

**Essex County IDA Annual & Regular Board Meeting
March 25, 2020 at 9:00AM**

Open of Annual Meeting

Public Comment

Presentations

1. 9:00AM - Adirondack Meat Company Default – Tim Blatchley & Ron Briggs
2. 9:30AM - Dual Development LLC – Bhavik Jariwalq
3. 10:00AM – Barbara Dwyer – 2019 Financial Audit

Election of Officers:

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

2019 Reporting:

- a. Adopt 2019 NYS Comptroller’s Annual Report
- b. Adopt 2019 Essex County IDA/CRC/Empire Zone Annual Report

Public Accountability Reform Act (PAAA) Compliance:

1. Policy Review
 - a. Re-adopt Mission Statement
 - b. Re-adopt Personnel Manual
 - c. Re-adopt Property Disposal Policy
 - d. Re-adopt IDA By-Laws
 - e. Re-adopt Audit & Payment Procedures
 - f. Re-adopt Travel & Expense Policy
 - g. Re-adopt Purchasing Policy
 - h. Re-adopt Code of Conduct Policy
 - i. Re-Adopt Compensation Policy
 - j. Re-Adopt Investment Policy & Report
 - k. Re-Adopt Whistleblower Policy
 - l. Re-adopt Revolving Loan Programs Guidelines
2. Designate Records Access Officer (FOIL)
3. Designate Champlain National Bank as official Bank
4. Designate Press Republican & Denton Publications as official newspaper
5. Independent Board Member Checklist -Board members complete and send to IDA Office
6. Acknowledgment of Fiduciary Duty Form – Board members complete and send to IDA Office
7. Adopt Mission Statement & Performance Measurement Report for 2019
8. Re-elect Committees
 - a. Governance Committee – all board members
 - b. Audit Committee – all board members

Close Annual Meeting & Open March Meeting

Approval of Minutes

1. December 18, 2019 Special Meeting Minutes
2. January 31, 2020 Meeting Minutes
3. March 6, 2020 Special Meeting Minutes

Financial Services/Programs

1. Monthly Loan Report
 - a. Normandie Beach Club (Westport) – Approve Discharge of Mortgage
2. Straight Lease Back Transaction Updates:
 - a. Saranac Lake Resort (North Elba)
 - b. Northwoods Inn (North Elba)
 - c. Trailhead Resort (Newcomb)

Business Park Development

1. Moriah Business Park
 - a. Lot #4 Building (High Peaks Hospice)
 - b. Lots #3, #5 & #6 (Whistlepig)
 - c. Lot #4 Property Sale to Whistlepig
 - d. New Property – 38 acres

Business Development Updates

1. Grant Administration
 - Ti Microenterprise Grant Program
2. Other
 - Workforce Development
 - I. Essex County Workforce Committee
 - II. Pre-Tech Plastics
 - III. CV-TEC
 - Center for Businesses in Transition (CBIT)

Financials

1. January Financial Statements

New Business

1. March Abstract for Payment
2. Approve Hamilton County IDA – 2020 Contract
3. Approve H. Sichertman & Company Inc. – 2020 Contract
4. Next Meeting – Discuss at Meeting

Adjourn Meeting