



**ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY**

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**Essex County IDA Annual Board Meeting  
March 26, 2025 at 9:00AM  
7566 Court Street, Elizabethtown, NY**

**Open of Annual Meeting**

**Public Comment**

**Election of Officers:**

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

**2024 Reporting Review:**

- a. 2024 Financial Statements
- b. 2024 NYS Comptroller's Annual Report
- c. 2024 Essex County IDA/CRC/Empire Zone Annual Report
- d. 2024 Mission Statement & Performance Measurement Report

**Public Accountability Reform Act (PAAA) Compliance:**

1. Policy Review
  - a. Personnel Manual – No changes proposed
  - b. Property Disposal Policy – No changes proposed
  - c. IDA By-Laws – Change: add Finance Committee
  - d. Audit & Payment Procedures – Change: Board approval within 45 days & copy warrant to accompany payment documentation
  - e. Travel & Expense Policy – No changes proposed
  - f. Purchasing Policy – No changes proposed
  - g. Code of Conduct – No changes proposed
  - h. Compensation Policy - No changes proposed
  - i. Investment Policy & 2024 Report – No changes proposed
  - j. Whistleblower Policy – No changes proposed
  - k. Revolving Loan Program Guidelines – No changes proposed
  - l. MWBE Policy – No changes proposed
  - m. NEW Videoconferencing Policy
  - n. NEW Uniform Project Evaluation Policy
  - o. Recapture, Suspension & Discontinuance Policy – This policy to be incorporated into UTEP below
  - p. Uniform Tax-Exempt Policy (UTEF) – This policy needs further review
2. Application Review
  - a. Bond Application – Changes: job creation/retention reporting, FTE definition

3. Designate Records Access Officer (FOIL)
4. Designate Champlain National Bank as official Bank
5. Designate Press Republican & Denton Publications as official newspaper
6. Independent Board Member Checklist -Board members complete and send to IDA Office
7. Acknowledgment of Fiduciary Duty Form – Board members complete and send to IDA Office
8. Committees
  - a. Audit Committee Charter – No changes proposed
  - b. Finance Committee Charter – No changes proposed
  - c. Governance Committee Charter – No changes proposed
  - d. Re-Elect Committee Members – No changes proposed

**Adjourn**