

**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 21, 2023** at the Washington County Municipal Center. The following were:

**PRESENT:** Craig Leggett  
Tim Robsinson  
Juan Gonzales  
Dan Bruno  
Nick Caimano  
Dave O'Brien  
Ginny Sullivan

**ABSENT:** Mike Wild  
Brian Campbell  
Mary King

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

Kara Lais	FitzGerald Morris Baker Firth, PC
Alie Weaver	Office Administrator

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 Mrs. Weaver declared a quorum was present.

**Election of Agency Officers:**

Ms. Lais took over the meeting and read the approved Slate of Officers for the 2023 positions as follows:

Dave O'Brien for Chairman  
Craig Leggett for Vice Chairman  
Brian Campbell for Secretary  
Tim Robinson for Treasurer

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

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

**At Large Member, Park Chairman/Contracting Officer:**

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

- Juan Gonzales – Washington County At-Large Member
- Dan Bruno – Warren County At-Large Member and Park Chair

**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. Gonzales.

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.

**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 by voice vote with Ms. Sullivan abstaining from Glens Falls National Bank as the Corporation's official depository.

**PAAA Matters:**

Mr. Leggett made a motion to accept the policies as is, Mr. Gonzales seconded and all 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

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- 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.