City of Geneva Local Development Corporation

Annual Meeting Agenda

Title: LDC Annual Meeting

Location: Geneva BID Conference Room
1 Franklin Street, Geneva

Date: January 4, 2023

Time: 12pm

Agenda Item	Potential Outcome	Person Responsible
Call to Order		David Linger, Chair
Administration		
Financial Report	Motion to approve annual financial report	Tracy Verrier
Agenda Items		
Committee Appointments	Motion to approve committee appointments	Tracy Verrier
Policy Approvals	Motion to approve 2023 LDC policies	Tracy Verrier
Self Evaluations	Board to complete self evaluations	Tracy Verrier
Fiduciary & Conflict Forms	Board to complete fiduciary acknowledment and conflict of interest forms	Tracy Verrier
Adjournment	Motion to adjourn	David Linger, Chair

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=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT09
Dial in: (929) 205-6099
Meeting ID: 824 2495 3044
Passcode: 487818

Table of Contents

Geneva Local Development Corporation
Board of Directors

Appointing Entity: City of Geneva City Council

Board Members:

Name	Seat	Appointed	Term	Professional Background
Dave Linger	Chair, Downtown Business District	3/3/2021	2021-2023	Local property developer and landlord
Rob Koczent	Vice Chair	12/4/2019	Until seat filled	Vice President, Director of Financial Services, Lyons National Bank
Rob Sollenne	Treasurer/Secretary	12/4/2019	Until seat filled	Sr. Vice President/COO, Lyons National Bank
Dana Hollenbeck	Realtor	1/4/2023	2023-2025	Real Estate Agent, Keller Williams Realty Gateway
Marc Rodriguez	Urban Planner	3/3/2021	2021-2023	Vice President of Design and Construction, Solar Home Factory
Peter Gillotte	Public, Neighborhood Leader	3/3/2021	2021-2023	Food and hospitality, Self-employed caterer
Chevy DeVaney	Public, Neighborhood Leader	1/5/2022	2022-2024	Director of Alumni/ Alumnae Relations, HWS Colleges
Paula Bucklin	Public Sector	1/5/2022	2022-2024	Marketing Specialist, Finger Lakes Health
Craig Talmage	Private Sector Over 100 Employees	6/1/2022	2022-2025	Assistant Professor of Entrepreneurial Studies, HWS Colleges

Committees:

Governance
Dave Linger, Chair
TBD, Vice Chair
TBD, Treasurer

Finance Committee
TBD
TBD
TBD

Audit Committee
TBD (Treasurer), Chair
Peter Gillotte
Paula Bucklin

Nominating Committee
Dana Hollenbeck, Chair
Dave Linger
Chevy DeVaney
Marc Rodriguez

Updated 1/4/2023

RESOLUTION

An annual meeting of the Geneva Local Development Corporation was convened at 1 Franklin Street, Geneva, NY on January 4th, 2023 at 12:00pm.

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

Resolution No 1/2023-1

RESOLUTION OF THE GENEVA LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") AMENDING, 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:

Section 1. 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 **Exhibit A**, to be effective for the calendar year 2023, or until such time as successor policies and procedures shall have been approved by the Corporation:

(a) Bylaws of the Corporation;
(b) Mission and Goals;
(c) Code of Ethics;
(d) Compensation Policy;

(e) Defense and Indemnification Policy;
(f) Extension of Credit Policy;
(g) Procurement Policy;
(h) Property Acquisition Policy;
(i) Public Meeting Video Conference Policy;
(j) Real Property Disposition Guidelines; and
(k) Travel Policy.

Section 2. The Corporation hereby amends, approves and adopts the following policies and procedures, in substantially the forms attached hereto as **Exhibit B**, to be effective for the calendar year 2023, or until such time as successor policies and procedures shall have been approved by the Corporation:

(a) Conflict of Interest Policy;
(b) Investment Policy; and
(c) Whistleblower Policy.

Section 3. The Corporation hereby approves and adopts the following policies and procedures, in substantially the forms attached hereto as **Exhibit C**, to be effective for the calendar year 2023, or until such time as successor policies and procedures shall have been approved by the Corporation:

(a) Governance Committee Charter;
(b) Audit Committee Charter; and
(c) Finance Committee Charter.

Section 4. The Corporation hereby appoints Tracy Verrier as the Corporation Contracting Officer and Authorized PARIS Representative, whom shall serve for the calendar year 2023 or until such time as their respective successors shall have been nominated and appointed.

Section 5. 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	[ ]	[ ]	[ ]	[ ]
Robert Koczent	[ ]	[ ]	[ ]	[ ]
Robert Sollenne	[ ]	[ ]	[ ]	[ ]
Dana Hollenbeck	[ ]	[ ]	[ ]	[ ]
Marc Rodriguez	[ ]	[ ]	[ ]	[ ]
Peter Gillotte	[ ]	[ ]	[ ]	[ ]
Chevanne DeVaney	[ ]	[ ]	[ ]	[ ]
Paula Bucklin	[ ]	[ ]	[ ]	[ ]
Craig Talmage	[ ]	[ ]	[ ]	[ ]

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 January 4, 2023, 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 ____ day of ______, 20__.

