewis - Town Clerk

Town of Greeneville, NY townclerk@townofgreenvilleny.com

Team Resumes

Kathleen McQuaid Holdridge - President/Founder, Creative Director

518.817.2322 kathleen@kathoderay.com

Kathleen is a consummate businesswoman with a gift for seeing the 'big picture' and achieving results. Combined with an affinity for combining the latest technology and marketing trends with superior messaging, this unique hybrid of talent has helped her offer marketing, business and technical solutions for over 20 years. Throughout her career, Kathleen's professional offerings have expanded to embrace the latest advancements in print, digital and mobile media, quickly responding to shifts in the marketplace.

Since founding KathodeRay Media in 1997, she has created marketing programs for many brands and organizations. Kathleen takes the time to understand the business goals of her clients, as well as the products and services that she markets. She brings her clients' goals and concepts to life and can reach niche audiences that would be otherwise inaccessible.

Kathleen has taught Multimedia Design and Development as an adjunct professor at Parsons Design School in New York City; and Online Public Relations at SUNY New Paltz. She holds a Bachelor of Fine Arts in Computer Art from the School of Visual Arts located in New York City.

EXPERIENCE:

1997 - Present President & Owner - KathodeRay Media, Inc.

Responsibilities:

- · Creative Strategy and Vision
- Director of Operations including Training, Staffing and Finance

September 2009 - December 2009 Adjunct Professor - SUNY New Paltz

Responsibilities:

- Created Syllabus for Online PR & Media Undergraduate Course
- · Taught In-Class for One Semester
- · Assigned, Reviewed, and Graded projects submitted by 25 students

January 1998 - December 2000 Adjunct Professor - The New School (NYC)

Responsibilities:

- Created classes and weekend workshops in CD-Rom Design and Production for Continuing Education
 Department
- Assigned, Reviewed, and Graded projects for classes of 15-25 students

November 1993 - April 1996 Graphic Designer - Dempsey Design (NYC)

Responsibilities:

- Created Print Design and Production of Client Deliverables
- Creative 'Interactive Department' producing Interactive CDs and Sales Presentations
- Direct Report to President

EDUCATION & SERVICE:

Bachelor of Fine Arts in Computer Art - School of Visual Arts, New York, NY, 1996 Associate of Applied Sciences in Design & Visual Communications – Ocean County Community College, Toms River, NJ, 1990 Board Chair – Greene County Chamber of Commerce, 2011-13 Board Member – Greene County Chamber of Commerce, 2003-14, 2018-2021

Mark A. Gustavson

EVP, Strategic

Mark joined KathodeRay with over 25 years of experience in marketing & selling products and service-solutions to businesses, consumers, and government agencies. He has led creative & production teams in advertising, technology, manufacturing, and distribution companies from start-ups to major industry players.

Mark's diverse skillset enables him to understand a client's business holistically, identify goals and challenges, and develop campaigns that deliver measurable results and tangible return on investment. A life-long producer, Mark finds the 'Inherent Truth' within a product or service, then creates the compelling story of its value and benefit to the specific needs of your most desirable customers.

Mark's strategic leadership expanded the reach of Greene County's Buy In Greene initiative to branch into the Invest in Greene program. As a result of his team's work, over 50 businesses have sought funding with Greene County Economic Development. As of August 2019, Greene County's rating was raised from AA3 to AA2. Only 5 counties in the state have a higher rating, and the Director of Economic Development Karl Heck noted that a lot of this was due to the strategy and implementation of KathodeRay's business attraction marketing efforts.

PREVIOUS EXPERIENCE:

July 2015 - January 2018 Director of Digital Marketing - KathodeRay Media, Inc.

Responsibilities:

- Directed Strategy, Marketing, Messaging, and Implementation of the Buy In Greene | Invest In Greene initiative for the Greene County Department of Economic Development & Planning
- Directed multiple multi-year marketing programs for County Health Organizations
- Directed multiple marketing and public relation campaigns for clients in Real Estate, Healthcare, Hospitality, and other vertical markets.

