



**COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
MEETING NOTICE**

Notice is hereby given on this 30<sup>th</sup> day of May 2017, to all interested agencies, groups and persons that 8:30 am on the 6<sup>th</sup> day of June 2017, the Columbia County Industrial Development Agency (IDA) and its Finance and Governance Committees will hold their regularly scheduled meeting at their offices located at 4303 US Route 9, Hudson, NY 12534. This meeting will be held to consider all appropriate business brought before it. The meeting is open to the public.

Sarah Sterling  
Secretary  
Columbia County Industrial Development Agency  
Dated May 30, 2017

**IDA Governance Committee Agenda**

**Members:**

Bob Galluscio	Jim Mackerer	Sarah Sterling
William Gerlach	Carmine Pierro	
Brian Keeler	Sidney Richter	

1. Minutes, February 7, 2017\*
2. Record Retention Policy\*
3. Public Comments

**Attachments:**

Minutes, February 7, 2017  
Draft Record Retention Policy

\* Requires Action

**DRAFT**

**MINUTES  
COLUMBIA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
GOVERNANCE COMMITTEE  
Tuesday, February 7, 2017  
4303 Route 9  
Hudson, New York**

The Annual Meeting of Columbia County Industrial Development Agency's Governance Committee held at their offices located at 4303 Route 9, Hudson, NY 12534 on Tuesday, February 7, 2017. The meeting was called to order at 9:05 AM by Jim Mackerer, Chairman.

Attendee Name	Title	Status	Arrived
Bob Galluscio	Treasurer	Present	
William Gerlach	Board Member	Present	
Brian Keeler	Board Member	Present	
Jim Mackerer	Chairman	Present	
Carmine Pierro	Board Member	Present	
Sid Richter	Vice-Chairman	Present	
Sarah Sterling	Secretary	Excused	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Present	
Matt Cabral	Guterman, Shallo Alford, PLLC.	Present	

**Slate of Officers:**

Mr. Mackerer stated the slate of officers consisted of the current officers. *Mr. Pierro made a motion, seconded by Mr. Galluscio. Carried.*

**Minutes:** *Mr. Richter made a motion, seconded by Mr. Gerlach, to approve the minutes from October 11, 2016. Carried.*

**Charter Review:**

Mr. Mackerer asked if there were any suggested changes to the Charter. *Mr. Gerlach made a motion, seconded by Mr. Galluscio, to recommend the Charter as presented to the full IDA Board. Carried.*

**DRAFT**

**Annual Financial Disclosure:**

Mr. Mackerer reminded the Committee to complete the Board evaluations and return them to Mrs. Drahushuk to be compiled into a summary and discussed at the next Governance Committee meeting.

*With no further business to discuss or public comment, a motion was made by Mr. Richter and seconded by Mr. Keeler. Carried. The meeting adjourned at 9:07am.*

*Respectfully submitted by Lisa Drahushuk*

**DRAFT**

**COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
RECORD RETENTION POLICY**

Pursuant to the Bylaws of the Columbia County Industrial Development Agency (the "Agency"), The Agency shall adopt the *Records Retention and Disposition Schedule MI-1* Issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* as it applied to Economic/Industrial Development and Local Development Corporations (attached) and appoints the Agency's President/CEO as Records Management Officer.

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**ECONOMIC/INDUSTRIAL DEVELOPMENT**

- ◆1.[137] **Business/industry loan case file**, including but not limited to loan application and evaluation, status reports, records of loan payments, tax abatement and exemption records, feasibility studies and correspondence:  
**RETENTION:** Six (6) years after denial of application or six (6) years after final payment on loan.