The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, January 20, 2021 at 3:01 p.m. at the Green Island Municipal Center, 19 George Street, Green Island, NY.

Chairperson Rachel A. Perfetti called the meeting to order.

Present: Chairperson Perfetti, Secretary Koniowka, Treasurer Alix 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 and Anne Strizzi, IDA Recording Secretary.

All present.

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from the monthly meeting held on October 21, 2020.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the minutes of the monthly meeting held on October 21, 2020. All ayes.

Chairperson Perfetti then asked for a motion on the Unaudited Operating Statement for January – December 2020 as submitted by the Chief Financial Officer.

Jack McNulty stated that we are in good shape; we are way above our original budget. The main reason for the increase is the payment from the Starbuck Island project.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to accept the Unaudited Operating Statement for January – December 2020 as submitted by the Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item is consideration of the Audit of Claims for October 21, 2021 to present.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the audit of claims for October 21, 2020 to present. All ayes.

No further business.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to adjourn the meeting at 3:03 p.m. All ayes.

The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, January 20, 2021 at 3:03 p.m. at the Green Island Municipal Center, 19 George Street, Green Island, NY.

Chairperson Rachel Perfetti called the meeting to order.

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

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

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

On a motion by Treasurer Alix seconded by Secretary Koniowka 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 Barclay Damon, LLP

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the committee appointments and official appointments for 2021. 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 $.56 per mile, which is the IRS rate for mileage for 2021.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to set the official reimbursement rate while on official business at 2021 IRS Mileage rate in the amount of $.56 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 Municipal Center, 19 George 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 Municipal Center, 19 George Street, Green Island. All ayes.

No further business.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to adjourn the meeting at 3:07 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, January 20, 2021 at 3:07 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

Chairperson Alix called the meeting to order.

Chairperson Alix, Member Perfetti and Member Koniowka.

Also, in attendance: Attorney Joseph Legnard (via teleconference), Sean E. Ward, IDA Chief Executive Officer, John J. McNulty III, Chief Financial Officer, Michele D. Bourgeois, Assistant to the Chief Financial Officer and Anne Strizzi, IDA Recording Secretary.

All present.

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

Jack stated that everything is on target with the budget.

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 Perfetti seconded by Member Koniowka and carried, to adjourn the meeting at 3:08 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, January 20, 2021 at 3:08 p.m. at the Green Island Municipal Center, 19 George 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, Michele Bourgeois, Assistant to the Chief Financial Officer and Anne Strizzi, IDA Recording Secretary.

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, right on schedule.

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 3:10 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, January 20, 2021 at 3:11 p.m. at the Green Island Municipal Center, 19 George Street, Green Island, NY.

Chairperson Koniowka called the meeting to order.

Chairperson 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, Michele Bourgeois, Assistant to the Chief Financial Officer and Anne Strizzi, IDA Recording Secretary.

All present.

Chairperson Koniowka stated that the first item on the agenda is the update regarding training requirements and asked Sean to provide an update.

Sean stated that he has provided everyone with a report on our annual training and our Public Authority Accountability Act Compliance as of December 31, 2020. As you can see, he has highlighted the new areas and he wanted to officially congratulate our Attorney Joe Legnard, who has taken the training for the third time and he is the most trained individual in the organization. He took the Economic Development Council training on November 17th and it is great to stay up to date on that training because some of the policies and procedures have definitely changed. It is always good to be able to go to our Attorney as he has the most up to date information.

Sean commented that the Board of Ethics files, the Financial Disclosure Forms, everyone in the organization filed a form with us and they were filed officially with Albany County and the Green Island Board of Ethics on July 15, 2020. He would like to note that normally they are due on May 15th but because of the COVID situation, the Governor issued an Executive Order extending that deadline to July. We had them in on time, we had them in on July 15th and they were all accepted as complete.

Sean noted that the IDA Code of Ethics distribution and training was held last July and February and everybody in the organization of the IDA has been trained and has been given a copy of the newest Code of Ethics. So, we are in full compliance with all of our Policies and Procedures as far as Ethics and reporting.

There was no further business to come before the Committee.

Chairperson Koniowka asked for a motion to adjourn.

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