January 2013 - June 2015 Principal - Course Made Good Strategic Consulting

Accomplishments:

- Created an "In-House Marketing Team On-Demand" service business addressing the needs of small manufacturers and service providers in Upstate New York
- Conducted due-diligence research and developed comprehensive strategic marketing plans based on an holistic and sustainable approach to the client's business
- Assembled and directed appropriate teams of Creatives & Production personnel to design, develop, and execute marketing programs and initiatives

April 2007 – January 2013 Exec. Director, Marketing & Communication - WYNIT Distribution, LLC Accomplishments:

- Led an in-house, full-service marketing agency responsible for creating and reinforcing the
 corporate brand across multiple business units serving specific markets in the distribution of
 Consumer Electronics, Digital Photography, Wide-Format Printing, Security, Housewares, and
 Outdoor Leisure & Adventure products from over 100 suppliers to over 4000 active resellers, ranging
 from the largest national retailers to small, independent specialty outlets
- Directed all aspects of corporate exhibits at major annual industry tradeshows including: CES, PMA, Outdoor Retailer, ISC West, ESX, and SGA/RGA. Designed and implemented multi-use physical exhibit properties. Directed design and implementation across industry trade publications both in print and online.

August 2000 – March 2007 Vice President, Marketing & Sales - AMCon Systems Corporation Accomplishments:

- Led start-up technology service company specializing in the conversion of legacy content (both electronic and hard-copy) into Interactive Electronic Technical Manuals (IETMs) compliant with MIL-STD specifications for XML and SGML documentation
- Created processes and protocols that enabled high levels of document throughput while maintaining superior quality and minimizing costs
- Executed the successful conversion of over 2,000,000 pages of content for USDoD, DND Canada, and major defense contractors over 6 years

February 1997 – August 2000 Director of Strategic Development - Ryan Communications

Accomplishments

- Developed and led a new business development team leveraging channel marketing and communications strategies for manufacturers & service providers
- Awarded Agency of Record for OKI America (Okidata Printers & Peripherals) for Automotive Aftermarket, Healthcare, Multi-Function, and Color vertical markets
- Developed & Executed multiple marketing programs for Frontrange Solutions (GoldMine CRM Software), Hand-Held Products scanning solutions, and Palm PDA products
- Developed and hired dedicated teams for all accounts (28 positions)
- Increased billing by \$4MM with net profit of 38%.

EDUCATION & SERVICE:

Bachelor of Arts in History & Theatre Arts with minors in Music, Literature, and Technical Theatre – Hartwick College, Oneonta NY, 1984

Board of Directors – American Red Cross of Central New York (2009 – 2012)

Production Chair - Rockin' The Red Cross, Battle of the Corporate Bands (2008 - 2012)

Member/office holder – American Kennel Club, Norwich Terrier Club of America, Saint Bernard Club of America, New England Saint Bernard Club, Saint Bernard Club of the Finger Lakes.

Audra Carlotz - Art Director

518.966.5600 audra@kathoderay.com

Audra joined the KathodeRay team with over 25 years hands-on design experience – creating visual marketing and advertising materials that connect with viewers and create action. Her designs have been instrumental in the success of consumer campaigns, professional services promotion, business-to-business marketing, and not-for-profit awareness. She has an extensive background in print production, as well as creating infographics that visually convey highly technical concepts and data. Her versatility makes her elegant designs effective in all types of media: from print ads to posters, brochures & billboards; From websites and digital display ads, to engaging social media posts, online publications, presentations, and resources.

Audra recently re-envisioned the branding of Greene County's Buy in Greene, Invest in Greene and Economic Development Group's website and collateral materials. As Greene County continues to expand upon its success – the implementation of new programs, while keeping the identity of the older programs has been one of Audra's primary projects in the last two years.

EXPERIENCE:

November 2017 - Present KathodeRay Media, Inc.

Responsibilities:

- Visual Design direction, creation and implementation of all materials.
- Oversee freelancers or other team members to keep on top of deadlines, combining their strengths with hers to ensure timely deliverables and keeping the projects as cost efficient as possible.
- Facilitate client requests, assigning tasks and checking the statuses of outstanding tasks that are completed by team members, such as social posts, advertising, SEO reports, and more.
- Facilitate, and oversee the quotes and final printing (including ensuring quality) of all materials.

