

Town of Colonie Industrial Development Agency
February 4, 2019

AGENDA

1. Call meeting to order
2. Roll call
3. Approval of Minutes (12/17/2018)
4. Adoption of resolution regarding organizational matters, including election of officers
5. Governance Committee Report
 - a. Board self-evaluations
 - b. Recommendation with respect to:
 - Mission Statement
 - By-Laws
 - Code of Ethics
 - Conflicts of Interest Policy
 - Procurement Policy
 - Property Acquisition Policy
 - Property Disposition Policy
 - Whistleblower Policy
 - Governance Committee Charter
 - Compensation and benefits for Agency staff
 - c. Operations and Accomplishments Report
 - d. Report of Real Property Owned
 - e. Annual self-evaluation of committee performance
6. Audit Committee Report
 - a. Recommendation with respect to:
 - Audit Committee Charter
 - Annual self-evaluation of committee performance
7. Finance Committee Report
 - a. Recommendation with respect to:
 - Procurement Policy
 - UTEP
 - Finance Committee Charter
 - Agency fee schedule
 - b. Agency insurance policies and liability coverage – scope and terms
 - c. Annual self-evaluation of committee performance
8. Chief Financial Officer Report
9. Review and approval of policies and reports – proposed resolution regarding annual actions

10. Old Business

- a. Application of 10C Airline Properties LLC (BOCES project) – proposed public hearing resolution
- b. Chamber Fund Loan Program transfer
- c. Discussion regarding board retreat and strategic plan
- d. Report on activities of similar IDAs

11. New Business

- a. First Columbia 15 Plaza Drive LLC – proposed project presentation by company and counsel
- b. First Columbia 15 Plaza Drive LLC – proposed public hearing resolution
- c. Update on recent ABO regulations and recommendations

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AUDIT COMMITTEE
AGENDA

1. Call meeting to order
2. Roll call
3. Annual actions:
 - a. Review Audit Committee Charter
 - b. Conduct annual self-evaluation of committee performance
 - c. Develop written report to be delivered to full Board of how the committee has discharged its duties and met its responsibilities under the Committee Charter¹
 - d. Discuss any training or information needed for members
4. New Business
5. Old Business

¹ May be completed at March committee meeting.

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FINANCE COMMITTEE
AGENDA

1. Call meeting to order
2. Roll call
3. Annual actions:
 - a. Review:
Procurement Policy
UTEP
 - b. Review Agency fee schedules
 - c. Review Agency insurance policies and liability coverage – scope and terms
 - d. Review Finance Committee Charter
 - e. Conduct annual self-evaluation of committee performance
4. New Business
5. Old Business

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GOVERNANCE COMMITTEE
MEETING AGENDA

1. Call meeting to order
2. Roll call
3. Annual actions:
 - a. Board self-evaluations
 - b. Review of:
 - Mission Statement
 - By-Laws
 - Code of Ethics
 - Conflicts of Interest Policy
 - Procurement Policy
 - Property Acquisition Policy
 - Property Disposition Policy
 - Whistleblower Policy
 - Governance Committee Charter
 - Compensation and benefits for Agency staff
 - c. Operations and Accomplishments Report
 - d. Report of Real Property Owned
 - e. Annual self-evaluation of committee performance
4. New Business
5. Old Business