

RESOLUTION APPOINTING PUBLIC AUTHORITY COMPLIANCE OFFICER

WHEREAS, the former Rensselaer County Industrial Development Agency's Public Authorities Compliance Officer recently retired, and the Agency must appoint a new Compliance Officer in his place; and

WHEREAS, the Agency did appoint such a Compliance Officer at its November, 2020 meeting, and said appointee has since had to decline the appointment for personal reasons; and

WHEREAS, the duties of a Public Authority Compliance Officer are technical and complex and require technical skill, training and expertise; and

WHEREAS, the position of Compliance Officer requires a personal relationship between the Compliance Officer and the Members of the Agency, in which the Members can have confidence in the accountability, reliability, responsibility, skill, ethics, reputation, education, training, judgment, integrity and moral worth of the Compliance Officer; and

WHEREAS, in view of those requirements, and in view of the fact that the sought after services are in the nature of professional services, it is in the best interest of the Agency to follow Section 4 of the Agency's Procurement Policy in the procurement of the services of a Public Authority Compliance Officer

WHEREAS, in determining to follow the procedures set forth in Section 4 of the Agency's Procurement Policy the Agency has considered the guidelines set forth in the second paragraph of Section 4(A) for making such a determination, and

WHEREAS, the Agency Members have considered William J. Film for appointment to the position of Public Authority Compliance Officer and have found him to possess all of the above-cited qualities, and the Members do have the requisite confidence in said William J. Film; now, therefore, be it

RESOLVED, that William J. Film is hereby appointed as the Agency's Public Authority Compliance Officer, to serve on a part time basis, to perform the duties set forth in the attached Position Description and such other related duties as may from time to time be assigned by the Agency's Executive Director, and the Executive Director is authorized to expend for such services an amount not to exceed Fifteen Thousand Dollars, without further approval of the Agency.

Resolution ADOPTED by the following vote:

Ayes: 6

Nays: 0

Abstain: 0

December 10, 2020

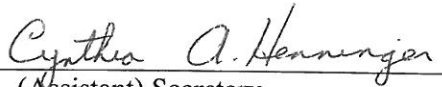
STATE OF NEW YORK)
) SS.:
COUNTY OF RENSSELAER)

I, the undersigned (Assistant) Secretary of Rensselaer County 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 December 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"), 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 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 December, 2020.



(Assistant) Secretary

(SEAL)

Position Description

Rensselaer County Industrial Development Agency (RCIDA)

Mission Statement: To actively and meaningfully participate in a team effort providing resources and support to help expand the Rensselaer County economy for the benefit of the entire county, its citizens and businesses.

Position Title: Public Authority Compliance Officer (Part Time)

Accountable to: Executive Director, Rensselaer County Industrial Development Agency (RCIDA)

General Position Description: The Public Authority Compliance Officer of the Rensselaer County Industrial Development Agency (RCIDA) is a part time position responsible for the development and submission of all information to the Public Authority Reporting Information System (PARIS) as required by the Office of the New York State Comptroller and the Authority Budget Office. This includes the Annual Budget Report and five year budget projections, the Annual Report (including a comprehensive list of active IDA projects and detailed information on PILOTS, Sales Tax exemptions, employment and salary), a Procurement Contract Report, a Property Report and an Investment Report. These responsibilities are also performed for the other related economic development public authorities under the jurisdiction of the Office of Economic Development and Planning that do not support staff – the Rensselaer County Water and Sewer Authority and the Rensselaer County Capital Resource Corporation. In addition, the Compliance Officer serves as the Chief Financial Officer of the Rensselaer County Water and Sewer Authority and the Rensselaer County Capital Resource Corporation.

Position Responsibilities:

- Complete annual PARIS report submissions to the New York State Authority Budget Office and the Office of the State Comptroller.
- Prepare the Annual Report, Investment Report and Property Report for the RCIDA.
- Prepare the IDA Project Report, including the calculation of the unabated value of real property tax benefits to schools, localities and County for each active IDA project. Verify the calculations of PILOTS for active projects.
- Attend meetings and training sessions on PARIS procedures and policy amendments.
- Work cooperatively with the staff of the auditors of the RCIDA and the Executive to the Director in the preparation of the annual Audited Financial Statement and supplemental tables.
- Perform these same responsibilities for the Rensselaer County Water and Sewer Authority and Rensselaer County Capital Resource Corporation.
- Provide any other related services and perform any other duties as requested by the Executive Director.

Position Requirements:

- Thorough understanding of the PARIS system and reporting requirements.
- This multi-faceted position requires an understanding of State and local government operational and legislative processes, the ability to work independently, and the ability to perform management functions, when required.
- Ability to effectively present information.
- Strong verbal and written communication skills.