June 2016 - November 2017 Marketing Director, Carluccio, Leone, Dimon, Doyle & Sacks, Toms River, NJ

Responsibilities:

- Rebranding of the law firm and redesign of the website
- Create and manage the development of all marketing collateral for the law firm as a whole and each individual practice area. Including brochures, flyers, printed and digital advertising, create and produce a quarterly newsletter.
- Manage the online presence for 15 attorneys and the firm as a whole (social media; Lawyers.com, Martindale-Hubbell, etc.) as well as in printed publications.
- Coordinate, facilitate and photograph firm special events

2008 – 2016 Art Director, Regal-Lith Printers, Forked River, NJ

Responsibilities:

- Provided design and layout solutions for logos, and printed materials such as business cards, brochures, posters, pamphlets and books.
- Consulted with the account representative of the commercial printing business to insure that the clients' design expectations were met.

1996 – 2002 Art Director and Owner, Profile Design Inc., Forked River, NJ Responsibilities:

Interacted directly with clients to insure that their project expectations were met creatively, cost efficiently and on time.

- Provided design and layout solutions for logos, and printed materials such as business cards, brochures, posters, pamphlets and books.
- Organized production and delivery to meet specific deadlines.
- Prepared electronic files for print production.
- Checked and approved proofs before print.
- Directed pricing, sales and set credit terms.
- Reviewed sales reports and financial statements.
- Measured productivity and cost efficiency.
- Maintained smooth daily operations.
- Grew a successful, profitable, small business.

1992 – 1996 Junior Art Director, West Group Communications, New York, NY Responsibilities:

- Provided design and layout solutions for logos, and printed materials such as business cards, brochures, posters, pamphlets and books.
- Consulted directly with the account representatives and clients
- Prepared electronic files for print production.
- Checked and approved proofs before print.

EDUCATION & SERVICE:

Bachelor of Fine Arts in Graphic Design - Trenton State College, NJ, 1992 Associate of Applied Sciences in Design & Visual Communications – Ocean County Community College, Toms River, NJ, 1990

Michele Brown - Technology Integration Expert

518.966.5600 michele@kathoderay.com

Michele has been designing websites since she realized the family farm near (Hudson, NY) didn't have one. She received her Bachelors in Creative Writing and Military History from Lycoming College in Pennsylvania, then a Masters in Publishing from Emerson in Boston. After freelancing in web and graphic design in Rochester, NY, she's glad to be back in the Hudson valley area, using her expertise at KathodeRay while continuing to expand her skills, especially in creating easy-to-use website update interfaces and information gathering, organization & dissemination.

EXPERIENCE:

2016 - Present Website Developer/Technology Integration Expert - KathodeRay Media, Inc.

Responsibilities:

- · Website building & maintenance
- · Part of team that handled Greene County's COVID 19 crisis response communications

2019 - Present Webmaster - St. Mary's Church, Coxsackie, NY

Responsibilities:

- Design & planning of new website
- Building website & early launch May 2020 in response to COVID

2012 - 2018 Webmaster - Rochester Catholic Women's Conference

Responsibilities:

- Design, building, and maintenance of website
- · Tech consultant
- · Print design

EDUCATION:

MA Writing, Literature, and Publishing - Emerson College, Boston MA BA English Creative Writing (fiction); History (military) - Lycoming College, Williamsport PA Minor: Spanish

COMPUTER SKILLS:

Languages: PHP, HTML, CSS, JavaScript, jQuery, basic SQL

Software: WordPress, Photoshop, InDesign, Illustrator, Dreamweaver, Microsoft Office, HubSpot,

SharpSpring

Operating Systems: familiar with both Windows & Mac Other: EPUB, FTP, regular expressions, track changes

LANGUAGES:

Working knowledge of Spanish

Familiar with Ancient Hebrew, Roman Latin, and Ancient Greek

Experience with linguistics and translation

AWARDS & HONORS:

Sigma Tau Delta — English Honors Society

Phi Kappa Phi — Honors Society

Phi Sigma lota - Modern Language Honors Society

Phi Alpha Theta — History Honors Society

Theta Alpha Kappa — Religion Honors Society

Graduated Magna Cum Laude

Creative Writing Talent Scholarship

Trustee Scholarship (valedictorian of high school class and maintaining high GPA in college)

Girl Scout Gold Award

Value Added Considerations

Our agency is a full-service boutique agency. What this means is we custom tailor our support to what is needed to meet your objectives. Our team is dedicated to the following principles:

Provide direct,
personal service

Understand your organization

Become a seamless part of

your team

To meet these objectives, our company provides a complete suite of services.

