

**COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY**

NOTICE/AGENDA OF ANNUAL MEETING

Please take notice that the annual meeting of the Counties of Warren and Washington Industrial Development Agency will be held on **Monday, February 27, 2017**, at 4:00 PM, in the Committee Room, second floor, of the Warren County Municipal Center, 1340 NYS Route 9, Queensbury, New York, for purposes of the following:

- I. Election of Officers**
- II. Appointment by Chairman of:**
 1. at-large member of Executive Committee
 2. CFO/CEO of Agency
 3. Park Chairman/Contracting Officer Announcement
- III. Committees & Appointments**
 1. Audit & Finance Committee
 2. Executive and Park Committee
 3. Nominating and Governance Committees (same as Executive)
 4. Appointment of Consultants and Official Newspaper
 - a) Agency Counsel (FitzGerald Morris Baker Firth, PC);
 - b) Agency's official newspaper (The Post Star)
 - c) Agency's official depository (Glens Falls National Bank)
- IV. PAAA Matters**
 1. Annual review/ratification of Policies:
 - a) Investment Policy
 - b) Procurement Policy
 - c) Disposition of Real Property Guidelines
 - d) Mission Statement
 - e) Performance Measurements
 - f) Code of Ethics
 - g) Compensation, Reimbursement and Attendance Policy
 - h) Defense and Indemnification Policy
 - i) FOIL Policy
 - j) Sexual Harassment Policy
 - k) Travel Policy
 - l) Whistleblower Policy
 - m) Organizational Chart
 - n) Statement regarding Lobbying
 - o) Discretionary Funds Policy
- V. Changes to Meetings in Charters for**
 1. Governance Committee
 2. Audit & Finance Committee
- VI. Any other legal business that may come before the Agency**

Dated: February 10, 2017

Harold G. Taylor, Chairman