____

Secretary

Exhibit A

Local Development Corporation of Geneva Bylaws

Mission and Activities:

To drive positive change in the Geneva real estate market by undertaking catalyst projects in and around the City.

Facilitate sustainable, aesthetically pleasing, and environmentally appropriate development in key areas.

Ameliorate conditions contributing to, or threatening neighborhood decline.

Buy, sell, hold, or when necessary develop property in order to facilitate a healthy, functioning real estate market in the City of Geneva.

Engage residents in catalyst projects aimed at improving market conditions.

Governance:

The LDC shall be governed by a nine (9) member Board of Directors appointed by the City Council of the City of Geneva, empowered to act according to the mission and activities described above, and selected according to all and only the following considerations:

1. The Board shall consist of two (2) members of local financial institutions, one with extensive experience in community lending and one with extensive experience with construction loans.
2. The Board shall consist of one member of the administrative team of a public sector (i.e., non-profit) employer who has demonstrated a continually renewed commitment to Geneva.
3. The Board shall consist of one member of the administrative team of a private sector employer of over 100 employees who has demonstrated a continually renewed commitment to Geneva.
4. The Board shall consist of one designee of the downtown business district.
5. The Board shall consist of two members of the general public, who have demonstrated leadership capacity within their neighborhoods.
6. The Board shall consist of one professionally trained planner, with experience and skills in neighborhood revitalization.
7. The Board shall consist of one licensed real estate agent who has demonstrated, professionally, an ongoing commitment to Geneva.

In addition, the LDC board shall have, as ex-officio members, the Mayor and City Manager of the City of Geneva, or the designees therewith.

In addition to the stipulations above, the following prohibitions shall apply to LDC board members:

1. At any given time, no more than four (4) LDC board members shall simultaneously hold any of the following positions: An officer of the Geneva Area Chamber of Commerce or any of its

subsidiary organizations, A member of any boards or commissions directly appointed by the City of Geneva, including the Geneva Housing Authority and any of its subsidiaries.

2. All LDC board members shall be prohibited from using any information gained in their capacity as a board member for personal or professional gain.
3. All LDC board members are required to attend, at minimum, 75% of all meetings duly called by the LDC within a twelve month period, or else face removal from the board.
4. The LDC board shall observe and adhere to the NYS Laws regarding Open Meetings and Freedom of Information.

Terms and Term Limits:

The initial appointment of the Board of Directors shall be made by the Geneva City Council, upon a recommendation of the Screening Committee, consistent with the mission and bylaws herein. The initial term of appointment for four (4) board members shall be five (5) years, and for five (5) board members it shall be three (3) years so as to provide for staggered reappointments. All subsequent vacancies, and consideration of reappointments, shall be subject to the same application and review process as the initial vacancies and shall be appointed by majority vote of the Geneva City Council. All subsequent Board members shall be appointed to three (3) year terms.

There is a three (3) term limit on service for any Board members, considered on the basis of aggregate service, not merely consecutive years of service.

Board Staffing and Oversight

The LDC shall be staffed by personnel selected at the Board's discretion, according to screening criteria that emphasize a skill set in neighborhood revitalization. The Board shall consult and work closely with Geneva's Office of Neighborhood Initiatives to the extent that activities undertaken by the LDC comport with the identified goals and objectives of that Office. Should a conflict arise, City Council shall receive briefing indicating the nature and scope of the perceived conflict, and shall deliberate on an appropriate remedy.

Amendments or Changes to the Bylaws

Any and all proposed changes to these bylaws must be reviewed and ultimately approved by a majority vote of the Geneva City Council.

Geneva Local Development Corporation
Mission, Goals, and Objectives

Mission

The Geneva Local Development Corporation will drive positive change in the Geneva real estate market through the thoughtful execution of catalyst projects in the commercial, residential, and not-for-profit communities.

Goals and Objectives

GOAL 1:

Facilitate sustainable, aesthetically pleasing, and environmentally appropriate development in key areas.

Objectives:

1. Identify potential catalyst projects in the downtown, lakefront, and neighborhoods of Geneva.
2. Develop project plans for key projects and assemble public, private, and not-for-profit partners to execute.

GOAL 2:

Ameliorate conditions contributing to, or threatening neighborhood decline.

Objectives:

1. Analyze market trends to identify areas of distress in Geneva's neighborhoods.
2. Identify "ground level" conditions contributing to market erosion.
3. Develop project plans for key projects to eradicate conditions contributing to neighborhood decline.
4. Assemble public, private, and not-for-profit partners to execute project plans.