Branding and Messaging

- Logo Design
- Content Writing
- Collateral Design
- Social Media Set-up
- Photography/Videography

Advertising

- Producing Campaigns and Creative
- Pay Per Click Search and Banner Ads
- Social Media Ads
- Media Placements: Print, Radio, TV/OTT

Lead Attraction

- In-bound content
- Social Media Posts
- Organic Search
- Customized CRMs based on Pipedrive or SharpSpring platforms
- Chat-bots

Website and Technology

- Design and Programming
- Hosting
- ADA Compliance
- Website Updates and Support

Community Engagement

We enjoy collaborations with other Agencies and belong to AMI (Agency Management Institute). In 2015, our company became certified as a New York State Women Business Enterprise (NYS WBE). Our philanthropic endeavors are often focused on helping women or children. Organizations we have supported through trade or monetary donations include Windham Women's Expo, Catskill Community Center, Community Action of Greene County and many more.

KathodeRay shares its energy, enthusiasm and expertise with the local community. We are active members of:











Protected Information

We have not disclosed any protected information within this proposal.



LET'S MAKE SOMETHING BRILLIANT TOGETHER

Proposal for Advance Albany County Alliance

ALBANY COUNTY BUSINESS HUB WEBSITE DESIGN & DEVELOPMENT

July 27th, 2023

BOLD & BRILLIANT BY DESIGN

spiraldesign.com





GOALS & SOLUTIONS 1 of 3

WEBSITE DESIGN & DEVELOPMENT

Albany Business Hub would like to create a new website to advertise their "one-stop-shop" of organizations that can assist current and new businesses in Albany County. Viewers will be provided information on how any of these (5) organizations; Advance Albany County Alliance, ACBDA, ACIDA, ACCRA, & the Albany County Land Bank Corporation, can collaborate to make Albany County successful for economic growth.

The new website will be flexible, easy to update, and make use of modern browser/SSL requirements, while being responsive ("mobile ready"). The scope and budget provided within this proposal includes the following specifications:

→ Proposed Creative Recommendations

- During initial discussions, the client and Spiral established initial goals for the new website centered on an approved outline structure. Diagram provided on page (4) and includes:
 - Homepage provides general overview information, gallery marquee and promo area for the (5) organizations above. The utility navigation will link to the About the AC Business Hub & Contact Us pages
 - Specific subpage pages for ACIDA & ACCRC, will include a board members highlight area with head-shots, marquee slideshow and the ability to post meeting minutes and other required documents.
 - (Note, the ACIDA & ACCRC could also provide their own unique URLS that would redirect to these pages within the Business Hub's site.)
 - New Resources module structure and functionality for meeting minutes on the site will be similar to AACA's current Resource module
 - · Link to contact form
- Design and presentation of (1) initial home page concept; including (2) rounds of revisions prior to approval on final design direction
- Subsequent development of subpages, following approval of Homepage design; including (2) rounds of revisions for each subpage prior to final approval
- · Designs incorporate the current Albany Business Hub brand palette and interior graphics
- · Designs are made to meet Web Content Accessibility Guidelines (WCAG 2.0 AA) ADA Standards
- · Provide responsive mobile optimized framework
- Website hosting & maintenance information provided on page (5)
- · Client will be responsible for purchasing a new domain for this new website

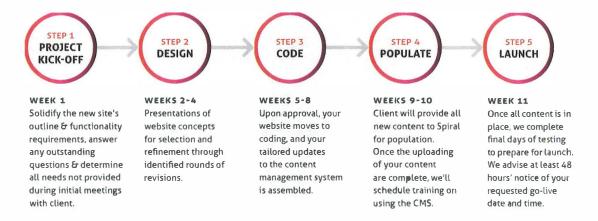


GOALS & SOLUTIONS 2 of 3

WEBSITE DESIGN & DEVELOPMENT

- For ease of use and cost savings, this website will be built within the established AACA content
 management system (CMS). Content is currently updated by select AACA employees.
 The client will have the ability to provide additional levels of access to the appropriate employees
 for this new section of the CMS
- · Creation of a sub-account under the AACA's Google Analytics account for this new website
- Client will work with the Spiral creative team to determine what new copy should be utilized in the
 design layouts. Client is responsible for providing all new written copy in a Word document format
 at the start of the population phase
- Client will be responsible for organizing, labeling and providing Spiral with all image and resource content. If stock photography is required, client will need to communicate this request during the project kick-off phase
- Copy-writing services are available for separate quoting if client requires assistance and management of new copy
- Supply (1) additional CMS training to necessary employees. Spiral will review the new functionality
 of the AACA CMS. Additional future trainings will be charged at \$125 per hour rate

