Notice of Board Meeting

Date: June 29, 2022

To: Robert Sollene
Chevanne DeVaney
Dana Hollenbeck
Paula Bucklin
Robert Koczent
Marc Rodriguez
Peter Gillote
Craig Talmage

From: Dave Linger, Chair

Re: Notice of Board of Directors' Meeting

The Geneva Local Development Corporation will hold their monthly Board Meeting on Wednesday, July 6, 2022 at 12pm. The meeting will be held in the Geneva BID conference room at 1 Franklin Street, Geneva, NY. The meeting agenda is attached and available at https://cityofgenevany.com/287/Local-Development-Corporation.

Please confirm your attendance with Tracy Verrier, tracy.verrier@mrbgroup.com.

Cc: Mayor Steve Valentino
Tracy Verrier, Executive Director
Matt Horn, MRB Group
Erica Collins, City of Geneva
Media: Steve Buchiere, Finger Lakes Times

BOARD OF DIRECTORS
ROBERT SOLLENNE ('23) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23) ~ PAULA BUCKLIN ('24) ~ ROBERT KOCZENT ('23)
DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23) ~ CRAIG TALMAGE ('25)

City of Geneva Local Development Corporation
Meeting Agenda

Title: Local Development Corporation Meeting
Location: Geneva BID Conference Room
1 Franklin Street, Geneva
Date: July 6, 2022
Time: directly following 12pm public hearing

Agenda Item	**Potential Outcome**	**Person Responsible**
Call to Order		Dave Linger, Chair
Administration		
Minutes June 2022	Motion to approve minutes	Dave Linger, Chair
Financial Report June 2022	Motion to approve financial report	Tracy Verrier
Agenda Items		
Public Meeting Videoconference Policy	Motion to approve policy	Tracy Verrier
Report from the Marketing Committee	Updates for the board	Tracy Verrier
Environmental Services Update	Informing the board of status	Tracy Verrier
Grant Writing Update	Informing the board of status	Tracy Verrier
Executive Session		
If needed		
Adjournment	Motion to adjourn	Dave Linger, Chair

Next LDC meeting: August 3rd, 2022, 12pm

Quorum (Confirmation required)
Dave Linger
Robert Sollenne
Chevanne Devaney
Paula Bucklin
Robert Koczent
Dana Hollenbeck
Marc Rodriguez
Peter Gillotte
Craig Talmage
Staff
Tracy Verrier
Matt Horn

Join Zoom Meeting
https://us02web.zoom.us/j/82424953044?pwd=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT0
Dial in: (929) 205-6099
Meeting ID: 824 2495 3044
Passcode: 487818

REGULAR MEETING MINUTES
June 1, 2022
12pm

Board Members in Attendance
Rob Koczent
Rob Sollenne
Paula Bucklin
Dana Hollenbeck
Peter Gillotte
Marc Rodriguez

Others in Attendance
Tracy Verrier, Executive Director, MRB Group
Matt Horn, MRB Group

Agenda Items

Call to Order: Rob Koczent called the meeting to order at 12:03pm.

Minutes Approval:
Motion to approve the May meeting minutes and April and May Marketing Committee meeting minutes by Rob Sollenne, second by Dana Hollenbeck. Motion carried unanimously.

Financial Report:
Tracy Verrier provided a report on the financials for May 2022. She also noted that the audit is underway.

- Motion to approve the financial report by Paula Bucklin, second by Rob Sollenne. Motion carried unanimously.

Report from the Marketing Committee:
Tracy Verrier noted that the BID should have considered the position statement at their meeting last week, she was just waiting for an update. The main topic of conversation among the committee is implementation of Geneva Made. The City is interested in moving forward with implementation, but does not have the capacity in house to do that. Maureen from 29 Design provided a proposal for a 12 month implementation contract totaling $60,000. The Committee is recommending that this cost be shared among the City, LDC, IDA, and County. The request to the LDC is for $12,000. Rob Sollenne expressed two concerns: 1) how/who will manage any leads generated by the Geneva Made marketing materials, and 2) whether an investment of this size should be RFP-ed. Others agreed with these concerns. Marc Rodriguez added that there could also be a lack of wastewater infrastructure capacity to support new development generated by this effort. Currently, the City is denying new hookups to some development projects. Matt Horn suggested that we bring these concerns to the IDA, and if they agree we can reach out to the Mayor and City staff about getting more clarity about their end goals and trajectory for infrastructure upgrades. Additionally, the Board requested that Joe Venuti attend a future meeting to provide an overview of the issue and plan for resolution.

