

The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, December 18, 2013 at 3:33 p.m. at the Green Island Village Offices, 20 Clinton Street, Green Island.

Rachel A. Perfetti, Member asked for a motion from the Members to appoint a temporary Chairperson to start the meeting.

On a motion by Member Alix to appoint Rachel A. Perfetti as temporary Chairperson, seconded by Member Cocca and carried. All ayes.

Temporary Chairperson Rachel Perfetti called the meeting to order.

Present: Temporary Acting Chairperson Perfetti, Member Alix, Member Cocca and Attorney Joseph F. Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer; John J. McNulty, III, IDA Chief Financial Officer and Christopher Karwiel, Assistant to the Chief Financial Officer.

All present.

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

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

Chairperson – Rachel A. Perfetti
Secretary – Michael A. Cocca, Sr.
Treasurer – Maggie A. Alix

Governance Committee: Michael A. Cocca, Sr., Chair
Maggie A. Alix, Member
Rachel A. Perfetti, Member

Audit Committee: Maggie A. Alix, Chair
Rachel A. Perfetti, Member
Michael A. Cocca, Sr., Member

Finance Committee Rachel A. Perfetti, Chair
Maggie A. Alix, Member
Michael A. Cocca, Sr., 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 – Christopher Karwiel

Director of Community Development – Vacant
Counsel – Joseph F. Legnard
Special Counsel – Terence J. Burke and A. Joseph Scott

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

On a motion by Treasurer Alix seconded by Secretary Cocca 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 \$.56 per mile, which is the IRS rate for mileage.

On a motion by Secretary Cocca seconded by Treasurer Alix and carried, to set the official reimbursement rate while on official business at \$.56 per mile. All ayes.

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

On a motion by Treasurer Alix seconded by Secretary Cocca 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 Secretary Cocca seconded by Treasurer Alix 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 Cocca and carried, to adjourn the meeting at 3:37 p.m. All ayes.

The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, December 18, 2013 at 3:39 p.m. at the Green Island Village Offices, 20 Clinton Street, Green Island, New York.

Chairperson Rachel A. Perfetti called the meeting to order.

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

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, John J. McNulty, III, Chief Financial Officer and Christopher Karwiel, Assistant to the Chief Financial Officer.

All present.

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from November 20, 2013 meeting.

On a motion by Treasurer Alix seconded by Secretary Cocca and carried, to approve the minutes of the November 20, 2013 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 November 2013.

John J. McNulty, III, Chief Financial Officer stated that we are on target with the budget.

On a motion by Secretary Cocca seconded by Treasurer Alix and carried, to accept the monthly financial reports for November 2013 as submitted by the Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item is consideration is the Audit of Claims for November 2013.

On a motion by Treasurer Alix seconded by Secretary Cocca and carried, to approve the claims for November 2013. All ayes.

Chairperson Perfetti stated that the next item is Consideration of authorizing Sean Ward, IDA Chief Executive Officer to execute an Engagement Letter with Bollam, Sheedy, Torani & Co., LLP for the 2013 audit.

On a motion by Treasurer Alix seconded by Secretary Cocca and carried, to authorize Sean Ward, IDA Chief Executive Officer to sign proposal for Bollam, Sheedy, Torani & Co., LLP to perform year-end audit services for 2013 in the amount of \$7,000.00. All ayes.

Chairperson Perfetti stated that the next item is consideration of authorizing the payment of 2014 membership dues to the New York State Economic Development Council in the amount of \$750.00. All ayes.

On a motion by Secretary Cocca seconded by Treasurer Alix and carried, to authorize the payment of the 2014 membership dues to the New York State Economic Development Council in the amount of \$750.00. All ayes.

Further discussion continued.

On a motion by Treasurer Alix seconded by Chairperson Perfetti and carried, to authorize entering into an agreement with GIPA for use of a portion of the former Ford Motor Company property to temporarily store equipment. Two ayes and Secretary Cocca recused himself from this vote.

No further business.

On a motion by Treasurer Alix seconded by Secretary Cocca and carried, to adjourn the meeting at 3:45 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 18, 2013 at 3:46 p.m. at the Green Island Village Offices, 20 Clinton Street, Green Island.

Chairman Cocca called the meeting to order.

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

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, John J. McNulty, III, IDA Chief Financial Officer and Christopher Karwiel, Assistant to the Chief Financial Officer.

All present.

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

Sean Ward stated that everyone has been provided with a listing of the training that has been completed and all members or Trustees of the IDA are required to be in compliance with the Public Authority Accountability Act training requirements and all members are and we have also made it an internal policy that everyone involved with the IDA attend the same training. Everyone has completed the training with the exception of Chris Karwiel and he is registered and will attend the training on February 7th, 2014 and we will be in total compliance at that time.

Sean also stated that the other part of this is the Board of Ethics filing and every year we do the financial disclosure forms and every employee and board member has completed those forms and were filed with both the Albany County Ethics Commission and the Green Island Board of Ethics on June 3rd, 2013. The Green Island Ethics Board met and reviewed all statements and make comments and they met on June 12th and Joe Legnard is the Chair of the Board of Ethics along with Sister Carol Rohloff and Tom Mullins. They reviewed and accepted all those filed with a couple of comments which we can address the next time we file, they were minor comments.

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

Jack McNulty stated that we review these annually and we also receive periodic emails from the Authority Budget Office if there are any new things that we have to comply with and to the best of our knowledge at this point in time we are up to date on all matters.

There was no further business to come before the Committee.

Chairman Cocca asked for a motion to adjourn.

On a motion by Member Perfetti seconded by Member Alix and carried, to adjourn the meeting at 3:49 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 18, 2013 at 3:49 p.m. at the Green Island Village Offices, 20 Clinton Street, Green Island.

Chairperson Alix called the meeting to order.

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

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, John J. McNulty, III, IDA Chief Financial Officer and Christopher Karwiel, Assistant to the Chief Financial Officer.

All present.

Chairperson Alix asked for an update on Financial Reports from John J. McNulty III, IDA Chief Financial Officer.

John J. McNulty III stated that he has the same comments as the prior minutes and that is we are on target with the budget.

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

John J. McNulty III wanted to add that we just received a quote today from Bollam, Sheedy, Torani & Co., who is going to be SAX/BST as of January 2014. They are merging with a CPA firm in New Jersey. The annual fee will be \$7,000.00, the same as last year.

There was no further business to come before the Committee.

Chairperson Alix asked for a motion to adjourn.

On a motion by Member Perfetti seconded by Member Cocca and carried, to adjourn the meeting at 3:50 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 18, 2013 at 3:51 p.m. at the Green Island Village Offices, 20 Clinton Street, Green Island.

Chairperson Perfetti called the meeting to order.

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

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, John J. McNulty, III, IDA Chief Financial Officer and Christopher Karwiel, Assistant to the Chief Financial Officer.

All present.

Chairperson Perfetti asked Jack for an update on our finances.

Jack McNulty stated that everything is right on target, the same as presented at the other meetings.

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 Alix seconded by Member Cocca and carried, to adjourn the meeting at 3:51 p.m. All ayes.