AVERAGE WEBSITE ESTIMATED TIME FRAME

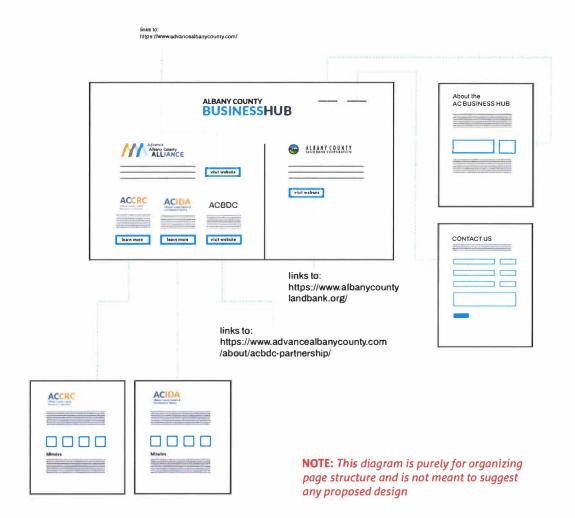


Estimated timelines are subject to change based on new information in project kick-off, complexity of design & development updates, availability of feedback and/or content from client in a timely manner and scheduling delays outside of Spiral Design's control.



GOALS & SOLUTIONS 3 of 3

WEBSITE DESIGN & DEVELOPMENT



Landing Pages for ACCRC & ACIDA

Each business page to include:

- Logo and header
- Marquee slideshow to display images
- Intro
- The people and contact info
- Meeting minutes (ACCRC & ACIDA only)
 'Contact Us' button to link to form



YOUR INVESTMENT

Estimated as of 07/27/2023*

BUDGET

PROJECT NUMBER: ADV-12586

WEBSITE DESIGN & DEVELOPMENT

\$12,500*

ANNUAL HOSTING***

- Managed server with webmaster plan (includes 24/7 Server Management with SSL Secure Certificates)
- Invoiced in full, recurs annually

\$900/ annually

ANNUAL MAINTENANCE OPTIONS AVAILABLE***

- Up to 2 hours of support/maintenance, per month (2 hours does not carry over month-to-month)
- Does not include repairing damages or issues caused by client's unauthorized edits made to website code or functionality. These repairs will be billed at our hourly rate of \$175

\$800/annually 1st Year Free

- Invoiced in full after the launch of new site and will auto-renewal each year at the standard annual fee. Client will need to provide (1) months notice to Spiral Design if they want to terminate the website maintenance agreement
- *Estimates could be subject to change based on additional information provided by client during the project kick-out off phase.

Change Orders: Beyond these deliverables and revisions outlined within this proposal, requests for additional concepts or rounds of revisions will be honored, but will require a client-approved Change Order and will incur additional fees at a rate of \$125/hour.

- ***Spiral will allow the client an approximate extension of 3 to 4 weeks to finalize new content. If the client has not attempted to contact Spiral Design for assistance and/or communicated a client-related delay, Spiral Design has the right to invoice the final 25% of the approved project cost and 100% of hosting fee during the pre-population phase.
- ****All future custom development and/or functionality to the site, post launch of new website should be requested by the client for a separate quote

Payment Structure: Spiral Design Studio will invoice Advanced Albany County Alliance in (4) installments:

- 50% upon contract acceptance of negotiated total price
- · 25% upon approval of final homepage design
- · 25% upon completion of determined milestones
- 100% of Hosting & SSL due upon completion of the Website Launch milestone***

THANK YOU FOR THE OPPORTUNITY!

We are honored to be invited to quote this great project with you. Our mission is to make your organization succeed in your marketing goals and can't wait to start working with you to make those dreams a reality!

References available upon request.



Spiral Design Studio, LLC 135 Mohawk Street Cohoes, New York 12047

BOLD & BRILLIANT BY DESIGN

spiraldesign.com

ALBANY COUNTY CAPITAL RESOURCE CORPORATION ANNUAL HOUSEKEEPING RESOLUTION 2024

A regular meeting of Albany County Capital Resource Corporation (the "Corporation") was convened in public session at the offices of the Corporation located at 111 Washington Avenue in the City of Albany, Albany County, New York on January 3, 2024 at 5:00 o'clock p.m., local time.

