The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, December 19, 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 and Attorney Legnard.

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

All present.

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from the monthly meeting held on November 21, 2018.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the minutes of the monthly meeting held on November 21, 2018. All ayes.

Chairperson Perfetti then asked for a motion on the monthly financial reports as submitted by the Chief Financial Officer for October and November 2018.

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

Chairperson Perfetti stated that the next item is consideration of the Audit of Claims for November 22, 2018 to present.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the audit of claims for November 22, 2018 to present. All ayes.

Chairperson Perfetti stated that the next item is consideration of awarding Request for Proposals for IDA Banking Services.

Sean provided everyone with a brief overview of the RFP’s and informed everyone that each entity had its own committee to review the two (2) proposals received. Sean stated that on behalf of the committee, they are recommending that Catskill Hudson Bank be named as our primary bank.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to award the Request for Proposal for Banking Services to Catskill Hudson Bank based on the recommendation of the review committee. All ayes.

Chairperson Perfetti stated that under “Other Business”, we have consideration of authorizing the payment of 2019 membership dues to the New York State Economic Development Council in the amount of $750.00.

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

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to authorize the payment of the 2019 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 3:05 p.m. All ayes.

The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, December 19, 2018 at 3:06 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/Treasurer Alix, Member/Secretary Koniowka and Attorney Legnard.

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

All present.

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 G. Koniowka

 **Treasurer** – Maggie A. Alix

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

Chairperson Perfetti continued with the committee appointments and official appointments.

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

 Rachel A. Perfetti, Member

Theodore G. Koniowka, Member

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

 Maggie A. Alix, Member

 Theodore G. Koniowka, Member

**Governance Committee**: Theodore G. 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 of Hodgson Russ, LLP and

Garrett DeGraff and Connie Cahill of Barkley Damon, LLP

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the committee appointments and official appointments for 2019. 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:

 Catskill Hudson Bank

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 for mileage while on official business. Chairperson Perfetti recommends that the mileage rate be set at $.58 per mile, which is the IRS rate for mileage for 2019.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to set the official reimbursement rate while on official business at 2019 IRS Mileage rate in the amount of $.58 per mile. All ayes.

Chairperson Perfetti stated that the next order of business is the designation of The Record Newspaper, Troy, NY as 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 3:09 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 19, 2018 at 3:09 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 Perfetti and Member Koniowka.

Also, in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, John J. McNulty III, Chief Financial Officer and Michele D. Bourgeois, Assistant to the Chief Financial Officer.

All present.

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

Jack stated that it is basically the same as noted at the regular meeting. We are right on target with the budget. If anyone ever has any questions after the meeting, just give him a call.

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 3:10 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 19, 2018 at 3:10 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 and Member Koniowka.

Also, in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, John J. McNulty III, Chief Financial Officer and Michele Bourgeois, Assistant to the Chief Financial Officer.

All present.

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

Jack stated that we are right on target with the budget. We have a very strong balance sheet.

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 Koniowka and carried, to adjourn the meeting at 3:11 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 19, 2018 at 3:11 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 and Member Perfetti.

Also, in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, John J. McNulty III, Chief Financial Officer and Michele Bourgeois, Assistant to the Chief Financial Officer.

All present.

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

Sean Ward stated that all members have received their Public Authority Accountability training. He has provided everyone with a spreadsheet noting each member. The only staff member that has not completed Michele Bourgeois and she is not required to do it, but she has indicated that she would be interested.

Sean noted that the other requirement of the IDA is the filing of the Financial Disclosure forms with the Green Island Board of Ethics and the Albany County Ethics Commission and they were filed by all staff and members on May 8, 2018. The Green Island Board of Ethics met on June 5, 2018 and reviewed and accepted all disclosure forms submitted. The Albany County Ethics Commission met on September 4th, 2018 and accepted all financial disclosure forms.

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 all are in compliance.

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