

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

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TO: All Board Members of the
COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY
and
COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION

FROM: Matthew J. Simpson, Chairman

DATE: February 15, 2019

JOINT FORMAL ANNOUNCEMENT OF OFFICER NOMINATIONS

The Slate of Officers for election at the upcoming Annual Meetings of February 25, 2019 of the Industrial Development Agency and the Civic Development Corporation in Warren County at the Municipal Center at 4 pm are as follows for the IDA and CDC:

Chairman:	Matthew Simpson
Vice Chairman:	Dave O'Brien
Secretary/Treasurer:	Joseph LaFiura
Park Chairman:	Brian Campbell

The nominations were approved by the Nominating Committee and Board Members at their January meetings. Separate elections will be held by IDA followed by CDC.

cc: **All WWIDA/WWCDC Members**
Kara I. Lais, Esq. with Annual Meeting Notice & Agenda
Michael Brandi, Esq. with Annual Meeting Notice & Agenda
Amanda Allen, Warren County Board Clerk with Annual Meeting Notice & Agenda
Debra Prehoda, Washington County Board Clerk with Annual Meeting Notice & Agenda
Michael Goot, The Post Star with Annual Meeting Notice & Agenda
Bob Condon, The Post Star, with agenda
Amy Lavine, Esq., First Asst County Attorney with agenda
Supervisor Beaty with agenda
Supervisor Braymer with agenda

**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 25, 2019**, 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. Any other legal business that may come before the Agency

Dated: February 15, 2019

Matthew J. Simpson, Chairman

**COUNTIES OF WARREN AND WASHINGTON
CIVIC DEVELOPMENT CORPORATION**

NOTICE/AGENDA OF ANNUAL MEETING

Please take notice that the annual meeting of the Counties of Warren and Washington Civic Development Corporation will be held on Monday, February 25, 2019, 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/Announcement by Chairman of:**
 - 1) at-large member of Executive Committee
 - 2) CFO/CEO of Corporation
 - 2) Contracting Officer
- III. Committee appointments**
 - 1) Executive, Nominating, Governance Committees - same as IDA
 - 2) Audit & Finance Committee – same as IDA
- IV. Appointment of Consultants and Newspaper**
 - 1) Corporate Counsel (FitzGerald Morris Baker Firth, PC);
 - 2) Corporation's official newspaper (The Post Star)
 - 3) Corporation's official depository (Glens Falls National Bank)
- V. 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
- VI. Any other legal business that may come before the Agency**

Matthew Simpson, Chairman

Dated: February 15, 2019