The meeting was called to order by the Chairman of the Corporation and, upon roll being called, the following members of the Corporation were:

PRESENT:

Hon. Gary Domalewicz
Hon. William M. Clay
Michael J. Paparian
Gene Messercola

Chairman Vice Chairman Treasurer

Assistant Secretary

EXCUSED:

CORPORATION STAFF PRESENT INCLUDED THE FOLLOWING:

Kevin O'Connor Chief Executive Officer

Amy Thompson Chief Financial Officer

Rosemary McHugh Economic Development Coordinator

A. Joseph Scott, III, Esq. Counsel

The following resolution was offered by _______, seconded by _______, to wit:

Resolution No. 0124-

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE CORPORATION.

WHEREAS, the Corporation is authorized and empowered by the provisions of Section 1411 of the New York State Not-For-Profit Corporation Law (the "NFPCL") to take steps to relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, instruct or train individuals to improve or develop their capabilities for such jobs, carry on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area or by encouraging the development of, or retention of, an industry in the community or area, lessening the burdens of government and acting in the public interest; and

WHEREAS, the NFPCL and the Corporation's certificate of incorporation allow the Corporation to make certain appointments and approve certain administrative matters; and

WHEREAS, the members of the Corporation desire to make certain appointments and approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ALBANY COUNTY CAPITAL RESOURCE CORPORATION, AS FOLLOWS:

<u>Section 1</u> . The Corporation hereby takes the following actions	Section 1.	The	Corporation	hereby	takes the	e follo	wing	actions
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- (A) Approves the appointments and the administrative matters described in $\underline{\text{Schedule}}$ A attached hereto.
- (B) Approves and confirms the policies described in <u>Schedule A</u> and contained in the Corporation's Policy Manual.
- <u>Section 2.</u> The Corporation hereby authorizes the Chairman, Vice Chairman and Chief Executive Officer to take all steps necessary to implement the matters described in <u>Schedule A</u> attached.
 - <u>Section 3.</u> 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:

Hon. Gary Domalewicz	VOTING	
Hon. William M. Clay	VOTING	
Michael J. Paparian	VOTING	
Gene Messercola	VOTING	

The resolution was thereupon declared duly adopted.

STATE OF NEW YORK)) SS.:
COUNTY OF ALBANY)
"Corporation"), do hereby certify the meeting of the members of the Corpo	Secretary of Albany County Capital Resource Corporation (the at I have compared the foregoing extract of the minutes of the ation held on January 3, 2024 with the original thereof on file in my correct copy of said original and of the whole of said original so far ers therein referred to.
(B) said meeting was in all respects ("Open Meetings Law"), said meeting	A) all members of the Corporation had due notice of said meeting; uly held; (C) pursuant to Article 7 of the Public Officers Law (the was open to the general public, and due notice of the time and place nee with such Open Meetings Law; and (D) there was a quorum of at throughout said meeting.
I FURTHER CERTIFY that effect and has not been amended, repo	as of the date hereof, the attached Resolution is in full force and aled or rescinded.
IN WITNESS WHEREOF, I this day of January, 2024.	have hereunto set my hand and affixed the seal of the Corporation
	(Assistant) Secretary
(SEAL)	

SCHEDULE A

Confirmation of Regular Corporation Meeting Schedule

First Wednesday of every month at 5:00 pm, unless otherwise directed

Election of Officers of the Corporation

Gary W. Domalewicz, Chairman William M. Clay, Vice Chairman Michael Paparian, Treasurer Gene Messercola, Assistant Secretary

Appointment of Chief Executive Officer and Staff to the Corporation

Kevin O'Connor, Chief Executive Officer

Appointment of Chief Financial Officer to the Corporation

Amy Thompson, Chief Financial Officer

Appointment of Auditing Firm of the Corporation

Teal Becker Chiaramonte, CPAs

Appointment of Corporation Counsel

Hodgson Russ LLP

Appointment of Special Counsel/Bond Counsel to the Corporation

Hodgson Russ LLP

Appointment of Bank of the Corporation and Accounts

Trustco

Manufacturers and Traders Trust Company

Approval and Confirmation of Corporation Policies

Uniform Tax Exemption Policy Investment Policy Procurement Policy Public Authority Accountability Act Policies