GOAL 3:

Identify and support key projects in the not-for-profit community.

Objectives:

1. Identify potential development projects through review of strategic plans for Hobart and William Smith Colleges, Finger Lakes Health, Cornell AgriTech and other key not-for-profit partners.
2. Contact not-for-profit partners to pursue development projects that would benefit from LDC support.

GOAL 4:

Play an active role in the recruitment and retention of businesses and their employees.

Objectives:

1. Better understand the available economic development properties and opportunities.
2. Collaborate with the City, Ontario County Economic Development Board and other public and private entities to market and support businesses and their employees.
3. Attract, recruit and focus on businesses looking to locate regionally or expanding City businesses.
4. Work to analyze joint economic opportunities with key partners such as the City's Revolving Loan Fund, Technology Farm Board and the City of Geneva Industrial Development Agency.

GOAL 5:

Contribute to the financial stability of businesses during a catastrophic event.

Objectives:

1. Provide support and programs to businesses through partnerships with other financial institutions that address short term needs.
2. Develop a business database to be able to communicate with businesses on the services, programs and assistance available.

Updates Approved 12/2/2020

GENEVA LOCAL DEVELOPMENT CORPORATION
CODE OF ETHICS

Responsibility of Members, Directors and Employees

1. Directors and employees shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment, that could impair independence of judgment, or prevent the proper exercise of one's official duties.

2. Directors and employees shall not directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available through the director's or employee's official position that could create any conflict between their public duties and interests and their private interests.

3. Directors and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business or (b) the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. Gifts could be presented in the form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Corporation.

4. Directors and employees shall not use or attempt to use their official position with the Corporation to secure unwarranted privileges for themselves, members of their family or others, including employment with the Corporation or contracts for materials or services with the Corporation.

5. Directors and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.

6. Directors and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.

7. Directors and employees shall manage all matters within the scope of the Corporation's mission independent of any other affiliations or employment. Directors, including ex officio board members, and employees employed by more than one government shall strive to fulfill their professional responsibility to the Corporation without bias and shall support the Corporation's mission to the fullest.

8. Directors and employees shall not use Corporation property or resources or disclose information acquired in the course of their official duties in a manner inconsistent with State or local law and the Corporation's mission and goals.

Implementation of Code of Ethics

This Code of Ethics shall be provided to all directors and employees upon commencement of employment or appointment and shall be reviewed annually by the Governance Committee.

The board may designate an Ethics Officer, who shall report to the board and shall have the following duties:

- Counsel in confidence Corporation directors and employees who seek advice about ethical behavior
- Receive and investigate complaints about possible ethics violations.
- Dismiss complaints found to be without substance.
- Prepare an investigative report of their findings for action by the President or the board.
- Record the receipt of gifts or gratuities of any kind received by a director or employee, who shall notify the Ethics Officer within 48 hours of receipt of such gifts and gratuities.

Penalties

In addition to any penalty contained in any other provision of law, a Corporation, employee, board member or director who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law, rules or regulations.

Reporting Unethical Behavior

Members, employees and directors are required to report possible unethical behavior by a director or board member of the Corporation to the Ethics Officer. Board members, employees and directors may file ethics complaints anonymously and are protected from retaliation by the policies adopted by the Corporation.

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

Procurement Policy

Purpose/Intent

The purpose of the Geneva LDC Procurement Policy is to ensure that purchases made for the purposes of Corporation operations are conducted within ethical and legal parameters, and to ensure that the Corporation receives the highest value possible when purchasing goods and services.

Authorized Agents

Any officer of the Corporation is considered an authorized agent. Additionally, subject to the guidance below, all Corporation staff are also authorized agents.

Applicability

All purchases over $500 are subject to the terms of this policy. The Chairperson of the Corporation may, at his sole discretion, authorize purchases under $500 as he sees appropriate; so long as they are within the confines of the Corporation budget. All other purchases must be authorized by the Corporation Board of Directors.

Procurement Method

Quotes

All materials, supplies, small equipment, and non-professional services under $1,500 do not require any quotes. With affirmative vote of the Board of Directors, staff is authorized to make these purchases as necessary within budget.

All materials, supplies, small equipment, and non-professional services from $1,501 to $5,000 will require two verbal quotes.

All materials, supplies, small equipment, and non-professional services over $5,000 will require three written quotes.

Requests for Proposals

All procurements for professional services will be handled via request for proposals. The Board of Directors will approve the form of the request. Professional services contracts will be awarded based on demonstrated knowledge, skills, and abilities of prospective vendors, with pricing as a secondary concern. Pricing proposals will be submitted by each vendor in a separate, sealed envelope.

Sole Source

In times of emergency, or when it is apparent that only a single vendor will be effective at providing any materials, supplies, equipment, or service within the time allowable, the Board of Directors, by affirmative vote, may authorize a sole source purchase. This will be documented with the reason for using this method and the vendor or contractor selected.

