



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

Monday December 9, 2019, 6:00 PM,

To be followed immediately by Audit Committee and Full Board Meetings

Call to Order – 6:14 pm

Roll Call: Bill Nulk, Joe Downey, Mike Karlsson, Ed Cooke, *Frank Smith - Council*

Update the PC IDA Uniform Tax Exempt Policy (**UTEP**) to include language to further **energy conservation measures** as practical per legislation signed by the Governor in November.

Review By-Laws and Policies and Mission Statement for reconfirmation in 2020:

- Agency By-laws
- 2019 Mission Statement
- 2018 Performance and Operations Report -
- Board of Directors' Duties and Responsibilities
 - Participation & attendance
 - Training compliance
- 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
- Whistleblower Protection Policy

Ed Cooke proposes that the IDA consider expanding to a 9- member Board of Directors with a 5- member Quorum for the future.

Motion to close the meeting by Bill Nulk, Joe Downey second. The motion passed unanimously.

Adjournment: 6:27 pm