

# Dutchess County **DCIDA** Industrial Development Agency

3 Neptune Road, Suite A21, Poughkeepsie, NY 12601  
Tel. # - (845) 463-5400 / Fax # - (845) 463-0100

## **NOTICE AND CONFIRMATION** **BOARD OF DIRECTORS ANNUAL MEETING**

**Wednesday, January 11, 2023**  
8:00 AM

**DATE:** December 21, 2022

**TO:** Mark Doyle, Vice Chair  
Kathleen Bauer, Secretary/Treasurer  
Amy Bombardieri  
Jamie Piccone II  
Don Sagliano  
Al Torreggiani

**FROM:** Tim Dean, Chairman

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The Annual Meeting of the Dutchess County Industrial Development Agency [DCIDA] has been scheduled for **Wednesday, January 11, 2023 at 8:00 AM** at 3 Neptune Road, Suite A21, Poughkeepsie, NY 12601

**In compliance with NYS Senate Bill S88**, signed into law on August 27, 2019 and effective as of January 2020, this meeting will be recorded.

**PLEASE TAKE NOTICE** that the Dutchess County Industrial Development Agency (the "Agency") Board Meeting scheduled for January 11, 2023 can also be viewed electronically via conference call by the public. Members of the public may listen to the Board meeting by logging into the Zoom Platform at <https://us06web.zoom.us/j/86035699607> or calling 1-929-436-2866 Meeting ID: 860 3569 9607. The meeting will be recorded and will be posted to the Agency's website.

### **Consent Agenda**

1. Approval of Minutes
2. Election of Officers for the Year 2023
3. Appointments
4. Renewal of Chief Financial Officer's Bond
5. Renewal of IDA Membership in New York State EDC
6. Authorization for Approval of 2023 Expenses
7. Appointment of Members to Committees
8. Re-Adoption of Policies
9. Designate Law Firm
10. Designate Official Newspaper
11. Designate Depository Bank(s)

### **Discussion Agenda**

12. Old Business
13. New Business

<b>Information Copy</b>		
Marcus J. Molinaro, DC Executive A. Gregg Pulver, Chairman, DC Legislators Ronald Hicks, Dutchess County	Sarah Lee, Executive Director Jane Denbaum, CFO Donald Cappillino, Counsel Elizabeth Cappillino, Counsel	B. Hunter, WEOK/WPDH H. Gross, MidHudson News

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**BOARD OF DIRECTORS ANNUAL MEETING**

**Wednesday, January 11, 2023**  
8:00 AM

**AGENDA**

1. Roll Call

**CONSENT AGENDA\***

2. Approval of Minutes  
January 12, 2022
3. Election of Officers for the Year 2023
  - Chairman                      Tim Dean
  - Vice Chairman                Mark Doyle
  - Secretary/Treasurer        Kathleen Bauer
4. Appointments
  - Chief Financial Officer      Jane Denbaum
  - Compliance Officer         Jane Denbaum
  - Records Access Officer     Jane Denbaum
  - Records Appeals Officer    Sarah Lee
  - Procurement Officer        Sarah Lee
5. Renewal of Chief Financial Officer's Bond
6. Renewal of IDA Membership in New York State EDC for the body
7. Authorization for Approval of 2023 Expenses Incurred (Reimburse Board Members, Agency Counsel, CFO, Executive Director and County employees for reasonable travel mileage expense at the federal rate level, and other reasonable travel expenses incurred at actual cost for business specifically related to the Agency.
8. Appointment of Members to Committees
  - Audit                          Kathleen Bauer  
                                        Ronald J. Piccone II  
                                        Donald Sagliano
  - Finance                        Kathleen Bauer  
                                        Ronald J. Piccone II  
                                        Donald Sagliano
  - Governance                  Comprised of the entire IDA Board
9. Re-Adoption of Policies
  - Committee Charters
  - Disaster Recovery Plan
  - Equal Employment Opportunity Policy
  - Internal Control Policy
  - Internal Control Assessment Acknowledgement

I:\IDA\Agendas & Meeting Notices\2023\2023 IDA Mtg Agendas\2023 IDA Board Mtg Agendas\2023 0111 IDA Annual Mtg Agenda-Details.docx

- Investment Policy
- Local Workforce Utilization Policy
- Operations & Accomplishments
- Performance Based Incentives Policy
- Procurement Policy
- Property Disposition Policy
- Real Property Policy
- Recapture and/or Termination of Financial Assistance for Projects without a Real Property PILOT policy
- Uniform Tax Exemption Policy
- Whistle-Blower Protection Policy

10. Designate Law Firm

Cappillino, Rothschild & Egan LLP

11. Designate Official Newspaper

Poughkeepsie Journal – publication purposes, purposes requiring advertising and notification to the public

12. Designate Depository Bank(s)

Designate any commercial bank in Dutchess County as a depository for the IDA funds, with no savings banks, just commercial banks, and that any funds deposited over and above the federal maximum of \$250,000 for FDIC protection are fully collateralized with securities for the full amount above \$250,000.

**DISCUSSION AGENDA**

13. Old Business

14. New Business

- Board Evaluation/Audit & Finance Committee Evaluation Questionnaires
- Code of Ethics Policy
- Code of Ethics Acknowledgment
- Conflict of Interest Questionnaire
- Financial Disclosure Statement
- Mission Statement & Performance Measurements Policy
- Mission Statement & Performance Measurements Acknowledgement

15. Adjournment

- ★ **Unless a Board Member requests that an item be removed from the Consent Agenda, all items on the Consent Agenda will be approved by a single vote. There is no discussion of the items on the Consent Agenda. However, any Board Member may request that an item be removed from the Consent Agenda. It would then be discussed and voted upon separately.**

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