Appointment of Contract Officer

Gary W. Domalewicz, Chairman

Appointment of Investment Officer

Michael Paparian, Treasurer

Appointment of Governance Committee Members

Hon. William M. Clay	Chair
Gene Messercola	
Michael J. Paparian	

Appointment of Audit Committee Members

Michael J. Paparian	Chair
Gene Messercola	

Appointment of Finance Committee Members

	Chair	
Michael J. Paparian		
Gene Messercola		

ALBANY COUNTY CAPITAL RESOURCE CORPORATION RESOLUTION APPROVING PUBLICITY - GRANT AGREEMENT WOMEN'S NCAA TOURNAMENT - 2024

A regular meeting of Albany County Capital Resource Corporation (the "Corporation") was convened in public session at the offices of the Corporation located at 111 Washington Avenue in the City of Albany, Albany County, New York on January 3, 2024 at 5:00 o'clock p.m., local time.

The meeting was called to order by the Chairman of the Corporation and, upon roll being called, the following members of the Corporation were:

PRESENT:

Hon. Gary Domalewicz Hon. William M. Clay Michael J. Paparian Gene Messercola Chairman Vice Chairman Treasurer

Assistant Secretary

EXCUSED:

CORPORATION STAFF PRESENT INCLUDED THE FOLLOWING:

Kevin O'Connor Chief Executive Officer
Amy Thompson Chief Financial Officer

Rosemary McHugh Economic Development Coordinator

A. Joseph Scott, III, Esq. Counsel

The following resolution was offered by ______, seconded by _____, to wit:

Resolution No. 0124-_____

RESOLUTION AUTHORIZING THE EXPENDITURE OF MONEYS IN CONNECTION WITH THE SPONSORSHIP OF THE WOMEN'S REGIONAL NCAA TOURNATMENT GAMES IN ALBANY, NEW YORK.

WHEREAS, pursuant to Section 1411 of the Not-For-Profit Corporation Law of the State of New York, as amended (the "Enabling Act") and Revenue Ruling 57-187 and Private Letter Ruling 200936012, the County Legislature of Albany County, New York (the "County") adopted a resolution on September 8, 2014 (the "Sponsor Resolution") (A) authorizing the incorporation of Albany County Capital Resource Corporation (the "Corporation") under the Enabling Act and (B) appointing the initial members of the Board of Directors of the Corporation, who serve at the pleasure of the County Legislature of the County; and

WHEREAS, in September, 2014, a certificate of incorporation was filed with the New York Secretary of State's Office (the "Certificate of Incorporation") creating the Corporation as a public instrumentality of the County; and

WHEREAS, to accomplish its stated purposes, the Corporation is authorized and empowered under the Enabling Act to acquire real and personal property; to borrow money and issue negotiable bonds, notes and other obligations therefore; to lease, sell, mortgage or otherwise dispose of or encumber

any of its real or personal property upon such terms as it may determine; and otherwise to carry out its corporate purposes in the territory in which the operations of the Corporation are principally to be conducted; and

WHEREAS, the Corporation has been asked to consider funding a grant (the "Grant") to provide moneys for the sponsorship of the NCAA women's college basketball regional tournament to be held at the MVP Arena in downtown Albany, New York (the "Project"); and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the "SEQR Act") and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations" and collectively with the SEQR Act, "SEQRA"), the Corporation must satisfy the requirements contained in SEQRA prior to making a final determination whether to proceed with the Project; and

WHEREAS, pursuant to SEQRA, the Corporation has examined the Project in order to make a determination as to whether the Project is subject to SEQRA, and it appears that the Project constitutes a Type II action under SEQRA; and

WHEREAS, the Corporation desires to undertake the Project and provide moneys in the form of a Grant to undertake the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF ALBANY COUNTY CAPITAL RESOURCE CORPORATION, AS FOLLOWS:

Section 1. Based upon an examination of the Project, the Corporation hereby determines that the Project in effect constitutes the financing of information collection of the type described in 6 NYCRR 617.5(c)(18) and/or preliminary planning of the type described in 6 NYCRR 617.5(c)(21) and, accordingly, constitutes a "Type II action" pursuant to 6 NYCRR 617.5(a), and therefore that, pursuant to 6 NYCRR 617.6(a)(1)(i), the Corporation has no further responsibilities under SEQRA with respect to the Project.