Approved and Ratified this 4th day of January, 2023.

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.

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.

Approved and Adopted this 6th day of July, 2022.

Geneva Local Development Corporation

Guidelines for Disposition of Real Property

Purpose/Intent

The City of Geneva has identified acquisition, sale, and development of real property as an objective for the Geneva Local Development Corporation. To that end, the Corporation has developed these guidelines to establish goals and processes for Corporately-held property.

The mission of the LDC is to affect positive change in the Geneva real estate market. As such, the following objectives are established relative to property disposition:

- Whenever possible, any costs associated with acquisition of real property will be recovered as part of its sale;
- Sale or other disposition activities shall be evaluated based on potential market impact of the proposed use. Properties should not be sold to "land speculators" who intend to hold the property without a defined project;
- The Corporation may own and operate real property so long as it meets the objectives of enabling legislation, and so long as it is proven infeasible for a similar impact to be affected by a private sector partner;
- Proceeds from the sale or operation of real property should be reinvested in activities meeting the Corporations goals and objectives.

Sale/Transfer Methods

The Corporation may enter into sale or transfer agreements upon execution of one of the following activities:

- Request for Proposals: An RFP process may be developed when market conditions and property attributes suggest that a competitive process would yield the highest and best result. Proposals should be evaluated for project impact on the real estate market, with Corporate return as a secondary consideration.
- Private Negotiation: When appropriate, the Corporation may identify a potential purchaser and enter into a private negotiated and sale. Similar to the RFP process, private sale opportunities should demonstrate positive market impact.
- Lease: When long-term control by the Corporation is an overriding concern, Corporate leasing may be considered. Leases should derive the value necessary to ensure that Corporation funds receive a reasonable return. The proposed project should demonstrate positive market impact before the leasing option is considered.

Approved and Ratified this 4th day of January, 2023.

Geneva Local Development Corporation

Travel Policy

Employees, contractors, and Board members of the Geneva Local Development Corporation must adhere to the following policies regarding employment related travel:

All travel must be conducted pursuant to a formally adopted Corporation Budget. Travel activities not contemplated by the budget, must be formally approved by the Board of Directors. For the purposes of this policy, travel expenses are defined as those costs for which employees, contractors, and/or Board members are seeking reimbursement associated with meeting costs, (i.e. conference fees), flights, hotel accommodations, meals, or vehicle mileage.

Lodging must be secured at the lowest available rate and receipt documentation must accompany claim.

Mileage reimbursement will be paid at the current authorized rate set forth by IRS.

Miscellaneous travel charges including tolls, cabs, subway, telephone, baggage handling, etc. will be reimbursed when necessary and require appropriate receipts.

All costs must be itemized and included with the request. An explanation of the purpose of the travel should be submitted when applicable. The application is requested as far in advance of the date of travel as possible (at least 10 days when practical).

Fund advances for travel may be authorized by the Chair of the Board of Directors. Funding requests should be supported by written quotes for costs, and must be reconciled with receipts within seven days of conclusion of travel activities.

Approved and ratified this 4th day of January, 2023.

Exhibit B

GENEVA LOCAL DEVELOPMENT CORPORATION
Conflict of Interest Policy and Annual Disclosure

Geneva Local Development Corporation (GLDC) was organized to benefit the people of the City of Geneva, NY by assisting in economic development of the city. Because GLDC occupies a position of public trust, it is important to avoid conflicts of interest that may undermine the credibility of the GLDC. Therefore, it is the policy of GLDC that:

- GLDC Board members and staff shall exercise their best judgment for the benefit of the GLDC and shall refrain from being influenced by personal considerations in the performance of their duties.

- Board members and staff may not engage in any business or professional activity on behalf of the GLDC where that activity might result in financial benefit to the board or staff member, their family or business associates.

- No board member or staff shall have an interest in any contract with GLDC when the board member or staff has the power or duty to:

    - negotiate, prepare, authorize or approve the contract or authorize or approve payment there under;

    - Audit bills or claims under the contract;

    - Appoint an officer or staff who has any of the powers or duties set forth above.

- Board members and staff shall not accept gifts or entertainment of value exceeding seventy-five dollars ($75.00), when such gift could be reasonably interpreted to be for the purpose of influencing the board or staff member's performance of their duties relative to GLDC.

- Board members and staff shall not deal preferentially with suppliers and others where personal gains accrue to the board member or staff, or their families or business associates.

- Board members and staff shall avoid employment, investments, and personal interests which may work to the disadvantage of the GLDC.

- Board members and staff shall not disclose confidential information acquired in the course of their GLDC duties to further their own personal interests, or that of their families or business associates.

- GLDC is prohibited from extending or maintaining a personal loan, arranging for the extension of a personal loan, or renewing a personal loan for any officer, board member or staff of the GLDC.

