The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, December 21, 2016 at 3:04 p.m. at the Village Office, 2nd Floor Conference Room, 20 Clinton Street, Green Island, NY.

Chairperson Rachel A. Perfetti called the meeting to order.

Present: Chairperson Perfetti, Treasurer Alix, Secretary Koniowka and Attorney Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, Michele Bourgeois, Assistant to the Chief Financial Officer.

Absent: John J. McNulty III, Chief Financial Officer.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to excuse the absentee. All ayes.

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from October 19, 2016 meeting.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to approve the minutes of the October 19, 2016 meeting of the Village of Green Island Industrial Development Agency. All ayes.

Chairperson Perfetti then asked for a motion on the monthly financial reports as submitted by the Chief Financial Officer for September and November 2016.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to accept the monthly financial reports for September and November 2016 as submitted by the Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item is consideration is the Audit of Claims for October 19, 2016 to present.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to approve the audit of claims for October 19, 2016 to present. All ayes.

Chairperson Perfetti stated that the next item is consideration of authorizing the payment of 2017 membership dues to the New York State Economic Development Council in the amount of $750.00.

Sean commented that it is annual fee and he believes it is the same as last year - $750.00.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to authorize and ratify the payment of the 2017 membership dues to the New York State Economic Development Council in the amount of $750.00. All ayes.

No further business.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to adjourn the meeting at 3:07 p.m. All ayes.

The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, December 21, 2016 at 3:08 p.m. at the Village Office, 2nd Floor Conference Room, 20 Clinton Street, Green Island, NY.

Chairperson Rachel Perfetti called the meeting to order.

Present: Chairperson Perfetti, Member Alix, Member Koniowka and Attorney Joseph F. Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer and Michele D. Bourgeois, Assistant to the Chief Financial Officer.

Absent: John J. McNulty II, Chief Financial Officer.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to excuse the absentee. All ayes.

Chairperson Perfetti stated that the next order of business is the election of officers and appointments.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to approve the election of officers and the following appointments:

**Chairperson** – Rachel A. Perfetti

**Secretary** – Theodore Koniowka

**Treasurer** – Maggie A. Alix

Let the record reflect that each member abstains for their own appointment.

Chairperson Perfetti continued with the committee appointments and official appointments.

**Audit Committee**: Maggie A. Alix, Chair

Rachel A. Perfetti, Member

Theodore Koniowka, Member

**Finance Committee** Rachel A. Perfetti, Chair

Maggie A. Alix, Member

Theodore Koniowka, Member

**Governance Committee**: Theodore Koniowka, Chair

Maggie A. Alix, Member

Rachel A. Perfetti, Member

**Chief Executive Officer** – Sean E. Ward

**Recording Secretary** – Anne M. Strizzi

**Chief Financial Officer** – John J. McNulty III

**Assistant to the Chief Financial Officer** – Michele D. Bourgeois

**Director of Community Development** – Vacant

**Counsel** – Joseph F. Legnard

**Special Counsel** – A. Joseph Scott

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the committee appointments and official appointments for 2017. All ayes.

Let the record reflect that each member abstains for their own appointment.

Chairperson Perfetti stated that the next order of business is designation of official depositories for IDA funds.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to designate the following depositories for IDA funds:

Pioneer Commercial Bank

Bank of America

First Niagara Financial Group, Inc.

Bank of New York Mellon

M & T Bank

JP Morgan/Chase

Chairperson Perfetti stated that the next item is setting the official reimbursement rate while on official business. Chairperson Perfetti recommends that the mileage rate be set at $.53.5 per mile, which is the IRS rate for mileage for 2017.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to set the official reimbursement rate while on official business at 2017 IRS Mileage rate in the amount of $.53.5 per mile. All ayes.

Chairperson Perfetti stated that the next order of business is the designation of the official newspaper.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to designate The Record Newspaper of Troy, NY as the official newspaper. All ayes.

Chairperson Perfetti stated the next item is setting a time, date and place for the regular Green Island Industrial Development Agency meetings. Chairperson Perfetti is proposing 3:00 p.m., the 3rd Wednesday of each month, at the Green Island Village Office, 2nd Floor Conference Room, 20 Clinton Street, Green Island.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to set the regular monthly meeting date for the IDA for 3:00 p.m. on the 3rd Wednesday of each month, at the Green Island Village Offices, 2nd Floor Conference Room, 20 Clinton Street, Green Island. All ayes.

No further business.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to adjourn the meeting at 3:13 p.m. All ayes.

The minutes of the **annual meeting** of the **Audit Committee** of the Village of Green Island Industrial Development Agency held on Wednesday, December 21, 2016 at 3:14 p.m. at the Village Office, 2nd Floor Conference Room, 20 Clinton Street, Green Island.

Chairperson Alix called the meeting to order.

Chairperson Alix, Member Koniowka, Member Perfetti and Attorney Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, and Michele D. Bourgeois, Assistant to the Chief Financial Officer.

Absent: John J. McNulty III, Chief Financial Officer.

On a motion by Member Perfetti seconded by Member Koniowka and carried, to excuse the absentee. All ayes.