Environmental Services:
Tracy Verrier explained that additional services are needed to delineate the known contamination on the Gateway parcel and develop a remediation plan for DEC review (phase 1). After that, the remediation work would need to be done in order to get the parcel to a developable state (phase 2). Tracy recommended only considering the phase 1 work today, as the actual costs of remediation (phase 2) will depend on the specifics of that plan. Two quotes were received for this work from Plumley and CHA. The two quotes were substantially similar in scope, but there was about an $8,000 difference in cost. Rob Koczent asked who would be responsible for the actual remediation work (phase 2). Matt Horn explained that there could be discussions with the developer to see if any of the work

they are doing anyway would overlap with the remediation work, and with the City to see if they would be able to do any of the work internally and thus reduce the total cost to the LDC and IDA. However, it will likely ultimately be the responsibility of the IDA and LDC. The board agreed that phase 1 needs to be done regardless.

- Motion to contract with Plumley for phase 1 (delineation and remediation plan) by Rob Koczent, second by Dana Hollenbeck. Motion carried unanimously.

Grant Writing Proposal:

Tracy Verrier explained that the New York Main Street Technical Assistance program would help to scope out possible projects for a future New York Main Street application. This technical assistance would be helpful in terms of identifying additional property owners that are interested in the program and working with them to understand the regulatory requirements and to plan for their projects. Tracy explained that it makes the most sense for the City to be the applicant, and that she is waiting to hear back from the City on whether or not they are willing to do that right now. She also noted that the LDC is not an eligible applicant for MAP, so the City would need to be the applicant for that as well. She has stopped work on the MAP grant writing until receiving confirmation from the City. She recommended an approval of the grant writing proposal contingent upon the City agreeing to be the applicant.

- Motion to approve the NYMS-TA grant writing proposal contingent upon the City's agreement to be the applicant by Rob Sollenne, second by Peter Gillotte. Motion carried unanimously.

Open Meetings Law Change:

Tracy Verrier explained the new provisions in Open Meetings Law that allow for remote participation in meetings. She explained that the LDC would need to hold a public hearing and adopt a policy outlining the conditions for remote participation. The draft policy was in the meeting packet.

- Motion to hold a public hearing on July 6 at 12pm regarding a Public Meeting Videoconference Policy by Peter Gillotte, second by Paula Bucklin. Motion carried unanimously.

Policy Adoption:

Tracy Verrier explained that there are a few policies required by public authorities law that the LDC must adopt to be in compliance. She reviewed the policies and resolution to adopt them.

- Motion to approve the resolution adopting certain policies, standards, and procedures by Paula Bucklin, second by Dana Hollenbeck. The resolution was put to a roll call vote resulting as follows:

	Yea	Nay	Absent	Abstain
David Linger	[ ]	[ ]	[x]	[ ]
Robert Koczent	[x]	[ ]	[ ]	[ ]
Robert Sollenne	[x]	[ ]	[ ]	[ ]
Dana Hollenbeck	[x]	[ ]	[ ]	[ ]
Marc Rodriguez	[x]	[ ]	[ ]	[ ]
Peter Gillotte	[x]	[ ]	[ ]	[ ]
Chevanne DeVaney	[ ]	[ ]	[x]	[ ]
Paula Bucklin	[x]	[ ]	[ ]	[ ]

Resolution carried.

Motion to adjourn by Rob Sollenne, second by Dana Hollenbeck. Motion carried unanimously. The meeting adjourned at 12:57pm.

RESOLUTION

A regular meeting of the Geneva Local Development Corporation was convened at 1 Franklin Street, Geneva, NY on June 1, 2022 at 12:00pm.

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

Resolution No. 6/2022-21

RESOLUTION OF THE GENEVA LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") RATIFYING AND ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005 AND THE PUBLIC AUTHORITY REFORM ACT OF 2009.

