



**Putnam County Industrial Development Agency**

2 Route 164, Suite 2B

Patterson, NY 12563

845 808-1031 [www.putnamida.com](http://www.putnamida.com)

## Minutes – Governance Committee Meeting

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

Monday, February 10, 2020

Call to Order – 6:11 pm

Roll Call:

Members: Bill Nulk, Steve Baranowski, Mike Karlsson, Serena Tamagna-Hawes, Ed Cooke, and Joe Downey absent with excuse

Public guests: Peter Bell and Laurie Bell (town of Southeast / Assessor for Southeast

Consultants: Teri Waivada, Bill Shilling, and Alex Baranowski (intern)

- I. 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 (see attached): *motion was made during Board Meeting*
- II. Following discussion, a recommendation was made to approve the re-adoption of the Mission Statement, By-laws and policies listed below and posted on our website.
  - a. Mission Statement –
  - b. By-Laws
  - c. Internal Control Policy –
  - d. Investment Policy –
  - e. Procurement Policy –
  - f. Recapture Policy –
  - g. Policies Governing the Use of Authority Discretionary Funds
  - h. Whistle Blower Policy –
  - i. Property Disposition Policy - and
  - j. Conflict of Interest Policy ; and
- III. An update consistent with October 2019 legislation , which amended Subdivision 4 of Section 874 of the IDA Act requiring every Industrial Development Agency (“IDA” or “Agency”) in New York to amend its Uniform Tax Exemption Policy (“UTEP”), to add new environmental factors to the UTEP
- IV. And in addition, recommend that the previous factors that are required to be in the UTEP, before granting economic benefits to a project applicant, the Agency will now be reviewed and added as factors to its UTEP , Matrix of Material Factors and Standard Application and
- V. Recommendation to change policy to allow for one (1) signature on checks from PCSB Checking Account



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- a. Current signatories  
are Bill Nulk, Steve Baranowski and Bill Carlin. If policy does not  
change Serena will also become a second signature
- b. Ed Cooke proposes the use of stamps for signatures
- c. Members remain concerned with proposal for just one signature. Bill Nulk will go back to  
the bank to discuss issue. Another discussion will ensue at next meeting

*Motion to close meeting by Bill Nulk, Mike Karlsson seconded. The motion passed unanimously.*

Adjournment: 6:27 pm