



Putnam County Industrial Development Agency

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Agenda – Governance Committee Meeting

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

Monday February 10, 2020

Before Audit Committee and Regular Board Meetings

Call to Order – 6:00PM

Roll Call:

*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.

*Recommendation to change policy/By-Laws to allow for one (1) signature on checks from PCSB Checking Account. Retain policy for approval by *two (2) authorized signers* or *Board* for over \$_____. This will allow set-up of debit card for electronic payments.

Section 3. Checks, Drafts, Etc. All checks, drafts and other orders for the payment of money out of the funds of the Agency, and all notes or other evidences of indebtedness of the Agency, shall be signed on behalf of the Agency in such manner as shall from time to time be determined by these By-Laws or by resolution of the Board

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

Adjournment: _____