

ALLEGANY COUNTY
Local Development Corporation

Crossroads Center

Belmont NY

January 8, 2026

After ACIDA approx. 11AM

https://www.youtube.com/channel/UCXJ1KZ_F90Z77-JQxeHzDXQ?

AGENDA

Approval of Minutes

- December 11, 2025

Executive Session- discussion of contractual/legal issue

Treasurer's Report

- Approve financial report

Action Items

- Resolution regarding additional policies

Old Business

New Business

Good of the Order

Adjournment

Allegany County Local Development Corporation
MEETING

December 11, 2025

Crossroads Conference Center, Belmont, New York 14813

OPENING REMARKS

- Judith Hopkins, Chairperson called the board meeting to order at 11:30am
- Present: Randy Shayler, Vice Chairperson; John Ricci, member
- Absent:
- By Telephone:
- By Teams: Judith Hopkins, Chairperson; Rich Ewell, Secretary; Doug Frank Treasurer; Melissa Pingitore, ACIDA Assistant Director;
- Others present: Dr. Craig Clark, Executive Director; Barb Benjamin, Operations Director

BOARD MINUTES

- Approval of the November 13, 2025 minutes - A motion was made by Randy Shayler and seconded by Doug Frank to approve the minutes. No Discussion. Approved/passed. 5-0

EXECUTIVE SESSION – DISCUSSION OF CONTRACTUAL/LEGAL ISSUE

- No Executive Session

TREASURERS REPORT

- Financials – A motion was made by and seconded by to approve the financial report. No discussion. Approved/passed No Financials

ACTION ITEMS

- Approve Administrative Service Contract with the ACIDA – **A motion was made by John Ricci and seconded by Doug Frank to approve the Administrative Service Contract with the ACIDA. No discussion. Approved/passed 5-0**
- Opening ACLDC Loan Program – Craig reported that we've approved all the paperwork at a prior meeting and asked if it was okay to officially open the LDC Loan Program. Discussion was held on advertising the loan program both verbally and getting an article in the paper so people can start making applications for a loan in the beginning of 2026. Melissa and I have been talking to potential borrowers that may be applying. Craig said we don't have to do anything official today he just wants acknowledgment from the board that we're going to open the program. The board agreed to open the program. At the January meeting we'll have to discuss invoicing the IDA to have some money since that is when the contract will start. Craig asked for permission to open a bank account. **A motion was made by Rich Ewell and seconded by Randy Shayler to give Craig permission to do what needs to be done to open a bank account for the ACLDC. No further discussion. Approved/passed 5-0**

OLD BUSINESS

NEW BUSINESS

GOOD OF THE ORDER

CALENDAR

- **Next Meeting:** TBA following the regular ACIDA Board Meeting, schedules at 10:00am at Crossroads Conference Center, Belmont, NY 14813

ADJOURNMENT

- With no other business, **a motion to adjourn, at 11:34am was made by Rich Ewell and seconded by John Ricci. Carried by a vote of 5-0 to adjourn the meeting.**

Respectfully submitted
Barb Benjamin
Operations Director

ALLEGANY COUNTY LOCAL DEVELOPMENT CORPORATION

MEETING POLICY

SECTION 1. PURPOSE AND SCOPE. Article 7 of the Public Officers Law (the “Open Meetings Law”) contains various provisions providing that, among other things, every meeting of a public body shall be open to the general public (the “Open Meetings”). Section 103-a of the Open Meetings Law (the “Remote Access Law”) further provides that a public body may use videoconferencing to conduct an Open Meeting in certain limited circumstances to be outlined and governed by written procedures. The purpose of this Policy is to set forth procedures to implement the Remote Access Law as it applies to Open Meetings conducted by Allegany County Local Development Corporation (the “Corporation”) and its various committees and subcommittees (collectively, the “Committees”).

SECTION 2. DEFINITIONS. All words and terms used herein and not defined in the Open Meetings Law and the Remote Access Law shall have the meanings assigned to them in the Article 18-A of the General Municipal Law of the State of New York (the “Act”), unless otherwise defined herein or unless the context or use indicates another meaning or intent. The following words and terms used herein shall have the respective meanings set forth below, unless the context or use indicates another meaning or intent:

“Immediate Family Member” shall mean a spouse, parent, sibling, child, domestic partner, or individual for whom the member is the designated guardian.

“In-Person Meeting” shall mean any Open Meeting of the Corporation or any Committees which is not a Remote Access Meeting.

“Meeting Notice” shall mean the public notice required to be published by the Corporation or any Committees regarding any Open Meeting pursuant to Section 104 of the Open Meetings Law and Section 103-a(2)(f) of the Remote Access Law.

“Non-Public Location” shall mean any remote location from which a member of the Corporation participates in a meeting that is (a) not open to the public; and (b) not required to be disclosed in the Meeting Notice.

“Open Meeting” shall mean any meeting of the Corporation or any Committees conducted pursuant to the Open Meetings Law.

“Open Meetings Law” shall mean the open meetings law, being Article 7 of the Public Officers Law.

“Public Location” shall mean (a) the Public Location listed in the Allegany County Industrial Development Agency Meeting Policy; or (b) any other physical location that is (1) open to the general public, and (2) identified on the Meeting Notice.

“Remote Access Law” shall mean Section 103-a of the Open Meetings Law.

“Remote Access Meeting” shall mean any Open Meeting of the Corporation or any Committees where a member of the Corporation or the Committee participates in the Open Meeting using videoconferencing from a Non-Public Location.

