



HERKIMER COUNTY

Industrial Development Agency

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STAFF

JOHN J. PISECK, JR.
Executive Director

STACEY J. HOLLERAN
Office Manager

March 21, 2018

BOARD OF DIRECTORS

VINCENT J. BONO
Chairman

DAVID M. CHLUS
Vice Chairman

JOHN SCARANO
Secretary

MICHAEL WERENCZAK
Treasurer

VACANT
Director

DANIEL B. REARDON
Director

CATHERINE RICCI
Director

MEETING NOTICE

The Herkimer County Industrial Development Agency will hold its regular meeting of the **Board of Directors** along with a meeting of the **Governance/Audit/Finance Committees** on **Tuesday, March 27, 2018 at 4:00 P.M.** The meeting will be held in the Conference Room at the Herkimer County Chamber of Commerce, 420 East German Street, Herkimer, NY.

More information is available at <http://www.herkimercountyida.org/documents>

Herkimer County Industrial Development Agency

March 27, 2018 @ 4:00 PM

AGENDA

Board of Directors Regular Meeting

1. Call to order – Pledge of Allegiance Vice Chairman-David Chlus
2. Minutes (attached)
 - March 8, 2018 Regular Meeting Chlus-Action
3. February Financial Reports - (attached) Chlus - Action
Operating Account, Check Register,
Account Balances, RLF Status
4. JBF Stainless, LLC Piseck-Information
5. Thew Associates Piseck-Information
6. Projects Update Piseck – Information

Governance/Audit/Finance Committee Meeting

Annual Authorities Budget Office Annual Report Chlus - 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 24, 2018 @ 4:00 PM

PARIS REPORT – FOR REVIEW AND APPROVAL 3/27/2018

- i) Investment Report
 - ~~(a) Annual Investment Report 2017~~
 - ~~(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 2017~~
 - ~~2. Assessment of Internal Controls~~
 - ~~3. Organization Chart~~
 - ~~4. Mission Statement~~
 - ~~5. Mission Statement and Performance Measurement Report 2017~~
 - (b) Governance Information-(Board-Related)
 - 1. Review all items listed in PARIS Report:
 - ~~a. Board Members/Staff~~
 - ~~b. By laws~~
 - ~~c. Code of Ethics~~
 - ~~d. Compensation, Reimbursement & Attendance & Conditional & Additional Compensation Policy~~
 - ~~e. Whistleblower Policy~~
 - ~~f. Defense & Indemnification Policy~~
 - ~~g. Extension of Credit to Board Members~~
 - ~~h. Uniform Tax Exempt Policy~~
 - 2. Performance Evaluation of Board completed & reviewed
 - ~~(c) Board of Directors Listing (as of 12/31/2017)~~
 - ~~(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 2017 – none
 - (j) Real Property Report 2017 - none
 - (k) Disposition of Property Policy
 - (l) IDA Projects (__ total)

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