

**COUNTY OF CHAUTAUQUA INDUSTRIAL DEVELOPMENT AGENCY  
CHAUTAUQUA REGION ECONOMIC DEVELOPMENT CORPORATION  
CHAUTAUQUA COUNTY CAPITAL RESOURCE CORPORATION  
RESOLUTION**

A joint meeting of the County of Chautauqua Industrial Development Agency, the Chautauqua Region Economic Development Corporation, and the Chautauqua County Capital Resource Corporation was convened on Tuesday, October 28, 2025 at 10:30 a.m.

The following resolution was duly offered and seconded, to wit:

RESOLUTION OF THE COUNTY OF CHAUTAUQUA INDUSTRIAL DEVELOPMENT AGENCY, CHAUTAUQUA REGION ECONOMIC DEVELOPMENT CORPORATION AND CHAUTAUQUA COUNTY CAPITAL RESOURCE CORPORATION APPROVING THE USE OF VIDEO CONFERENCING UNDER EXTRAORDINARY CIRCUMSTANCES PURSUANT TO SECTION 103-A OF THE NEW YORK PUBLIC OFFICERS LAW AND ADOPTING A POLICY IN CONNECTION THEREWITH

**WHEREAS**, by Title 1 of Article 18-A of the General Municipal Law of the State of New York (the “State”), as amended, and Chapter 71 of the Laws of 1972 of the Law of the State New York, as amended, constituting Section 895-h General Municipal Law of the State, as amended (collectively, the "Act"), the County of Chautauqua Industrial Development Agency (the “CCIDA”) was created as a public benefit corporation of the State with the authority and power, among other things to promote, develop, encourage and assist in the acquisition, construction, improvement, maintenance, equipping and furnishing of certain industrial, manufacturing, warehousing, commercial, research and recreation facilities as authorized by the Act in order to promote and maintain the job opportunities, health, general prosperity and economic welfare of the citizens of the County of Chautauqua, and of the State and to improve their standard of living; and

**WHEREAS**, the Chautauqua Region Economic Development Corporation (the “CREDC”) was incorporated in 1986 pursuant to the State Not-for-Profit Corporation Law (“NPCL”) with the mission to relieve and reduce unemployment, promote and provide for additional employment for the citizen of the County of Chautauqua; and

**WHEREAS** the Chautauqua County Capital Resource Corporation (the “CRC,” and collectively with the CCIDA and the CREDC, the “Agency”) was incorporated in 2009 pursuant to NPCL to issue tax-exempt bonds for civic and other facilities with the mission to promote community and economic development and the creation jobs in the non-profit and for-profit sectors; and

**WHEREAS**, Section 103-a of the State Public Officers Law (“POL”), as enacted by Part WW of Chapter 56 of the Laws of 2022, permits public bodies such as the Agency to authorize their members to attend meetings by videoconference from locations that are not open to the public (“private locations”), when necessitated by “extraordinary circumstances,” provided that (i) the number of members of the public body who attend the meeting at location(s) where the public can

attend is at least equal to the number required to satisfy the public body's quorum requirement, except for members with a disability under Section 292 of the State Executive Law; (ii) the public body has established written procedures governing member and public attendance consistent with Section 103-a of the POL, (iii) such written procedures are conspicuously posted on the public website of the public body, and (iv) the other criteria specified in Section 103-a of the POL are satisfied; and

**WHEREAS**, Agency staff, in consultation with counsel, have prepared a draft policy in compliance Section 103-a of the POL entitled "Procedures for Videoconferencing Participation Pursuant to Public Officers Law Section 103-a" (the "Videoconferencing Policy") attached hereto as **Exhibit A**; and

**WHEREAS**, Section 103-a(2)(a) of the POL requires that the Agency must adopt a resolution after a public hearing in order to authorize videoconferencing from a private location and as described within the Videoconferencing Policy; and

**WHEREAS**, the hearing so required was conducted on Tuesday, October 28, 2025, and the report thereon has been received and considered by the Agency; and

**WHEREAS**, the Agency deems it appropriate that the Agency and any and all committees or subcommittees of the Agency now existing or hereafter established be authorized to use videoconferencing to conduct meetings in the manner contemplated by Section 103-a of the POL.