Pursuant to this policy, a board member or staff shall be required to disclose a conflict of interest to the Board as soon as possible after he or she learns of the conflict.

GLDC has adopted this Conflict of Interest Policy and Annual Disclosure for the purpose of compliance.

Board members and staff are required to complete and sign this statement and submit it to the GLDC on an annual basis.

Amended and adopted this 4th day of January 2023.

ANNUAL DISCLOSURE, CONFLICT OF INTEREST STATEMENT
For Year _____
GENEVA LOCAL DEVELOPMENT CORPORATION

____
Last Name First Name Initial

____
Title

GENEVA LOCAL DEVELOPMENT CORPORATION
Board or Agency

47 Castle Street, Geneva, NY 14456
Board or Agency Address

I have read and am familiar with the Geneva Local Development Corporation Conflict of Interest Policy, and I have initialed the Box opposite the appropriate paragraph below.

1. To the best of my knowledge, I have had no interest nor taken any action which would contravene the policy: {____}

OR

2. To the best of my knowledge I have had no interest nor taken any action which would contravene the policy, except such interest or action which is fully disclosed below: {____}

____

____

____

3. At this time, I am seeking a determination of whether the contemplated course of action described below may constitute a conflict of interest in contravention of the policy:

____

____

____

Date:__________________________ Signature:____________________________________

Geneva Local Development Corporation

Investment Policy

Purpose/Intent

The Geneva Local Development Corporation ("Corporation") hereby establishes this Investment Policy to ensure that Corporate funds are managed in such a way as to achieve the following objectives:

- preservation of principal investment,
- security of Corporate funds,
- diversity of vehicles to absorb market fluctuations,
- liquidity of assets to provide appropriate operating cash, and
- investment yield.

Investment Vehicles

Recognizing the objectives cited above, the Board of Directors shall invest all Corporate funds in legal instruments authorized by the enabling legislation and New York State Law.

Specifically, the Corporation authorizes the following banks for deposit of moneys up to the maximum amounts:

Depository Name	Maximum Amount
Canandaigua National Bank	$2,000,000
Five Star Bank	$2,000,000
Lyons National Bank	$2,000,000
Bank of the Finger Lakes	$2,000,000

The Corporation will review the Designation of Depositories on an annual basis.

The Corporations' investment policies are governed by state statutes. Primarily, Corporation monies must be deposited in FDIC insured commercial banks or trust companies operating a branch within Ontario County. FDIC insured demand accounts and certificates of deposit are permissible investments, as are obligations of the U.S. Treasury and U.S. agencies, repurchase agreements and obligations of New York State or its localities.

All deposits of the Corporation, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be collateralized or secured in a method appropriate under NYS GML.

Analysis/Reporting

Once monthly, Corporation staff shall prepare a report outlining all current investments. The report shall outline the current value of all cash and investment assets, as well as a statement of cashflows. ~~:~~

- ~~Issuer~~
- ~~Instrument~~
- ~~Annual Yield~~
- ~~Purchase and Maturity Date~~
- ~~Current Book Value~~
- ~~Congruence of investment with this policy~~
- ~~Statement of total cash flows~~
- ~~Liquidity analysis~~

Banking Relationships

The Board of Directors shall review the Corporation's banking relationships annually and evaluate benefits of potential changes to Corporate investment ~~of potential changes~~. All institutions housing Corporate funds shall meet the requirements for Corporation banking set by state and federal laws, rules, and regulations.

Amended and Adopted this 4th day of January, 2023.

Geneva Local Development Corporation

Whistleblower Policy

Operative Policy

All members of the board of directors (the "*Board*") of the Corporation and all officers and employees of the Corporation, in the performance of their duties, shall conduct themselves with honesty and integrity and observe high standards of business and personal ethics as set forth in the Code of Ethics of the Corporation (the "*Code*").

Each director, officer and employee is responsible to report any violation of the Code (whether suspected or known) to the Corporation's lead staff person or Chairperson. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

No individual, regardless of their position with the Corporation, shall be subject to any retaliation or adverse employment consequence for making a good faith claim and any employee who chooses to retaliate against someone who has reported a violation shall be subject to disciplinary action, which may include termination of employment.

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing there has been a violation of the Code.

Any claim of retaliation will be taken and treated seriously and, irrespective of the outcome of the initial complaint, will be treated as a separate offense.

The lead staff person and Chairperson of the Corporation are responsible for immediately forwarding any claim to the Corporation's counsel, who shall investigate and handle the claim in a timely manner.

Should a member, officer or employee believe in good faith that disclosing information to the lead staff person or Chairperson pursuant to the paragraphs above would likely subject him or her to adverse personnel action or be wholly ineffective, the individual may instead disclose the information to the Authorities Budget Office or an appropriate law enforcement agency, if applicable. The Authorities Budget Office's toll free number (1-800-560-1770) should be used in such circumstances.

