

**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 Wednesday, **February 22, 2022** via Zoom. The following were:

***PRESENT:***

Craig Leggett  
Mike Wild  
Chuck Barton  
Dan Bruno  
Nick Caimano  
Dave O'Brien

***ABSENT:***

Michael Bittel  
Brian Campbell  
Ginny Sullivan  
Mary King

***The following were also present:***

Kara Lais  
Alie Weaver  
Michael Ostrander  
Tim Robinson

FitzGerald Morris Baker Firth, PC  
Office Administrator  
Executive Director  
CEO/CFO

The minutes of the meeting were taken by the Office Administrator. The meeting was called to order at 3:30 pm. Attendance was taken and Dave O'Brien declared a quorum was present.

**Election of Agency Officers:**

Ms. Lais took over the meeting and read the approved Slate of Officers for the 2022 positions as follows:

Dave O'Brien for Chairman  
Craig Leggett for Vice Chairman  
Michael Bittel for Secretary/Treasurer

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

Re-elected Chair Dave O'Brien continued the meeting with the following appointments:

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

Mr. O'Brien stated appointments would be as follows:

- Mike Wild – Warren County At-Large Member
- Tim Robinson – CFO
- Dan Bruno – Warren County At-Large Member

**Committee Appointments:**

Regarding Committee Appointments, Mr. O'Brien announced his appointments as follows:

Audit & Finance Committee: Mr. O'Brien, Ms. Sullivan, Mr. Wild, Mr. Robinson and Mr. Bittel.

Mr. O'Brien stated the Executive Committee Members will continue to be the Chair, Vice Chair, Secretary/Treasurer, At-Large Member and Park Chair/Contracting Officer.

The Executive Committee Members would continue to also serve as the Governance and Nominating Committee Members.

Mr. O'Brien stated that a new committee will be formed to oversee the Canalside Energy Park with members to include Mr. Bruno, Mr. Barton, Mr. Bittel, Mr. Robinson and Mr. O'Brien.

**Adoption/Ratification of Appointments:**

Mr. Bruno moved to accept the following appointments this year with Mr. Caimano 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 approved by the Board Members again this year by voice vote.

**PAAA Matters:**

Mr. Leggett made a motion to accept the policies as is, Mr. Caimano seconded and voted in favor by voice vote.

- 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

**Adjournment:**

There being no further business, Mr. O'Brien adjourned the meeting at 3:45 pm.