Chairperson Alix asked for an update on Financial Reports and asked Sean for any comments.

Sean stated that he believes everyone is aware that Jack McNulty has been incapacitated due to an injury for the last month, but he is still working from home and that is why he is not here today. He has supplied us with financial reports that were considered during the regular meeting and would pertain to this meeting as well as they reflect our year to date financial situation compiled to date.

Chairperson Alix asked if there was any other business to come before the Committee.

There was no further business to come before the Committee.

Chairperson Alix asked for a motion to adjourn.

On a motion by Member Koniowka seconded by Member Perfetti and carried, to adjourn the meeting at 3:15 p.m. All ayes.

The minutes of the **annual meeting** of the **Finance Committee** of the Village of Green Island Industrial Development Agency held on Wednesday, December 21, 2016 at 3:16 p.m. at the Village Offices, 2nd Floor Conference Room, 20 Clinton Street, Green Island.

Chairperson Perfetti called the meeting to order.

Chairperson Perfetti, Member Alix, Member Koniowka and Attorney Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, and Michele Bourgeois, Assistant to the Chief Financial Officer.

Absent: John J. McNulty III, Chief Financial Officer.

On a motion by Member Alix seconded by Member Koniowka and carried, to excuse the absentee. All ayes.

Chairperson Perfetti stated that next is the update of our financial reports.

Sean stated that again that Jack McNulty has been out of the office for a month with an injury and he has provided us with the financial reports which were presented at both the regular meeting and the audit committee meeting and they are the same reports and everything is on budget. In addition, for the purpose of the Finance Committee, he would like to talk about the independent audit which was completed back in October and a first draft has been presented to Jack and he has not presented it to the board yet as he has not had a chance to review it, but he plans on doing that next month.

Chairperson Perfetti asked if there was any other business to come before the Committee.

There was no further business to come before the Committee.

Chairperson Perfetti asked for a motion to adjourn.

On a motion by Member Koniowka seconded by Member Alix and carried, to adjourn the meeting at 3:18 p.m. All ayes.

The minutes of the **annual meeting** of the **Governance Committee** of the Village of Green Island Industrial Development Agency held on Wednesday, December 21, 2016 at 3:09 p.m. at the Village Office, 2nd Floor Conference Room, 20 Clinton Street, Green Island, NY.

Chairman Koniowka called the meeting to order.

Chairman Koniowka, Member Alix, Member Perfetti and Attorney Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, and Michele Bourgeois, Assistant to the Chief Financial Officer.

Absent: John J. McNulty III, Chief Financial Officer.

On a motion by Member Perfetti seconded by Member Alix and carried, to excuse the absentee. All ayes.

Chairman Koniowka stated that the first item on the agenda is the update regarding training requirements.

Sean Ward stated that he has provided an EXCEL spreadsheet that he has prepared that shows are compliance with the Public Authority Accountability Act as of today. He will note that all members of the board have been trained in accordance with the Act, all staff with the exception of one, Ms. Bourgeois, which she is not mandated to be trained, but we have the policy established that everyone will be trained. She does plan on training in the near future. As far as the Board of Ethics filings, all members of this board and staff, everyone affiliated with our IDA has filed a Financial Disclosure Form which he has filed personally with the Green Island Board of Ethics and the Albany County Board of Ethics. The Green Island Board of Ethics met on June 14, 2016 and reviewed and accepted all of the financial disclosure forms and new this year, we have an Albany County Ethics Commission, which we used to file them and they never reviewed them and they do review them now. They met and were reviewed and accepted as well. So, we are in full compliance with our Financial Disclosures for the Board of Ethics. In addition to that, if you flip on the back side, we are required to provide and train each member and staff member on our own Code of Ethics and everybody completed training on December 11th, 2015 and at the completion of this meeting, he plans on distributing and a brief training on this year’s version of the Code of Ethics and that will have us in full compliance with our responsibility as far as distributing training to each member. He knows Jack McNulty is not here today but he will catch up with him as soon as he gets back in the office.

On a motion by Member Alix seconded by Member Perfetti and carried, to accept the report of Sean Ward on the training of IDA officers and employees. All ayes.

Chairman Koniowka stated that the next item is our update on Policies and Procedures.

Sean stated that every once in a while, usually annually, we review all of our policies and procedures to make sure that they are in accordance with local, state and Authority Act laws and this past summer, we had our special counsel, Joe Scott review all of our policies and there were some updates made in State law last year and we did make some policy changes in the last few months, which were approved by this board and we are up to date with all of the policies in accordance with State and Local law and they are posted on our website as well.

Chairman Koniowka thanked Sean for his update and asked for a motion to accept Sean’s comments.

On a motion by Member Perfetti seconded by Member Alix and carried, to accept report and update on Policies and Procedures as provided by Sean E. Ward, IDA Chief Executive Officer. All ayes.

There was no further business to come before the Committee.

Chairman Koniowka asked for a motion to adjourn.

On a motion by Member Alix seconded by Member Perfetti and carried, to adjourn the meeting at 3:23 p.m. All ayes.