“Remote Connection” shall mean the process of connecting multiple Public Locations using videoconferencing.

SECTION 3. GENERAL RULE. (A) All meetings of the Corporation or any Committees, including public hearings held by the Corporation, will be Open Meetings.

(B) Members of the Corporation or any Committees shall be physically present at the Public Location(s) identified in the Meeting Notice unless such member is unable to be physically present due to extraordinary circumstances as identified in Section 4 of this Policy.

(C) A majority of the whole number of the members of the Corporation or any Committees shall be physically present at the Public Location(s) identified in the Meeting Notice to establish a quorum. The Corporation or Committee must satisfy this quorum requirement whether it conducts an In-Person Meeting or a Remote Access Meeting.

(D) Members of the public shall be permitted to attend, listen and observe all Open Meetings at the Physical Location(s) identified in the Meeting Notice unless the in-person participation requirement is suspended pursuant to Section 103-a(3) of the Remote Access Law.

(E) If the Corporation or any Committees conduct a Remote Access Meeting pursuant to this Policy, except in the case of executive sessions, members of the public shall be permitted to attend and observe the meeting using a videoconferencing service which permits the public to see, hear and identify the members of the Corporation or the Committee attending said meeting.

(F) If the Corporation or any Committees conduct a Remote Access Meeting pursuant to this Policy, the Corporation or Committee shall use the videoconferencing technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA) pursuant to Section 103-a(5) of the Remote Access Law.

(G) Nothing herein shall prohibit the Corporation or any Committees from holding meetings entirely by videoconference, with no in-person requirement, during a state of emergency declared by the Governor of the State of New York pursuant to Section 28 of the Executive Law or by the appropriate officials of Allegany County pursuant to Section 24 of the Executive Law if the Corporation or Committee determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Corporation or Committee to hold an In-Person Meeting.

SECTION 4. REMOTE ACCESS MEETINGS. (A) The Corporation or any Committees may, in their discretion, conduct a Remote Access Meeting and permit a member or member(s) to participate in the meeting from a Non-Public Location using videoconferencing provided that (a) a quorum of members are present in the identified Physical Location(s); and (b) the member is unable to be physically present at such meeting due to extraordinary circumstances including, but not limited to:

- (1) disability;
- (2) illness, including but not limited to compliance with applicable quarantine requirements;
- (3) the death of an Immediate Family Member;
- (4) any other significant or unexpected factor that may preclude physical attendance; and
- (5) other significant or unexpected factors or events which shall be identified by the Corporation in subsequent amendments to this Policy.

(B) A member who wishes to participate in a meeting by videoconference must provide advance notice and justification for such member's absence to the extent possible to both the Chair and the Executive Director of the Corporation, or the Chair of the Committee, as applicable. The Chair and the Executive Director of the Corporation, or the Chair of the Committee, may require any member requesting to participate in a meeting by videoconference to provide documentation, to the extent possible, supporting such request and may publicly confirm that such documentation was received without publicly stating the contents of such documentation.

SECTION 5. PUBLIC PARTICIPATION. Members of the public shall only be permitted to participate in meetings of the Corporation or any Committees where (a) the Corporation or Committee invites public comment, or (b) public comment is required by law. Where the public is permitted to participate, the Corporation or Committee shall permit public comment pursuant to the operating rules on the attached Appendix A. If public participation is permitted at a Remote Access Meeting, the Corporation or Committee shall ensure that members of the public have equal opportunity to participate in real time in such meetings whether attending in-person or remotely via videoconference.

SECTION 6. REMOTE ACCESS MEETING MINUTES. If the Corporation or any Committees conduct a Remote Access Meeting, the minutes of such meeting shall (a) include which, if any, members participated remotely, (b) be available to the public within two (2) weeks from the date of such meeting, and (c) be posted on the Corporation's website within two (2) weeks from the date of such meeting. For purposes of this requirement, (I) unabridged video recordings or unabridged audio recordings or unabridged written transcripts may be deemed to be meeting minutes; and (II) this requirement shall not require the creation of minutes if the Corporation or Committee would not otherwise take them.

SECTION 7. MEETING NOTICE. The Corporation or any Committees shall give notice to the public and the news media of all meetings of the Corporation pursuant to the requirements of Section 104 of the Open Meetings Law and Section 103-a(2)(f) of the Remote Access Law. The Meeting Notice shall include the following information:

- (a) the date and time the meeting is scheduled;
- (b) the Public Location where the meeting will be held;
- (c) the Public Location(s) where members will be participating using Remote Connection;
- (d) whether any members will be participating using Remote Access;
- (e) where the public can view and/or participate in such meeting whether in-person or remotely; and
- (f) where required documents and records will be posted or available.

SECTION 8. MEETING RECORDS. The Corporation or any Committees shall ensure that (a) each meeting shall be streamed on its website in real time, (b) each meeting shall be recorded, (c) such recordings are posted or linked on the public website of the Corporation within five (5) business days following such meeting, and (d) such recordings remain so available for a minimum of five (5) years thereafter, pursuant to Section 103-a(2)(g) of the Remote Access Law and Section 857 of the Act. The Corporation or Committee shall further ensure that recordings of any Remote Access Meetings are transcribed upon request.

SECTION 9. POSTING. This Policy shall be conspicuously posted on the Corporation's website.

Adopted: January ____, 2026

APPENDIX A

PUBLIC COMMENT OPERATING PROCEDURES

[To Be Inserted When Completed]