

**TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
TABLE OF CONTENTS - POLICY MANUAL**

	Adoption / Revision Date
I. CONTENTS	
Table of Contents	11/13/2015
II. ORGANIZATION OF THE AGENCY	
Audit Committee Charter	01/22/2007
By-Laws	01/23/2006
Certificate of Organization	11/14/1973
Enabling Act	11/18/2003
Finance Committee Charter	12/20/2013
Governance Committee Charter	06/20/2006
Organization Chart	03/18/2008
Responsibilities of Members	03/18/2008
Special Act Creating the Agency	11/18/2003
Structure of Agency Board	03/05/2004
III. INTERNAL POLICIES	
Access to Agency Records - FOIL	12/15/2003
Annual Statement of Financial Disclosure	03/20/2007
Bond Counsel Certification, Responsibilities & Disclosure	06/15/2004
Budget Policy - Annual	03/18/2008
Compensation Policy	04/18/2006
Conflicts of Interest	03/05/2004
Equal Employment Opportunities	11/19/2003
Ethics Policy	04/18/2006
Financial Records; Annual Financial Statements	03/18/2008
Fund Balance Policy	10/16/2007
Guidelines for IDA Meeting Notices and Minutes	07/28/2010
Indemnification Policy - Officers and Trustees	04/18/2006
Interaction with Other Agencies	11/18/2003
Investment Policy	01/22/2007
Open Meetings Law	11/18/2003
Property Disposition Policy	03/23/2012
Public Hearings - Conduct and Notification	12/15/2003
Purchasing Policy	01/22/2007
Purchasing Policy - Supplement - Procurement of Professional Services	01/22/2007
Real Property Acquisition Policy	01/22/2007
Retaliatory Action Policy	05/16/2006
Travel Policy - Agency Members	04/18/2006
IV. PROJECT-SPECIFIC POLICIES AND PROCEDURES	
Application	10/23/2015
Application - Enhanced Tax Abatement	10/21/2008
Bond-Volume Allocation	03/05/2004
Financial Assistance, Procedures and Fees	02/19/2008
Implementation of State Environmental Quality Review Act	01/05/2004
Project Monitoring Policy	05/22/2015
Uniform Tax-Exemption Policy	07/26/2013
V. MISCELLANEOUS	
Interpretation	12/15/2003