

MINUTES

Dutchess County **DCIDA** Industrial Development Agency

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

**BOARD OF DIRECTORS ANNUAL MEETING**

Tuesday, January 16, 2018

**PRESENT:** Charles Daniels III  
Tim Dean  
Mark Doyle  
Angela Flesland  
Alfred Torreggiani

**ABSENT:** Stacey Langenthal  
Edward Summers

**ALSO PRESENT:** Sarah Lee, Executive Director  
Marilyn Yerks, CFO  
Stephanie Renino, Compliance Officer  
Jasmin Haylett, Office Administrator  
Don Cappillino, Counsel  
Elizabeth Cappillino  
Ron Hicks, Dutchess County  
Mary Kay Vrba, Dutchess Tourism

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On Tuesday, January 16, 2018 Dutchess County Industrial Development Agency [DCIDA] Annual Meeting was called to order by Chairman Daniels at 8:00 a.m. Present was: Charles Daniels III, Tim Dean, Mark Doyle, Angela Flesland, and Alfred Torreggiani. Absent was: Stacey Langenthal and Edward Summers.

**CONSENT AGENDA\***

A motion was made by Ms. Flesland, duly seconded by Mr. Dean to approve the following consent agenda items. All voted in favor. Motion carried.

1. Approval of Minutes  
January 19, 2017
2. Election of Officers for the Year 2018

- Chairman Charles Daniels
  - Vice Chairman Tim Dean
  - Secretary/Treasurer Mark Doyle
3. Appointments
- Chief Financial Officer Marilyn Yerks
  - Compliance Officer Stephanie Renino
  - Records Access Officer Sarah Lee
4. Renewal of Chief Financial Officer's Bond
5. Renewal of IDA Membership in New York State EDC for the body
6. Authorization for Approval of 2018 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.
7. Appointment of Members to Committees
- Audit Mark Doyle  
Edward Summers  
Stacey Langenthal
  - Finance Mark Doyle  
Edward Summers  
Stacey Langenthal
  - Governance Comprised of the entire IDA Board
8. Re-Adoption of Policies
- Committee Charters
  - Internal Control Policy
  - Internal Control Assessment Acknowledgement
  - Investment Policy
  - Local Workforce Utilization Policy
  - 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
9. Designate Law Firm  
Cappillino & Rothschild LLP
10. Designate Official Newspaper

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

11. 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**

12. Old Business

13. New Business

The Board was asked to sign the following items:

- Conflict of Interest Questionnaire
- Financial Disclosure Statement
- Code of Ethics Acknowledgment
- Review and discussion of Mission Statement and Performance Measurements
- Mission Statement & Performance Measurements Acknowledgement
- Board Evaluation Questionnaire

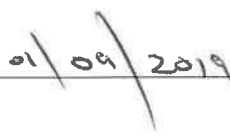
★ **Unless a Board Member requests that an item be removed from the Consent Agenda, all items on the Consent Agenda will be approved by a single vote. There is no discussion of the items on the Consent Agenda. However, any Board Member may request that an item be removed from the Consent Agenda. It would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

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Ms. Flesland, duly seconded by Mr. Doyle to adjourn the meeting. All voted in favor. Motion carried. Meeting adjourned at 8:16 a.m.

Respectfully submitted,

  
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Mark Doyle, Secretary/Treasurer

  
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Date

<b>Meeting</b>	<u>01-16-18</u>
<b>Approved</b>	<u>01-09-19</u>
<b>Certified</b>	<u>01-09-19</u>