

**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 **Tuesday, February 22, 2022**, at 3:30 PM, via Zoom, 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
- 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 **Please refer to your physical manual or go to WWW.IDA.COM, Documents, Policies to review prior to this meeting*****
 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**

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

5 Warren Street, Suite 210
Glens Falls, New York 12801

Tel. (518) 792-1312
website: www.warren-washingtonida.com

TO: ALL BOARD MEMBERS
COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY

FROM: Dave O'Brien, Chair

DATE: February 7, 2022

The Counties of Warren and Washington Industrial Development Agency will hold its regular monthly Board meeting as follows:

Date: Tuesday, February 22nd, 2022 at 4 pm immediately following the Annual Meeting

Location: Zoom

The purpose of the meeting will be to discuss new and unfinished business.

Meeting may be viewed on the WWIDA You Tube Channel.

Enclosed (or attached) please find:

→ Meeting Agenda

Remember to call or email Alie at the Agency Office at least 24 hours beforehand if possible if you are unable to attend the meeting.

cc:

Kara Lais, Esq. with agenda and all enclosures
Amanda Allen, Warren Co. Board Clerk with agenda
Debra Prehoda, Washington Co. Board Clerk with agenda
Bob Condon, The Post Star, with agenda
Michael Goot, The Post Star with agenda
Robert Terwilliger, Esq., County Attorney with agenda

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Agenda for February 22, 2022

Call to Order, Roll Call and Quorum Confirmation

Approval of Minutes of the January 18th, 2022 IDA Board Meeting

Current Accounts Payable

FitzGerald Morris Baker Firth, P.C.

Dewatering Facility \$ 759.00

General Services for January \$ 1,502.00

North Country Veterinary Svcs \$ 11.00

Jarrett Enterprises \$ 3,692.95

December Services

P. Hoffman Realty \$ 1,000.00

Office Rent - March 2022

Spectrum \$ 174.99

Monthly Phone and Internet Service

* **Payroll**

Net Payroll -January 2022 \$ 3,132.15

Net Payroll -January 2022 \$ 6,093.99

Staples \$ 50.98

Office Supplies

NYSIF \$ 58.55

Audit Balance

McCarthy & Conlon, LLP \$ 400.00

January Bookkeeping

* **CDPHP**

March Employee Health Insurance \$ 529.99

First National Bank of Omaha \$ 366.16

credit card charges

National Grid \$ 35.68

Traffic Light Electricity

Black Dog \$ 103.00

website update

Central Insurance \$ 4,558.00

Canalside Energy Park Insurance (quarterly)

* **EFTPS**

January federal tax payment \$ 2,799.72

Subtotal \$ 25,268.16

Total of Payables: \$ 25,268.16

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AGENDA

Executive Director Report

On-going Business

Delineation Update

TDI Update

Canalside Energy Park

Engineering RFP review update

NBRC

Fort William Henry

New Business

Mr. Grasso

New Potential Appointment