

COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

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The **Annual Meeting** of the Counties of Warren and Washington Industrial Development Agency was held on Monday, **February 25, 2019** at the Warren County Municipal Center in Lake George, New York. The following were:

PRESENT: Matt Simpson
Dave O'Brien
Joe LaFiura
Bruce Ferguson
Ginny Sullivan
Mike Wild
Travis Whitehead
Brian Campbell

ABSENT: Nick Caimano
Craig Leggett

The following were also present:

Mike Brandi, Esquire	FitzGerald Morris Baker Firth, PC
Tami Blondo	Office Administrator
Michael Goot	Post Star
Andrea Hogan	Town of Johnsbury Supervisor

The minutes of the meeting were taken by the Office Administrator. The meeting was called to order at 4:00 pm. Attendance was taken and Matt Simpson declared a quorum was present.

Election of Agency Officers:

Mrs. Blondo took over the meeting and read the approved Slate of Officers for the 201 positions as follows:

Matt Simpson for Chairman
Dave O'Brien for Vice Chairman
Joe LaFiura for Secretary/Treasurer

She opened the floor for any other nominations and none were given. Mr. Whitehead moved to accept the slate of officers for election with Mr. Wild seconding. The officers were approved for office unanimously by the full Board by voice vote.

Re-elected Chair Matt Simpson continued the meeting with the following

appointments:

At Large Member, Park Chairman/Contracting Officer and CFO/CEO:

Mr. Simpson stated appointments would be as follows:

- Craig Leggett - at-large Member
- Michael Bittel – CFO/CEO
- Brian Campbell – Park Chair and Contracting Officer

Committee Appointments:

Regarding Committee Appointments, Mr. Simpson announced his appointments as follows:

Audit & Finance Committee: Joe LaFiura as Chair along with Ginny Sullivan, Mike Wild and Mr. Simpson as Alternate. Mr. Simpson stated the Executive Committee Members will continue to be the Chair, Vice Chair, Secretary/Treasurer, At-Large Member, and Park Chair and Contracting Officer. The Executive Committee Members would continue to also serve as the Governance and Nominating Committee Members.

Adoption/Ratification of Appointments:

Mr. LaFiura moved to accept the following appointments this year with Mr. Wild seconding:

- FitzGerald Morris Baker Firth PC as Agency Counsel
- The Post Star as the Agency's official newspaper
- Glens Falls National Bank as the official depository for the Agency

All three appointments were unanimously approved by the Board Members again this year by voice vote. Ms. Sullivan abstained from the vote for Glens Falls National Bank as the official depository for the Agency.

PAAA Matters:

Regarding Agency policies, Mr. Brandi read into the minutes all the policies being re-adopted this year with the following changes being made, Chairman to Chair, Vice Chairman to Chair and no further changes were recommended at this time. Discussion was held that a letter of engagement should be drafted for the legal services with FitzGerald, Morris, Baker, Firth PC.

- 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

Mr. O'Brien moved to ratify all the policies (a-o) with the recommended changes. Mr. LaFiura seconded the motion and all voted in favor by voice vote.

Adjournment: There being no further business, Mr. Simpson adjourned the meeting at 4:20 pm upon motion by Mr. O'Brien and second by Mr. LaFiura.

Dated: _____

3/22/19



Joseph LaFiura, Secretary/Treasurer