



**ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY**

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**Essex County IDA Annual Board Meeting  
March 26, 2026 at 9:00AM  
7566 Court Street, Elizabethtown, NY**

**Open of Annual Meeting**

**Public Comment**

**Election of Officers:**

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

**2025 Reporting Review:**

- a. 2025 Financial Statements
- b. 2025 NYS Comptroller's Annual Report
- c. 2025 Essex County IDA/CRC/Empire Zone Annual Report
- d. 2025 Mission Statement & Performance Measurement Report

**Public Accountability Reform Act (PAAA) Compliance:**

1. Policy Review
  - a. Personnel Manual
  - b. Property Disposal Policy
  - c. IDA By-Laws
  - d. Audit & Payment Procedures
  - e. Purchasing Policy
  - f. Code of Conduct
  - g. Compensation Policy
  - h. Investment Policy & 2025 Report
  - i. Whistleblower Policy
  - j. Revolving Loan Program Guidelines
  - k. MWBE Policy
  - l. Videoconferencing Policy
  - m. Uniform Project Evaluation Policy
  - n. Uniform Tax-Exempt Policy (UTEF)
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. Committees

- a. Audit Committee Charter
- b. Finance Committee Charter
- c. Governance Committee Charter
- d. Elect Committee Members

**Adjourn**