



HERKIMER COUNTY

Industrial Development Agency

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DATE: March 24, 2016

TO: Vincent J. Bono
David Chlus
John Piseck
Daniel Reardon
Catherine Ricci
John Scarano
Michael Werenczak

RE: HCIDA Board of Directors Regular Meeting
HCIDA Governance/Audit/Finance Committee Meeting

The Herkimer County Industrial Development Agency will hold its regular Board of Directors meeting along with a meeting of the Governance/Audit/Finance Committee on **Wednesday, March 30, 2016 at 8:30 A.M.** The meeting will be held in the **Conference Room at the Herkimer County Chamber of Commerce, 420 East German Street, Herkimer, NY.**

Please call or email (sholleran@herkimercountyida.org) if you are unable to attend this meeting. An agenda and other meeting documents are available at <http://www.herkimercountyida.org/documents/>.

Thank you.

cc by US mail:

Senator James L. Seward
Assemblyman Marc W. Butler
Assemblyman Anthony Brindisi
Assemblywoman Claudia Tenney
Ken Tompkins, ESDC Regional Director
Dr. Cathleen McColgin, President Herkimer College
Shari Hunt, Secretary to the President Herkimer College

cc by email:

Stephen Smith, HCIDA
Stacey Holleran, HCIDA
Michael Stephens, Attorney
Anthony, Hallak, Attorney
James Wallace, County Administrator
Bernie Peplinski, Legislator
Carole L. LaLonde, Clerk of the Legislature
Daniel Sargent, Director of Continuing Education, Herkimer College
Sean Jordan, Mohawk Valley Economic Development District, Inc.

Herkimer County Industrial Development Agency
March 30, 2016
AGENDA
Board of Directors Meeting

- | | |
|---|--|
| Call to order- Pledge of Allegiance | Chairman Jim Bono |
| Minutes – Regular meeting 2/24/2016 (attached) | Jim Bono – Action |
| February Financial Reports - (attached)
Operating Account, Check Register, Account Balances Report
(all accounts), RLF Status Report, PILOT Payments | Jim Bono - Action |
| 1. Robert Payne – accept resignation | Jim Bono – Action |
| 2. Northland Communications Presentation (attached) | Brian Healey and Lauren Mattia |
| 3. Start Up NY Presentation | Dan Sargent, Director of Continuing Education,
Herkimer College |
| 4. New Policy - Local Access Policy (attached) | Steve Smith - Action |
| 5. BOCES School to Careers Program (attached) | Steve Smith- Discussion/Action |
| 6. Bylaws – term limits | Jim Bono -Discussion |
| 7. Projects Update | Tony Hallak/Steve Smith – Information |

Governance/Audit/Finance Committee Meeting

1. Annual Authorities Budget Office Annual Report - Action
Review and approval required on all reports/policies listed on Attachment A

Motion for Executive Session- The general area or areas of the subject or subjects to be considered under Public Officers Law, Article 7, Open Meetings Law, Section 105 are:

- (d) discussions regarding proposed, pending, or current litigation;
- (f) the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- (h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;

Next regular meeting date: April 27, 2016

ATTACHMENT A

PARIS REPORT – FOR REVIEW AND APPROVAL 3/30/2016

- i) Investment Report
 - (a) 2015 Annual Investment Report
 - (b) Deposit and Investment Guidelines-reviewed and approved
 - (c) Auditor's Management Letter

- ii) Procurement Report
 - (a) Procurement Policy – approved Dec 2015
 - (b) Procurement Transactions-PAR

- iii) Annual Report
 - (a) Governance Information-(Authority-Related)
 - 1. Operations & Accomplishments
 - 2. Assessment of Internal Controls
 - 3. Organization Chart
 - 4. Mission Statement
 - 5. Mission Statement and Performance Measurement Report
 - (b) Governance Information-(Board-Related)
 - 1. Review all Policies listed in PARIS Report #1-#17 (all policies on website)
 - 2. Performance Evaluation of Board completed & reviewed
 - (c) Board of Directors Listing (as of 12/31/2015)
 - (d) Staff listing
 - (e) Benefit Information
 - (f) Summary of Financial Information
 - (g) Current Debt – Schedule of Debt (Bonds)
 - (h) Real Property Acquisition/Disposal List
 - (i) Personal Property – none
 - (j) Property Documents – Real Property Report
 - (k) IDA Projects (24 total)

- iv) Certified Financial Audit
 - (a) Audit Report
 - (b) Management Letter
 - (c) Internal Controls