**NOW, THEREFORE, BE IT RESOLVED BY THE RESPECTIVE BOARDS OF THE COUNTY OF CHAUTAUQUA INDUSTRIAL DEVELOPMENT AGENCY, CHAUTAUQUA REGION ECONOMIC DEVELOPMENT CORPORATION AND CHAUTAUQUA COUNTY CAPITAL RESOURCE CORPORATION, AS FOLLOWS:**

**Section 1.** The Agency hereby approves and adopts the Videoconferencing Policy and authorizes the Agency and any and all committees or subcommittees of the Agency now existing or hereafter established to use videoconferencing to conduct meetings in the manner authorized by Section 103-a of the POL, including meetings where a member who is unable to be physically present at any such meeting location due to extraordinary circumstances is permitted to attend and participate in the meeting by videoconferencing from a remote location that is not open to the public.

**Section 2.** The Agency directs that the Videoconferencing Policy be conspicuously posted on the public website of the Agency in compliance with Section 103-a of the POL.

**Section 3.** Any and all actions heretofore taken or authorized by the Agency and/or its members, officers, employees and agents with respect to this Resolution are hereby ratified, approved and confirmed in all aspects.

**Section 4.** This Resolution shall take effect immediately.

**ADOPTED:** October 28, 2025

**EXHIBIT A**

**Video Conferencing Policy**

**(See Attached)**

**County of Chautauqua Industrial Development Agency (“CCIDA”), Chautauqua Region  
Economic Development Corporation (“CREDC”) and Chautauqua County Capital  
Resource Corporation (“CRC”)**

**PROCEDURES FOR VIDEOCONFERENCING PARTICIPATION**

**PURSUANT TO PUBLIC OFFICERS LAW SECTION 103-A**

This Videoconferencing Participation Policy (“Policy”) shall apply to the County of Chautauqua Industrial Development Agency (“CCIDA”) and its affiliates: Chautauqua Region Economic Development Corporation (“CREDC”), Chautauqua County Capital Resource Corporation (“CRC”) and any other affiliated entities that may hereafter be established (hereinafter collectively referred to as the “Agency”).

In compliance with New York Public Officer’s Law (“POL”) § 103-a(2)(a), the Agency, following a public hearing, authorized the use of videoconferencing as described in POL Section 103-a by resolution(s) dated October 28, 2025.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that “public bodies” must establish written procedures governing member and public attendance to permit its members to participate in Board and Committee meetings by videoconferencing from private locations, under Extraordinary Circumstances.

**1. Agency Member Attendance:**

A. All members of the Agency (“Members”) shall be physically present at the location(s) of the public meeting unless a Member cannot be physically present at the public meeting for one (1) or more of the circumstances enumerated in subsection B herein.

B. Members may be excused from physically attending any public meeting of the Agency, and may instead attend via videoconferencing from a private location, if any of the following circumstances (thereinafter “Extraordinary Circumstances”):

- (i) Disability of a Member.
- (ii) Illness of a Member.
- (iii) The Member has caregiving responsibilities for:
  - (a) one (1) or more dependents, or
  - (b) family member(s) with an illness or disability.

C. Notification of Agency.

- (i) In the event a Member is unable to be physically present at the designated public meeting location(s) and wishes to participate by videoconferencing from a private location due to an Extraordinary Circumstance, the Member

shall notify the Agency by submitting the form attached hereto as **Exhibit A** at least seventy-two (72) hours prior to the scheduled meeting to the President/CEO of the Agency to ensure proper notice of the meeting and related videoconference is given to the public.

- (ii) In the event an Extraordinary Circumstance arises within seventy-two (72) hours of the scheduled meeting, the Member shall notify the President/CEO of the Agency immediately by submitting the form attached hereto as **Exhibit A**. The President/ CEO, may, in his or her discretion, amend the public notice of meeting or reschedule the meeting, if practical.
- (iii) In the event a Member has a disability under Section 292 of the Executive Law, the Member shall notify the President/ CEO not less than seventy-two (72) hours prior to each scheduled meeting by completion of the form attached hereto as **Exhibit A**, as may be amended from time to time by the President/ CEO in consultation with the Board Chair of the Agency.

## **2. Public Attendance:**

A. Members of the public shall be allowed to attend any public meeting conducted via videoconferencing at the physical location of the meeting, or via videoconferencing if a Member of the Agency attends via videoconferencing.

## **3. Rules and Procedures for Public Meetings Conducted Via Video Conference:**

A. A quorum of Members participating in the meeting must be physically present at the meeting location(s) open to the public for the meeting to be properly convened. Members participating in the meeting via videoconferencing shall not count towards quorum requirements for the meeting but may participate and vote if a physical quorum of the Members exists. Notwithstanding the in person quorum requirements set forth in this Policy, any Member who has a disability as defined in § 292 of the New York State Executive Law,<sup>1</sup> where such disability renders such Member unable to participate in-person at any such meeting location(s) where the public can attend, shall be considered present for purposes of fulfilling the quorum requirements at any meetings conducted through videoconferencing pursuant to this Policy.