Amended and adopted this 4th day of January, 2023.

Exhibit C

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION

GOVERNANCE COMMITTEE CHARTER

This Charter shall serve as the charter for the Committee (the "***Committee***") of the City of Geneva Local Development Corporation (the "***Corporation***") upon approval by the Corporation's Board of Directors (the "***Board***") by resolution dated January 4, 2023.

ARTICLE I
Core Responsibilities

The core responsibilities of the Committee, as mandated under Section 2824(7) of the New York Public Authorities Law include: (i) keeping the Board informed of current best governance practices; (ii) reviewing corporate governance trends; (iii) updating the Corporation's corporate governance principles; and (iv) advising those responsible for appointing members to the Board on the skills and experiences necessary required of potential Board members.

ARTICLE II
Composition of the Committee

The members of the Committee shall be appointed by a majority vote of the Board. Individuals appointed to the Committee should be knowledgeable, or have expressed a willingness to become knowledgeable, in matters pertaining to governance. The Board shall designate one member of the Committee to serve as chair of the Committee. Each member of the Committee shall serve for a term of one (1) year and until his or her successor shall be appointed and qualified.

At least three members of the Committee must be an "independent member" within the meaning of, and to the extent required by, Section 2825 of the New York Public Authorities Law, as amended from time to time. Governance Committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. Members of the Committee shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation. In addition, Governance Committee members who are members of the Corporation shall comply with the conflict of interest provisions applicable to public officers under Article 18 of the New York General Municipal Law.

ARTICLE III
Committee Meetings

The Committee will meet a minimum of once (1) each calendar year. Additional meetings may be necessary or appropriate to adequately fulfill the obligations and duties outlined in this Charter. All committee members are expected to attend each meeting in person or via videoconference in compliance with the Corporation's Public Meeting Videoconferencing Policy.

Meeting notices and agendas will be prepared for each meeting and provided to Governance Committee members by electronic or regular mail at least five (5) days in advance of the scheduled meeting. A quorum of the Committee shall consist of a majority of the members then serving on the Committee. The affirmative vote of a majority of the members then serving on the Committee shall constitute an act of the Committee. Minutes of all meetings shall be recorded by the Secretary or any Assistant Secretary of the Corporation. All meetings shall comply with the requirements of the Open Meetings Law.

ARTICLE IV
Committee Duties and Responsibilities

To accomplish the objectives of good governance and accountability, the Committee has the following responsibilities as set forth below:

A. The Board of Directors has delegated to the Committee the responsibility to review, develop, draft, revise or oversee policies and practices for which the Committee has specific expertise, as follows:

(i) Develop the Corporation's governance practices, which should address transparency, independence, accountability, fiduciary responsibilities and management oversight;

(ii) Develop a statement of the competencies and personal attributes required of Board members to assist those authorized to appoint members to the Board in identifying qualified individuals (it being acknowledged that membership in the Corporation is determined pursuant to Section 891-a of the General Municipal Law);

(iii) Develop and recommend to the Board any revisions to the number and/or structure of Board committees;

(iv) Develop and provide recommendations to the Board regarding Board member education, including new member orientation and regularly scheduled Board member training to be obtained from state-approved trainers as required under Section 2824(2) of the New York Public Authorities Law;

(v) Examine ethical and conflicts of interest; and

(vi) Perform full Board self-evaluations.

B. The Committee shall develop, review and recommend to the Board the adoption and/or revisions to the following:

(i) the Corporation's Code of Ethics;

(ii) written policies regarding conflicts of interest;

(iii) written policies regarding the protection of whistleblowers from retaliation;

(iv) equal opportunity and affirmative action policies;

(v) committee charters, including this Charter; and

(vi) any other policies or documents relating to the governance of the Corporation, including rules and procedures for conducting the business of the Corporation's Board, including the Corporation's Bylaws. The Committee will oversee the implementation and effectiveness of the Bylaws and other governance documents and recommend modifications to the Board as necessary or appropriate.

C. The Committee shall be responsible for review and oversight of the Corporation's responsibilities in relation to the City of Geneva Revolving Loan Fund Committee and program.

ARTICLE V
Committee Reports

The Committee shall:

A. report its actions and recommendations to the Board at each regular meeting of the Board following a meeting of the Committee and when otherwise requested by the Board;

B. report to the Board, at least annually, regarding any proposed changes to this Charter; and

C. provide a self-evaluation of the Committee's functions to the Board on an annual basis.

ARTICLE VI
Amendments

This Charter may be amended upon affirmative vote of a majority of the Board of the Corporation.

Adopted this 4th day of January, 2023
by the City of Geneva Local Development Corporation

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION
AUDIT COMMITTEE CHARTER

ARTICLE I
Establishment of Audit Committee; Core Responsibilities

The Board of Directors (the "***Board***") of the City of Geneva Local Development Corporation (the "***Corporation***") authorized the establishment of the Audit Committee (the "***Committee***") by resolution dated January 4th. 2023. This Charter sets forth the composition and basic responsibilities of the Committee.

