The minutes of the **monthly meeting** of the Village of Green Island Industrial Development

Agency meeting held on Wednesday, October 17, 2018 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, Secretary Koniowka, Attorney Joseph Legnard, Sean E. Ward, Chief Executive Officer, John J. McNulty, III, Chief Financial Officer and Michele Bourgeois, Assistant to the Chief Financial Officer.

Absent: Treasurer Alix

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

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from September 19, 2018 meeting of the IDA.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to approve the minutes of the September 19, 2018 meeting. All ayes.

Chairperson Perfetti stated the next item is consideration of monthly financial reports as submitted by Chief Financial Officer for September 2018.

John J. McNulty, III, Chief Financial Officer stated that everything is on target.

On a motion by Chairperson Perfetti seconded by Secretary Koniowka and carried, to accept the monthly financial reports for September 2018 as submitted by the Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item for consideration is the Audit of Claims for September 19, 2018 to present.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to approve the audit of claims for September 19, 2018 to present. All ayes.

Chairperson Perfetti stated that the next item is consideration of the proposed IDA budget for 2019.

John J. McNulty, III, Chief Financial Officer stated that he has provided all board members with a detailed copy via an email sent on October 11th, 2018.

Jack proceeded to make comment pertaining to budget as provided via email.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to adopt the IDA Budget for 2019 as presented by John J. McNulty III, IDA Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item is consideration of authorizing the IDA Chief Financial Officer to submit IDA Budget for 2019 to the Authority Budget Office.

On a motion by Chairperson Perfetti seconded by Secretary Koniowka and carried, to authorize the IDA Chief Financial Officer to submit the IDA Budget for 2019 to the Authority Budget Office. All ayes.

Chairperson Perfetti stated that the next item for consideration is adopting an updated Sexual Harassment Prevention Policy.

Sean proceeded to comment and said that since the IDA consists of Village employees, that it should consider adopting the Sexual Harassment Prevention Policy, along with the Town and GIPA.

Sean stated that the State put out a template on October 1st, 2018 and they gave us nine (9) days to adopt it, which didn’t meet the requirements of any board meetings but after the fact they didn’t do anything about harassment and discrimination which are also forms of harassment that are mandated that we have policies for, so we are going to and Joe and I have been working on this. We know what we are going to do; it just hasn’t been finalized yet. We are going to extract the sexual harassment part of our Discrimination/Harassment Policy and then we would use the language as mandated for a separate Sexual Harassment Policy. He is asking for us to adopt this new Sexual Harassment Prevention Policy and to amend the existing Discrimination/Harassment Policy and amend the Employee Handbook to reflect these mandated changes.

Chairperson Perfetti stated then she would like to ask for a motion to authorize her, as Chairperson, to sign an Executive Order adopting the new Sexual Harassment Prevention Policy and amending the existing Discrimination/Harassment Policy and Employee Handbook to meet the NYS mandates, as described by Sean.

On a motion by Chairperson Perfetti seconded by Secretary Koniowka and carried, to authorize the Chairperson to sign an Executive Order adopting the new Sexual Harassment Prevention Policy and to amend the existing Discrimination/Harassment Policy and Employee Handbook to meet the NYS mandates. All ayes.

No further business.

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