Section 2. The Corporation hereby finds and determines that:

- (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) As described in the materials describing the Project, the Project consists of various activities that will promote Albany County on a local, national and international level, and, accordingly it constitutes a "project," as such term is defined in the Act; and
- (C) The undertaking of the Project and the entering into by the Corporation of the Grant Agreement will promote and maintain the job opportunities, general prosperity and economic welfare of the citizens of Albany County, New York and the State of New York and improve their standard of living; and
- (D) It is desirable and in the public interest for the Corporation to provide for the Grant.

Section 3. In consequence of the foregoing, the Corporation hereby determines to enter into a grant agreement (the "Grant Agreement") to provide for a Grant in an amount not to exceed \$20,000 to pay a portion of the costs relating to the Project pursuant to the terms and conditions of the Grant Agreement; provided, however, that the approval for such grant is contingent upon (A) finalization of the terms of a Grant Agreement pursuant to Section 5 below, and (B) the following additional conditions:

Section 4. The Corporation is hereby authorized to do all things necessary or appropriate for the accomplishment of the provisions of the Grant Agreement, and all acts heretofore taken by the Corporation with respect to such Grant Agreement are hereby ratified, confirmed and approved.

Section 5. The CEO of the Corporation, with the assistance of counsel, is hereby authorized to finalize the terms of the Grant Agreement and to provide for the making of the Grant to undertake the Project.

Section 6. The Chairman (or Vice Chairman) of the Corporation is hereby authorized, on behalf of the Corporation, to execute and deliver the Grant Agreement, and, where appropriate, the Secretary (or Assistant Secretary) of the Corporation is hereby authorized to affix the seal of the Corporation thereto and to attest the same, all in substantially the forms thereof presented to this meeting, with such changes, variations, omissions and insertions thereto as the Chairman (or Vice Chairman) shall approve, the execution thereof by the Chairman (or Vice Chairman) to constitute conclusive evidence of such approval.

Section 7. The officers, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required or provided for by the provisions of the Grant Agreement, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Corporation with all of the terms, covenants and provisions of the Grant Agreement binding upon the Corporation.

Section 8. 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:

VOTING	
VOTING	
VOTING	
VOTING	
	VOTING

The foregoing Resolution was thereupon declared duly adopted.

STATE OF NEW YORK)) SS.:
COUNTY OF ALBANY)
"Corporation"), do hereby certify t meeting of the members of the Corp 3, 2024 with the original thereof on	t) Secretary of Albany County Capital Resource Corporation (the hat I have compared the foregoing extract of the minutes of the oration, including the Resolution contained therein, held on January file in my office, and that the same is a true and correct copy of said forth therein and of the whole of said original so far as the same referred to.
(B) said meeting was in all respects "Open Meetings Law"), said meeting	(A) all members of the Corporation had due notice of said meeting; duly held; (C) pursuant to Article 7 of the Public Officers Law (the g was open to the general public, and due notice of the time and place cordance with such Open Meetings Law; and (D) there was a quorum resent throughout said meeting.
I FURTHER CERTIFY that effect and has not been amended, rep	, as of the date hereof, the attached Resolution is in full force and ealed or rescinded.
IN WITNESS WHEREOF, Ithis day of January, 2024.	have hereunto set my hand and affixed the seal of the Corporation
	(Assistant) Secretary
(SEAL)	

HON. GARY W.
DOMALEWICZ CHAIRMAN
HON. WILLIAM M. CLAY
VICE CHAIRMAN
MICHAEL J PAPARIAN
EUGENE MESSERCOLA



COUNTY OFFICE BUILDING
111WSSHINGTON AVE
SUITE 100
ALBANY, NEW YORK 12207-2021
(518) 447-7707

ACCRC MEETING DATES

2024

January 3rd
February 7th
March 6th
April 3rd
May 1st
June 5th
July 3rd
August 7th
September 4th
October 2nd
November 6th
December 4th

All meetings will be at the AACA offices located at 111 Washington Ave the first Wednesday of the month from 5:00 p.m. to 6:00 p.m. (Unless otherwise instructed)

*1 week later due to Independence Day