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

Agency meeting held on Wednesday, November 21, 2018 at 3:00 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, Sean E. Ward, Chief Executive Officer, John J. McNulty, III, Chief Financial Officer and Michele Bourgeois, Assistant to the Chief Financial Officer.

Absent: Attorney Legnard

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

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

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

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

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from October 17, 2018 meeting of the IDA.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the minutes of the October 17, 2018 meeting. All ayes.

Chairperson Perfetti stated that the next item for consideration is the Audit of Claims for October 18, 2018 to present.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the audit of claims for October 18, 2018 to present. All ayes.

Chairperson Perfetti stated that the next item is consideration of adopting the Sexual Harassment Prevention Policy which was presented by Sean at last month’s meeting.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to adopt and accept the Sexual Harassment Prevention Policy as previously presented and discussed at last month’s meeting. All ayes.

Chairperson Perfetti stated that the next item is consideration of amending the Discrimination/Harassment Policy.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to adopt the amended Discrimination/Harassment Policy. All ayes.

Chairperson Perfetti stated that the next item is consideration of amending the Employee Handbook.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to adopt the amended Employee Handbook. All ayes.

Chairperson Perfetti stated that the next item is consideration of amending our Procurement Policy.

Sean stated that every couple of years we should take a look at our Procurement Policy and he noticed that the amounts in the IDA Procurement Policy differ from the Village amounts and he thought that we should keep them in line. So, he is requesting and/or recommending that we increase the amount of the lst level from $1,000 to $4,000 and then, also increasing the threshold on the 2nd level amount from $4,001 to $20,000 and then on the second page, he would like to add the following language “services of surveyors, services of an appraiser”. He is recommending that they be added so that it is totally clear although the present language infers that is it acceptable.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to amend the IDA Procurement Policy to reflect the changes as explained by Sean Ward and noted above. All ayes.

Chairperson Perfetti stating that the next item is consideration of hiring the Bauer Appraisal Group at a cost of $4,500.00.

Sean stated that this is for the appraisal on the Center Island – Starbuck Island Project which will be used to help start discussion about the potential PILOT Agreement on that project. There were four (4) firms that the attorneys provided to us and we were familiar with all four of them and time was of the essence and all of them are very good. Bauer came in with a proposal to get it done in two (2) weeks and the developer will reimburse the IDA for the appraiser costs. They have already sent us a draft to review, they have done great work. The draft is 260 pages and it is a very thorough draft and they still have a lot to finalize. We would just like to ratify it at this time.

On a motion by Secretary Koniowka seconded Treasurer Alix and carried, to ratify the hiring of Bauer Appraisal Group in connection with the Starbuck Island Project. All ayes.

No further business.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to adjourn the meeting at 3:12 p.m. All ayes.