

ANNUAL MEETING  
MEETING OF THE Glens Falls INDUSTRIAL  
DEVELOPMENT AGENCY  
42 Ridge Street  
Glens Falls, NY 12801

AGENDA  
Thursday, March 9<sup>th</sup>, 2017

MEETING TIME - 7:30 A.M  
CITY HALL -MAYOR'S CONFERENCE ROOM  
WELCOME- CHAIR CALOGERO

**Annual Meeting of Members**

**I. Upon Recommendation of Nominating Committee:- appointment of officers & Officials:**

- I. Chairman- Judy Calogero
- II. Vice-Chairman- Lois Robinson
- III. Secretary- Todd Feigenbaum
- IV. Treasurer- Lois Robinson
- V. Assistant Treasurer- Dan Hall
- VI. Chief Operating Officer- Ed Bartholomew
- VII. Chief Financial Officer- Michael McCarthy
- VIII. Compliance- Ed Bartholomew

**Appointment of Committees and Chair thereof IDA:**

**Nominating-** Dan Hall, Lois Robinson, Roy Thomas

**Audit-** Judy Calogero, Chair, Dan Hall, Lois Robinson, Michael McCarthy

**Governance-** Chair, Todd Feigenbaum, Dan Hall, Judy Calogero

**II. Governance Committee: The Governance Committee of the IDA reported that it had reviewed the following policies and procedures and found them to be acceptable and recommended their affirmative approval with no changes for 2017:**

- 1. Resolution adopting Policies, standards and Procedures required by New York Public Authorities Accountability Act (the Act)
- 2. Bylaws
- 3. Certificate of independence for Members
- 4. Financial Disclosure Statements
- 5. Certification of the Chief Executive Office & Chief Fiscal Officer
- 6. Compensation, Reimbursement and Attendance Policy
- 7. Code of Ethics
- 8. Whistleblower Policy
- 9. Investment Policy
- 10. Travel Policy
- 11. Disposition of Real Property Guidelines-REVISED POLICY ADOPTED

ON 9/11/14 BY RESOLUTION #36

12. Procurement Policy
13. Defense & Indemnification Policy
14. Bond Financing Policy
15. Applications for Non-Manufacturing Facilities
16. Tax Relief Policy
17. Recapture of Benefits Policy
18. Project Sponsor Annual Reporters Policy
19. Agency Financial Reporting Policy
20. Environmental Requirements
21. Employment Opportunities Policy
22. Tax & User Fee Policy
23. Records Retention and Destruction of Documents Policy
24. Mission Statement and Performance Measures
25. Acknowledgement of Duties and Responsibilities
26. Annual Board of Directors Evaluations
27. Rules & Regulations Governing Public Access to Records of the IDA
28. Accounting Resolution
29. Audit Committee Charter
30. Governance Committee Charter
31. Project Sponsor Guidebook
32. Organizational Chart
33. Conflicts of Interest Policy
34. Discretionary Funds Policy

**III.** Upon recommendation of Audit Committee approval of the Audit Report- 2016 performed by Whittemore, Downen & Riccardelli

Adjourn