WHEREAS, pursuant to the Not-For-Profit Corporation Law of the State of New York, Article 14, Section 1411, as amended, the Corporation was created as a public benefit corporation of the State for the benefit of the City of Geneva; and

WHEREAS, the Public Authorities Accountability Act of 2005 (the "PAAA"), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, was enacted by the New York State Legislature to insure greater accountability and openness of public authorities throughout the State; and

WHEREAS, as a "local authority" as defined pursuant to Section 2 of the Public Authorities Law ("PAL") the Authority, by resolution adopted October 17, 2006, adopted requisite policies, standards and procedures in furtherance of PAAA, certain elements of which the Corporation desires to reaffirm and ratify herewith; and

WHEREAS, by Chapter 506 of the Laws of 2009, the Public Authority Reform Act of 2009 ("PARA") imposed new requirements upon certain local authorities of the State, including the Corporation; and

WHEREAS, the Corporation desires to ratify and adopt certain policies of the Corporation in furtherance of the PAAA and PARA.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE GENEVA LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

<u>Section 1</u>. The Corporation hereby ratifies, reaffirms, reinstates, approves and adopts the following policies and procedures previously reviewed and approved by the Corporation, in substantially the forms attached hereto as **<u>Exhibit A</u>**, to be effective for the calendar year 2022, or until such time as successor policies and procedures shall have been approved by the Corporation:

(a) Compensation Policy;
(b) Defense and Indemnification Policy;
(c) Extension of Credit Policy; and
(d) Property Acquisition Policy.

Section 2. The Corporation hereby appoints Tracy Verrier as the Corporation Contracting Officer, whom shall serve for the calendar year 2022, or until such time as their respective successors shall have been nominated and appointed.

Section 3. These Resolutions shall take effect immediately.

The question of the adoption of the foregoing Resolutions was duly put to a roll call vote, which resulted as follows:

	Yea	***Nay***	***Absent***	***Abstain***
David Linger	[ ]	[ ]	[x]	[ ]
Robert Koczent	[x]	[ ]	[ ]	[ ]
Robert Sollenne	[x]	[ ]	[ ]	[ ]
Dana Hollenbeck	[x]	[ ]	[ ]	[ ]
Marc Rodriguez	[x]	[ ]	[ ]	[ ]
Peter Gillotte	[x]	[ ]	[ ]	[ ]
Chevanne DeVaney	[ ]	[ ]	[x]	[ ]
Paula Bucklin	[x]	[ ]	[ ]	[ ]

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS:

I, the undersigned Secretary of the Geneva Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of Geneva Local Development Corporation (the "Corporation"), including the resolution contained therein, held on June 1, 2022, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation 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 such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation 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 this 1 day of June, 20 22.

Robert E Sollenne

Rob Sollenne
Secretary

Exhibit A

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION
Compensation Policy

Board Member Compensation

The members of the Board of the Corporation shall serve without salary at the pleasure of the City of Geneva City Council, but may be reimbursed for reasonable expenses incurred in the performance of Corporation duties at the approval of the Board.

Officers, Employees and Agents

The officers, employees and agents of the Corporation shall serve at the pleasure of the Corporation at such compensation levels as may be approved by the Board from time to time and may be reimbursed for reasonable expenses incurred in the performance of Corporation duties subject to Board approval. Officers, employees and agents of the Corporation shall be available as required to perform the operations of the Corporation as set forth in the Corporation's By-Laws and shall put forth their best efforts to perform their respective duties as outlined in the By-Laws of the Corporation and any other directives of the Board.

Approved and adopted this 1st day of June 2022

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION
Defense and Indemnification Policy

The Geneva Local Development Corporation ("Corporation") indemnifies and defends board members, audit and governance committee members, and Corporation staff individually and as a group from claims arising from the good faith performance of their duties. The Corporation carries directors' and officers' liability and general liability insurance via the City of Geneva to provide coverage in the event of such action.

Approved and adopted this 1st day of June 2022.

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION
Extension of Credit Policy

Pursuant to and in accordance with PAL Section 2824(5), the Geneva Local Development Corporation shall not, directly or indirectly, including through any subsidiary, extend or maintain credit, arrange for the extension of credit, or renew any extension of credit, in the form of a personal loan to or for any officer, board member or employee (or equivalent thereof) of the Corporation.

