

There will be a
Regular Meeting
of the
Seneca County IDA

as follows:

Thursday
December 5, 2019

12:00 P.M.

Heroes Conference Room
Seneca County Office Bldg., 3rd Floor
Waterloo, New York

**SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY**

Regular Meeting

Thursday, December 5, 2019

12:00 P.M.

Heroes Conference Room

Seneca County Office Bldg.

Waterloo, NY 13165

Agenda

1. Approval of IDA Meeting Minutes of September 5, 2019 V _____
2. Approval of IDA Meeting Minutes of October 3, 2019 V _____
3. Approval of IDA Financial Statements thru October 2019 V _____
4. Approval of Engagement Letter / Raymond F. Wager, CPA for 2019 IDA Audit V _____
5. Livestream Requirement V _____
6. Governance Committee Report:
 - a) Approval of IDA Policies..... R _____
 - **New Proposed Policy:**
 1. Sexual Harassment Policy
 - **Established Policies with No Modifications:**
 1. Administrative Guidelines Policies and Procedures
 2. Audit Committee Charter
 3. Conflict of Interest
 4. Capitalization Policy
 5. Code of Ethics
 6. Disposition of Property Policy
 7. Equal Opportunity Policy
 8. Finance Committee Charter
 9. Governance Committee Charter
 10. Investment Policy (PARIS)
 11. Procurement Policy (PARIS)
 12. Records and Retention Policy
 13. Supplies and Equipment Policy
 14. Uniform Tax Exemption Policy and Guidelines
 15. Whistleblower Policy
 16. Mission Statement
 17. RLF Management Plan
 - b) Nominations for 2020 officers
 - c) Governance Committee Self Evaluation
 - d) Contract Renewals R _____

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| • Fisher Associates | • Dermody Burke and Brown |
| • Eleanor Beattie, Bookkeeper | • Jim Armstrong, Business & Retention Expansion Specialist |
| • Robert Kernan, CFO Services | |
7. Items to be Disposed of per Supplies and Equipment Policy
8. IDA Board Meeting Schedule for 2020
9. Adoption of Strategic Plan V _____
10. New IDA Website
11. Grant Status Report
12. Loan Status Report
13. Approval of Scepter Easement at Deer Run V _____
14. Other Business
15. Consideration of Executive Session
16. Adjournment