

**Jefferson County Industrial Development Agency
Governance Committee Meeting Minutes
September 13, 2018**

The JCIDA governance committee meeting was held on Thursday, September 13, 2018 in the board room, 800 Starbuck Avenue, Watertown, NY.

Present: W. Edward Walldroff, Paul Warneck, William Johnson

Excused: None

Absent: None

Also Present: Donald Alexander, David Zembiec, Peggy Sampson, Joseph Russell, Esq., John Jennings, David Converse, and Marcus Wolf from the Watertown Daily Times

- I. **Call to Order:** Mr. Warneck called the meeting to order at 8:28 a.m.
- II. **Review Current Bylaws:** There were no updates/changes to the bylaws.
- III. **Review Current Mission Statement/Performance Measurements:** Ms. Sampson said that the proposed mission statement included new policies that were added throughout the year. They are: Extension of Credit to Board Members and Officers, Fixed Asset Policy, Real Property Acquisition Guidelines, Records Retention and Disposition Schedule MI-1, and Uniform Guidance . Internal Controls. There were no other changes made.
- IV. **Review Current Policies and Procedures:** Mr. Warneck had a question on the Real Property Acquisition policy: Article II Application of Guidelines except for acquisitions of interests in real property where the Agency is involved for the benefit of a third party. He asked Attorney Russell if our policy is in sync with the General Municipal Law. Attorney Russell acknowledged that he owes an opinion on the question and indicated that he will double check and read through the GML to be sure.

Mr. Converse said that we will wait to see what we get from the Authorities Budget Office regarding possible changes to our Recapture Policy as it relates to sales tax.

There were no updates/changes to the current policies and procedures.

After review and discussion, a motion was made by Mr. Johnson to recommend approval of all of the policies and procedures to the full board of directors, seconded by Mr. Walldroff. All in favor. Carried.

- V. **Other:** None.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Johnson, seconded by Mr. Walldroff. The meeting adjourned at 8:44 a.m.