



Putnam County Industrial Development Agency

2 Route 164, Suite 2B

Patterson, NY 12563

845-808-1031 www.putnamida.com

Minutes – Governance Committee Meeting

Lower-Level Conference Room, 2 Route 164, Patterson, NY 12563

January 14, 2019

After Audit Committee Meeting & Before Regular Board Meeting

Call to Order – 6:35 PM

Roll Call: Joe Downey, Chair; Steve Baranowski and Bill Nulk were present. Ed Cooke and Frank Smith observing.

The Committee reviewed the following items, and unanimously recommended that the Board readopt them for 2019 and posting on the Agency's website.

Reviewed/Approved UTEP and Policies:

- Agency By-laws
- Uniform Tax Exemption Policy
- 2018 Mission Statement – see update from TW
- 2017 Performance and Operations Report - see update from TW
- Board of Directors' Duties and Responsibilities
- Code of Ethics
- Conflict of Interest
- Internal Control Policy – See Audit Committee
- Investment Policy
- Policies Governing the Use of Authority Discretionary Funds – See Audit Committee
- Procurement Policy
- Property Disposition Policy
- Recapture Policy
- Uniform Tax Exemption Policy
- Whistleblower Protection Policy

Adjournment: 6:45 PM