Approved and adopted this 1st day of June 2022.

Geneva Local Development Corporation
Property Acquisition Policy

A. Acquisition of Real Property

Real Property may be acquired by the Geneva Local Development Corporation ("Corporation") for use, development, resale, leasing or other uses designated by the Corporation. The Corporation may lease Real Property for use, subleasing or other uses designated by the Corporation.

The purpose of each acquisition of Real Property shall be to further one or more purposes of the Corporation under its Certificate of Incorporation, by-laws or a resolution adopted by the Corporation Board of Directors, its mission statement, or for a purpose otherwise permitted by law.

Prior to each acquisition of Real Property, the Corporation will conduct such due diligence as it deems appropriate in accordance with the particular circumstances of the proposed acquisition. Such due diligence may include, but is not limited to, Real Property appraisals and review and investigation of environmental, structural, title, pricing and other applicable matters.

B. Approval of Real Property Acquisitions

All acquisitions of Real Property shall be conducted in accordance with this Policy and applicable law. Proposed acquisitions of Real Property shall be presented to the Corporation Board of Directors for approval or other appropriate action.

C. Fair Market Value

Acquisitions of Real Property are intended to be made for no greater than the fair market value of the Real Property. In the event circumstances exist in which an acquisition of Real Property is made where the contract price to be paid by the Corporation exceeds the fair market value of the Real Property, the Corporation shall include in its annual report required by Section 2800(2) of the Public Authorities Law a detailed explanation of the justification for making the purchase without competitive bidding and a certification by the Executive Director and either the Chief Financial Officer or Treasurer of the Corporation that they have reviewed the terms of the acquisition and determined that it complies with applicable law and the Corporation's procurement policy.

Approved and adopted this 1st day of June 2022.

Geneva LDC
Profit & Loss YTD Comparison
June 1 - 28, 2022

	Jun 1 - 28, 22	Jan 1 - Jun 28, 22
Ordinary Income/Expense		
Income		
Investments		
Interest-Savings, Short-term CD	0.00	42.47
Total Investments	0.00	42.47
Total Income	0.00	42.47
Expense		
Contract Services		
Outside Contract Services	425.00	14,466.25
Total Contract Services	425.00	14,466.25
Operations		
Legal Notice Publication	68.93	68.93
Total Operations	68.93	68.93
Total Expense	493.93	14,535.18
Net Ordinary Income	-493.93	-14,492.71
Net Income	**-493.93**	**-14,492.71**

Geneva LDC
Balance Sheet
As of June 28, 2022

	Jun 28, 22
ASSETS	
Current Assets	
Checking/Savings	
Certificate of Deposit	81,378.91
LDC Checking Account	158,841.08
Total Checking/Savings	240,219.99
Total Current Assets	240,219.99
Other Assets	
Land and Buildings - Investment	44,567.00
Total Other Assets	44,567.00
TOTAL ASSETS	**284,786.99**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	35,425.00
Total Accounts Payable	35,425.00
Total Current Liabilities	35,425.00
Total Liabilities	35,425.00
Equity	
Retained Earnings	263,854.70
Net Income	-14,492.71
Total Equity	249,361.99
TOTAL LIABILITIES & EQUITY	**284,786.99**

RESOLUTION

A regular meeting of the City of Geneva Local Development Corporation was convened on Wednesday, July 6, 2022.

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

Resolution No. 07/2022-1

RESOLUTION OF THE CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") AUTHORIZING THE EXPANDED USE OF VIDEO CONFERENCING FOR MEETINGS OF THE BOARD OF DIRECTORS OF THE CORPORATION.