B. Except in the case of executive sessions conducted pursuant to POL § 105, Members must be able to be seen, heard and identified by other Members and the public during any matter formally discussed or voted on, including, but not limited to, motions, proposals, and resolutions. This shall include the use of first and last name placards placed physically in front of the Members or, for Members participating by videoconferencing from a private location, such Members shall ensure their names appear on their videoconferencing screen or video feed.

C. If public comment or participation in the meeting is authorized or required, the video feed, and public participation therein, must be in real time, and the Agency shall ensure the

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<sup>1</sup> Pursuant to New York State Executive Law §292(21), the term “disability” shall mean “(a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment.”

meeting is conducted in a manner ensuring virtual public participation or testimony equal to in-person participation or testimony.

D. The meeting minutes for a meeting where a Member attends via videoconferencing shall include which Members participated remotely, and the meeting minutes shall be made available to the public pursuant to POL § 106.

E. The public notice for any meeting held via video conference shall include the following information:

- (i) Notification that videoconferencing will be used to conduct the meeting;
- (ii) Identification of where the public can view and/or participate in the meeting, including:
  - (a) the physical location(s) of the meeting; and
  - (b) any web addresses for video links; and
- (iii) Identification of the location(s) where any required documents and/or records will be posted or available for public viewing.

F. Each open portion of meetings held via videoconference must be recorded. The recording:

- (i) Must be posted or linked on the website of the Agency within five (5) business days of the meeting;
- (ii) Must remain available for a minimum of five (5) years after it is posted; and
- (iii) Shall be transcribed upon written request subject to any reasonable fees for the production thereof.

G. Meetings held via video conference must utilize technology to permit access by individuals with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and the corresponding guidelines thereto. For purposes of this section, the term “disability” shall have the meaning defined in New York Executive Law § 292.

#### **4. Miscellaneous.**

A. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state emergency proclaimed by the chief executive of a county, city village or town pursuant to Executive Law § 24 if the Agency determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Agency to hold an in-person meeting.

B. These procedures shall be conspicuously posted on the Agency’s website.

**EXHIBIT A**

**REQUEST FOR VIDEOCONFERENCING PARTICIPATION  
PURSUANT TO PUBLIC OFFICERS LAW SECTION 103-A**

<b>Meeting Date:</b>	
<b>Name of Member:</b>	
<b>Agency Membership:</b>	
<b>Reason for Physical Absence (Check All That Apply):</b>	<input type="checkbox"/> Disability of the Member. <input type="checkbox"/> Illness of the Member. <input type="checkbox"/> The Member has caregiving responsibilities for: <input type="checkbox"/> one (1) or more dependents, or <input type="checkbox"/> family members with an illness or disability. <input type="checkbox"/> Executive Law § 292 Disability of the Member <sup>2</sup>
<b>Description of Absence: (Summarize)</b>	

**For Agency Use Only:**

<b><u>Date Request Received:</u></b>	
<b><u>Date Request Approved:</u></b>	
<b><u>Request Approved By:</u> (Print Name)</b>	
<b><u>Signature:</u></b>	

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<sup>2</sup> A Member with a Disability under Section 292 of the Executive Law that prevents their in-person participation at meetings may still be considered present for purposes of quorum.

Reviewed and Adopted this 28<sup>th</sup> day of October, 2025 by the respective board of each Agency referenced above.



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

I, the undersigned Secretary of the County of Chautauqua Industrial Development Agency,  
DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of County of Chautauqua Industrial Development Agency (the "Agency"), including the resolution contained therein, held on October 28, 2025, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of the Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY, that 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 modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 28<sup>th</sup> day of October, 2025.

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Secretary

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

I, the undersigned Secretary of the Chautauqua Region Economic Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Chautauqua Region Economic Development Corporation (the "CREDC"), including the resolution contained therein, held on October 28, 2025, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the CREDC and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of the CREDC had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the CREDC 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 modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the CREDC this 28<sup>th</sup> day of October, 2025.

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Secretary

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

I, the undersigned Secretary of the Chautauqua County Capital Resource Corporation,  
DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Chautauqua County Capital Resource Corporation (the "CRC"), including the resolution contained therein, held on October 28, 2025, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the CRC and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of the CRC had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the CRC 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 modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the CRC this 28<sup>th</sup> day of October, 2025.

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Secretary