The core responsibilities of the Committee, as mandated under Section 2824(4) of the New York Public Authorities Law, include: (i) recommending to the board the hiring of a certified independent accounting firm; (ii) establishing the compensation to be paid to the certified independent accounting firm; and (iii) providing direct oversight of the performance of the independent audit performed by the certified independent hired for such purpose.

ARTICLE II
Composition of the Committee

The Committee shall be comprised of three (3) or more members appointed by, and will serve at the direction and pleasure the Board. Individuals appointed to the Committee should be knowledgeable, or have expressed a willingness to become knowledgeable, in matters pertaining to corporate financial and accounting practices. The chair of the Committee shall be elected by and among the members of the Committee. Each member of the Committee shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified

Each member of the Committee must be an "independent member" within the meaning of, and to the extent required by, Section 2825 of the New York Public Authorities Law, as amended from time to time. Committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. Members of the Committee shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation. In addition, Committee members who are members of the Corporation shall comply with the conflict of interest provisions applicable to public officers under Article 18 of the New York General Municipal Law.

ARTICLE III
Committee Meetings

The Committee will meet a minimum of twice (2) each calendar year (at least once prior to the commencement of the annual audit process and once after completion of the annual audit process). Additional meetings may be necessary or appropriate to adequately fulfill the obligations and duties outlined in this Charter. All committee members are expected to attend each meeting in person or via videoconference. The Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

Meeting notices and agendas will be prepared for each meeting and provided to Audit Committee members by electronic or regular mail at least five (5) days in advance of the scheduled meeting. A quorum of the Committee shall consist of a majority of the members then serving on the Committee. The affirmative vote of a majority of the members then serving on the Committee shall constitute an act of the Committee. Minutes of all meetings shall be recorded by the Secretary or any Assistant Secretary of the Committee. All meetings shall comply with the requirements of the Open Meetings Law.

ARTICLE IV
Committee Duties and Responsibilities

To accomplish the objectives of good governance and accountability, the Committee has the following responsibilities as set forth below:

(i) Recommend to the full board the appointment of and compensation for a certified independent accounting firm to conduct the annual independent financial audit;

(ii) Oversee and pre-approve all audit and non-audit services provided by the certified independent accounting firm. The Corporation's independent auditor shall be prohibited from providing non-audit services unless having received previous written approval from the Committee;

(iii) Meet with the certified independent accounting firm to discuss any significant issues that may have surfaced during the course of the audit;

(iv) Review the Corporation's audited financial statements, associated management letter, report on internal controls and all other auditor communications and recommend to the full board whether such audit report should be approved;

(v) Review and assess the effectiveness of the Corporation's internal controls for the safeguarding of Corporation assets;

(vi) Develop and recommend to the full board, as necessary, any procedures or policies for the safeguarding of Corporation assets;

(vii) Investigate any report or suspicion of fraud, waste or abuse of Corporation assets and make recommendations to the full board for corrective action.

ARTICLE V
<u>Committee Reports</u>

The Committee shall:

(i) Report its actions and recommendations to the Board at each regular meeting of the Board following a meeting of the Committee and when otherwise requested by the Board;

(ii) Report to the Board, at least annually, regarding any proposed changes to this Charter;

(iii) Provide a self-evaluation of the Committee's functions to the Board on an annual basis; and

(iv) Report to the Board on a periodic basis, at least annually, the findings of its independent auditors. These reports shall include careful consideration of the actions taken by management on the independent auditors' suggestions for correcting weaknesses, if any, in the Corporation's internal controls, regulatory compliance, organizational structure and operations. These reports may include the adequacy of the audit effort by the Corporation's independent auditors, the financial and regulatory compliance reporting decisions of management, the adequacy of disclosure of information essential to a fair presentation of the financial affairs and regulatory compliance efforts of the Corporation, and the organization and quality of the Corporation's system of management and internal accounting controls.

ARTICLE VI
<u>Amendments</u>

This Charter may be amended upon affirmative vote of a majority of the Board of the Corporation.

Adopted this 4th day of January, 2023
By the City of Geneva Local Development Corporation

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION

FINANCE COMMITTEE CHARTER

ARTICLE I
Establishment of Finance Committee; Core Responsibilities

The Board of Directors (the "***Board***") of the City of Geneva Local Development Corporation (the "***Corporation***") authorized the establishment of the Finance Committee (the "***Committee***") by resolution dated January 4th, 2023. This Charter sets forth the composition and basic responsibilities of the Committee.

The core responsibilities of the Committee, as mandated under Section 2824(8) of the New York Public Authorities Law, are set forth in the Bylaws and include: (i) reviewing proposals for the issuance of debt by the Corporation; (ii) informing the board of current best financial practices, (iii) updating the Corporation's financial principles, and (iv) advising the Board on the skills required for potential members.

