

CITY OF GLENS FALLS
INDUSTRIAL DEVELOPMENT AGENCY

GOVERNANCE COMMITTEE

March 9, 2017
MEETING MINUTES

A meeting of the Governance Committee of the City of Glens Falls Industrial Development Agency was held on Thursday, March 9, 2017 in the Mayor's Conference Room, City Hall, 42 Ridge Street, Glens Falls, New York 12801.

Committee Members Present: Todd Feigenbaum (Chair); Dan Hall; Judith Calogero

Committee Members Absent: None

Also Present: Edward Bartholomew, CEO, Attorney Michael Crowe, Jacqueline Squadere of Community Development

Committee Chairman Feigenbaum brought the meeting to order.

CEO Bartholomew stated that the policies and procedures manual for the Agency has been reviewed to determine compliance with the Public Authorities Accountability Act and best practices recommendations from the Authority Budget Office. Following review of the policies and procedures, the Committee recommends the adoption of the following policies and procedures:

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
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. Mission Statement & Performance Measures
23. Acknowledgement of Fiduciary Duties & Responsibilities
24. Annual Board of Directors Evaluations
25. Rules & Regulations Governing Public Access to Records of the IDA
26. Audit Committee Charter
27. Governance Committee Charter
28. Project Sponsor Guidebook
29. Organizational Chart
30. Records Retention & Destruction of Documents Policy
31. Accounting Resolution
32. Tax & User Fee Policy
33. Conflicts of Interest Policy
34. Discretionary Funds Policy

On the motion of Committee member Dan Hall, seconded by Committee member Judith Calogero all voting affirmatively, it was

RESOLVED, that the Governance Committee recommends for final approval the above-referenced policies and procedures as presented at this meeting.

On the motion of Committee member Judith Calogero, seconded by Committee member Dan Hall all voting affirmatively, it was

RESOLVED, that the Governance Committee meeting of the Glens Falls Industrial Development Agency is hereby adjourned.