WHEREAS, the COVID-19 state disaster emergency, through Sections 1 and 2 of part E of chapter 417 of the laws of 2021 which amended Article 7 of the Public Officers Law ("Open Meetings Law"), authorized public bodies to hold meetings without in-person access until the emergency declaration expired; and

WHEREAS, the state disaster emergency is set to expire on June 14, 2022; and

WHEREAS, the Governor of the State of New York (the "State") signed legislation in April of 2022 amending the Open Meeting Law, Article 7, Chapter 56, Section 103-a regarding the use of videoconferencing by public bodies when a quorum of the board, committee or subcommittee is present in-person or at public locations; and

WHEREAS, the amendment sets forth that members of the board or committee may attend and participate in open meetings of the board or committee in a location that is not open to the public if an “extraordinary circumstance” is presented as cause for video attendance and is established in a written procedure; and

WHEREAS, these extraordinary circumstances are herein defined as physical disability, illness, caregiver responsibilities, work-related restrictions, travel, or other such significant or unexpected factor or event which precludes the member’s attendance in person; and

WHEREAS, a member must report the exercise of extraordinary circumstances to the Executive Director of the Corporation as soon as possible, in order to participate from a non-public venue via videoconference, ensuring that the member can be heard, seen and identified during the meeting; and

WHEREAS, when utilizing the extraordinary circumstance, the public will also be given opportunity to attend via videoconference; and,

WHEREAS, a public hearing was conducted in accordance with the Open Meeting Law regarding this resolution and required written procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation will utilize the expanded use of videoconferencing under extraordinary circumstances for members to participate in a meeting of this public body in accordance with the laws of the State.

Section 2. The members of the Board of Directors of this public body will follow the written procedures to conduct a meeting using video conference attendance.

Section 3. This Resolution shall take effect immediately upon adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yea	***Nay***	***Absent***	***Abstain***
David Linger	[ ]	[ ]	[ ]	[ ]
Robert Koczent	[ ]	[ ]	[ ]	[ ]
Robert Sollenne	[ ]	[ ]	[ ]	[ ]
Dana Hollenbeck	[ ]	[ ]	[ ]	[ ]
Marc Rodriguez	[ ]	[ ]	[ ]	[ ]
Peter Gillotte	[ ]	[ ]	[ ]	[ ]
Chevanne DeVaney	[ ]	[ ]	[ ]	[ ]
Paula Bucklin	[ ]	[ ]	[ ]	[ ]
Craig Talmage	[ ]	[ ]	[ ]	[ ]

The Resolution was thereupon duly adopted.

SECRETARY'S CERTIFICATION

(Resolution Authorizing Expanded Use of Video Conferencing for Meetings of the Board of Directors of the Corporation)

STATE OF NEW YORK)
COUNTY OF ONTARIO) *SS.*:

I, the undersigned Secretary of the City of Geneva Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of The City of Geneva Local Development Corporation (the "Corporation"), including the resolution contained therein, held on July 6, 2022, with the original thereof on file in the Corporation's office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation 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 such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation 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 this ___ day of July, 2022.

____

Rob Sollenne
Secretary

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION
Public Meeting Videoconference Policy

The City of Geneva Local Development Corporation (the "Corporation") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law ("Open Meetings Law"). https://opengovernment.ny.gov/open-meetings-law

This internal Corporation policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to "extraordinary circumstances" being experienced by a member who still wishes to attend.

This policy defines these "extraordinary circumstances" by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying the Corporation staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending in-person at the predetermined and noticed public location may count toward quorum.

2. Any member attending via videoconference under "extraordinary circumstances" will not be counted toward a quorum, but may vote on motions and resolutions.

3. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify the Corporation Executive Director by phone or email as soon as the circumstance is presented. The Executive Director will present the information to the chair of the board for final determination.

4. Extraordinary circumstances allowed by this Corporation are:
   a. Physical Disability whereby they are unable to meet in a physical location.
   b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings, or whereby their illness presents a risk of spreading to others attending the meeting.
   c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.
   d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business location, or whereby their presence at the business location is critical during the date and time of the Corporation meeting.

    e. Travel commitments whereby they are at a location too distant to attend the meeting in-person.
    f. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to the Corporation staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.

5. Public Notice of an Open Meeting will be posted online in the Corporation's Agenda and Minutes Center, on the public bulletin boards at physical location and shared with the local news media.

6. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend and it must account for ADA accommodations or compliance for public attendance.

7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," the Corporation staff shall include a link to the same videoconference service by which the member will be participating on the agenda and within the public notice as soon as reasonably possible.

8. Any member of board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation the minutes.

9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in-person or via videoconference and under which "extraordinary circumstance."

10. Any meeting of the Corporation or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.