ARTICLE II
Composition

Members of the Committee shall be elected and serve in accordance with the Bylaws and, to the extent practicable, members of the Committee should be familiar with corporate financial practices. The Committee shall elect one member to serve as chair of the Committee.

The Committee must consist of at least three (3) "independent members" as required by Section 2824 of the New York Public Authorities Law.

ARTICLE III
Committee Meetings

The Committee will meet a minimum of once in each calendar year. Additional meetings may be necessary or appropriate to adequately fulfill the obligations and duties outlined in this Charter. All committee members are expected to attend each meeting, in person or via videoconference. The Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

A quorum of the Committee shall consist of a majority of the members then serving on the Committee. The affirmative vote of a majority of the members then serving on the Committee shall constitute an act of the Committee. Minutes of all meetings shall be recorded by the Secretary or any Assistant Secretary of the Corporation. All meetings shall comply with the requirements of the Open Meetings Law.

ARTICLE IV
Committee Reports

The Committee shall:

A. Report its actions and recommendations to the Board at each regular meeting of the Board following a meeting of the Committee and when otherwise requested by the Board;

B. Report to the Board, at least annually, regarding any proposed changes to this Charter; and

C. Provide a self-evaluation of the Committee's functions to the Board on an annual basis.

ARTICLE V
Amendments

This Charter may be amended upon affirmative vote of a majority of the Board of the Corporation.

Adopted this 4th day of January, 2023
By the City of Geneva Local Development Corporation

Confidential Evaluation of Board Performance

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.				
The policies, practices and decisions of the Board are always consistent with this mission.				
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.				
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.				
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Name of Authority: _City of Geneva Local Development Corporation _____________

Date Completed: ____

COMMENTS:

Acknowledgement of Fiduciary Duties and Responsibilities

As a member of the Authority's board of directors, I understand that I have a fiduciary obligation to perform my duties and responsibilities to the best of my abilities, in good faith and with proper diligence and care, consistent with the enabling statute, mission, and by-laws of the Authority and the laws of New York State. The requirements set forth in this acknowledgement are based on the provisions of New York State law, including but not limited to the Public Authorities Reform Act of 2009, Public Officers Law, and General Municipal Law. As a member of the board of directors:

I. Mission Statement

I have read and understand the mission of the Authority; and the mission is designed to achieve a public purpose on behalf of the State of New York. I further understand that my fiduciary duty to this Authority is derived from and governed by its mission.

I agree that I have an obligation to become knowledgeable about the mission, purpose, functions, responsibilities, and statutory duties of the Authority and, when I believe it necessary, to make reasonable inquiry of management and others with knowledge and expertise so as to inform my decisions.

II. Deliberation

I understand that my obligation is to act in the best interests of the Authority and the People of the State of New York whom the Authority serves.

I agree that I will exercise independent judgment on all matters before the board.

I understand that any interested party may comment on any matter or proposed resolution that comes before the board of directors consistent with the laws governing procurement policy and practice, be it the general public, an affected party, a party potentially impacted by such matter or an elected or appointed public official. However, I understand that the ultimate decision is mine and will be consistent with the mission of the Authority and my fiduciary duties as a member of the Authority's board of directors.

I will participate in training sessions, attend board and committee meetings, and engage fully in the board's and committee's decision-making process.

III. Confidentiality

I agree that I will not divulge confidential discussions and confidential matters that come before the board for consideration or action.

IV. Conflict of Interest

I agree to disclose to the board any conflicts, or the appearance of a conflict, of a personal, financial, ethical, or professional nature that could inhibit me from performing my duties in good faith and with due diligence and care.

I do not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of my duties in the public interest.

Signature: ____________________

Print Name: ____________________

Authority Name: Geneva Local Development Corporation

Date: ____________________

ANNUAL DISCLOSURE, CONFLICT OF INTEREST STATEMENT
For Year 2023
GENEVA LOCAL DEVELOPMENT CORPORATION

____
Last Name | First Name | Initial

____
Title

GENEVA LOCAL DEVELOPMENT CORPORATION
____
Board or Agency

47 Castle Street, Geneva, NY 14456
Board or Agency Address

I have read and am familiar with the Geneva Local Development Corporation Conflict of Interest Policy, and I have initialed the Box opposite the appropriate paragraph below.

1. To the best of my knowledge, I have had no interest nor taken any action which would contravene the policy: {____}

OR

2. To the best of my knowledge I have had no interest nor taken any action which would contravene the policy, except such interest or action which is fully disclosed below: {____}

____

____

____

3. At this time, I am seeking a determination of whether the contemplated course of action described below may constitute a conflict of interest in contravention of the policy:

____

____

____

Date:______________________ Signature:__________________________