

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 Tuesday, **February 20, 2024** at the Washington County Municipal Center. The following were:

PRESENT: Craig Leggett
Tim Robinson
Juan Gonzales
Dan Bruno
Nick Caimano
Dave O'Brien
Ginny Sullivan
John Taflan
Tricia Rogers

ABSENT: Brian Campbell

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:

Mr. O'Brien opened the floor to receive nominations for the IDA Chair position.

Mr. Bruno nominated Juan Gonzales as Chair, and Mr. Caimano seconded.

There being no other nominations, Mr. Leggett made a motion to close the floor and Mr. Bruno seconded with all voting in favor by voice vote.

All voted in favor by voice vote for Mr. Gonzales' position as IDA Chair.

Mr. O'Brien nominated Tim Robinson for Vice Chair and Treasurer and Mr. Bruno seconded and all voted in favor by voice vote.

Mr. Bruno nominated Mr. O'Brien for Secretary and Mr. Caimano seconded and all voted in favor by voice vote.

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Chair Gonzales continued the meeting with the following appointments:

At Large Member, Park Chairman/Contracting Officer:

Stated appointments would be as follows:

- John Taflan – Warren County At-Large Member
- Dan Bruno – Warren County At-Large Member and Park Chair

Committee Appointments:

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

Audit & Finance Committee: Mr. Robinson as Chair, Ms. Sullivan, Mr. Campbell, and Mr. Gonzales as alternate.

Executive Committee Members: Mr. Gonzales as Chair, Mr. Robinson as Vice Chair and Treasurer, Mr. O'Brien as Secretary, Mr. Bruno as Park Chair and Mr. Taflan as At-Large Member.

Governance Committee Members: Mr. Leggett as Chair, Mr. Caimano, and Ms. Rogers

Adoption/Ratification of Appointments:

Mr. Leggett moved to accept the following appointments this year with Mr. Bruno 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. Caimano 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

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- 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. Gonzales adjourned the meeting at 3:43 pm.