The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, December 15, 2021 at 3:05 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 and Attorney Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer, John J. McNulty III, IDA Chief Financial Officer; Michele Bourgeois, IDA Assistant to the Chief Financial Officer, Anne Strizzi, IDA Recording Secretary and Special Counsel - Attorney Connie Cahill.

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 the Public Hearing on November 17, 2021 and the monthly meeting held on November 22, 2021.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to approve the minutes of the Public Hearing held on November 17, 2021 and the monthly meeting held on November 22, 2021. All ayes.

Chairperson Perfetti then asked for a motion on the consideration of the monthly financials as emailed to all members on December 10, 2021.

Michele noted that everything is on track.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to accept the monthly financials as emailed by the Assistant to the Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item is consideration of the Audit of Claims for November 22, 2021 to present.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to approve the audit of claims for November 22, 2021 to present. All ayes.

Chairperson Perfetti stated that the next item is consideration of authorizing additional financial assistance to South Island Apartments, LLC.

Attorney Cahill stated that at your last meeting you approved a final permanent financing for this project in the amount of $72,500,000.00 and the applicant has asked for approval of up to $75,000,000.00 mortgage, which would mean they would get a slightly more increased mortgage recording tax exemption. The IDA would get a slightly increased fee. She just learned that instead of it being $75,000,000.00, it will be $74,000,000.00, the final number but the resolution authorizes up to $75,000,000.00. She believes that this will be the last resolution that they are asking for, the number that they provided should be the final number. Their attorney has assured me that they are getting ready to get this closed up.

On a motion by Chairperson Perfetti seconded by Secretary Koniowka and carried, to adopt a Resolution authorizing the refinancing and approving additional financial assistance in connection with the South Island Apartments, LLC Project. All ayes.

Chairperson Perfetti stated that the next item is consideration of authorizing an extension of agreement with DA Collins for use of a portion of the former FMC property.

Sean stated that everyone received a copy of the letter of request, DA Collins have been using what they consider a lay down area, they have a 100’ x 100’ space that they have been using for a state contract that they have, they were doing work for the Power Authority and in the last year, we agreed to authorize them to use the area for a few months and the contract has been extended twice and we are looking at extension to December 31, 2022 now. The original agreement was that they would put an electronic gate on the property which we definitely needed and at a cost of just under $5,000.00. They have proposed in the letter that they would take care of the weed control around the property, which would be a substantial project but DPW just purchased some equipment that will take care of that, so he told them that we would prefer cash payment and we agreed to $500.00 per month for the year and we also told them that there is a possibility that the property could be sold within the year and we are going to have a clause in the contract for a thirty (30) day and out clause and they are comfortable with that, in the event that something like that happens. He would recommend that we authorize the extension of the agreement to December 31, 2022.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to extend the agreement with DA Collins for the use of a 100’ x 100’ lay down area through December 31, 2022 and to authorize Sean E. Ward, IDA Chief Executive Officer to execute the agreement for the extension. All ayes.

Chairperson Perfetti stated that the next item is consideration for setting a public hearing date for consideration of Financial Assistance for 100 Cohoes Avenue Project.

Sean stated that everybody has received an application for 100 Cohoes Avenue LLC for a project that they are looking to build a 120,000 sq. ft. building on the property that they have already owned and developed over the course of many years. The last remaining parcel they are looking to use 9.23 acres of that property and they have paid the $500.00 application fee and we would like to set the public hearing for January 19th, 2022.

Sean stated that he believes everyone has a copy of the application and asked if anyone had any questions on what they are proposing.

No questions.

Sean stated that the mortgage recording tax exemption that they are looking for would be $62,500.00 and the sales tax exemption would be estimated to be $338,688.00 and the IDA Admin Fee on that project would be approximately $80,696.00.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to the set the public hearing date to consider the Financial Assistance application from 100 Cohoes Avenue LLC for Wednesday, January 19th, 2022 at 3:00 p.m. All ayes.

Chairperson Perfetti stated that the next item is consideration of authorizing the CEO to enter into an agreement for appraisal of a portion of the former FMC property.

Sean stated that this just came up very quickly. There is a prospective purchaser of the Ford property basically we will call it the area where the environmental cleanup is occurring and they would want to use for potential lay down area with some potential development related to the hydro project. Our first course of action would be to get an appraisal of the property, so we are going to subdivide a parcel out of that and we have to get an appraisal on it and the prospective purchaser has agree to a 50/50 split on the appraisal. We have solicited Bauer Appraisal and they came in at $3,500.00 and they do a great job and they already did the northern most part of that property and they have done several other appraisals for us in the Village. We will get reimbursed $1,750.00 from the prospective purchaser.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to authorize the IDA Chief Executive Officer to enter into an agreement for an appraisal of a portion of the former Ford Motor Company property with Bauer Appraisal in the amount of $3,500.00 with the prospective purchaser agreeing to split the cost of the appraisal 50/50. 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.

The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, December 15, 2021 at 3:17 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 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.

Absent: Member/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 order of business is the election of officers and appointments.

On a motion by Secretary Koniowka seconded by Chairperson Perfetti 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

M. Cornelia Cahill of Barclay Damon, LLP

On a motion by Secretary Koniowka seconded by Chairperson Perfetti and carried, to approve the committee appointments and official appointments for 2022. 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 Chairperson Perfetti seconded by Secretary Koniowka 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 the IRS rate for mileage for 2022 when released.

On a motion by Chairperson Perfetti seconded by Secretary Koniowka and carried, to set the official reimbursement rate while on official business at the IRS Mileage Rate for 2022 when it is released. 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 Chairperson Perfetti seconded by Secretary Koniowka 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 Chairperson Perfetti 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 3:22 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 15, 2021 at 3:22 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

IDA Chairperson Perfetti stated that IDA Audit Committee Chair Maggie Alix is excused for today and she will open as Temporary Chair for today. and she would ask for a motion to appoint herself as temporary chair for this meeting.

On a motion by Member Perfetti seconded by Member Koniowka and carried, to appoint Member Perfetti to act as Temporary Chair for this meeting. All ayes.

Temporary Chairperson Perfetti called the meeting to order.

Roll Call: Temporary Chairperson Perfetti and Member Koniowka.

Also, in attendance: Attorney Joseph Legnard, 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.

Absent: Member/Chair Alix

On a motion by Temporary Chairperson Perfetti seconded by Secretary Koniowka and carried, to excuse Member/Chair Alix. All ayes.

Temporary Chairperson Alix asked for an update on the Financial Reports.

Michele Bourgeois, IDA Assistant to the Chief Financial Officer stated that everyone has a copy of the financials thru the end of November that were sent out. The budget is on target and we actually had some income that we weren’t expecting and next year’s budget stayed the same, so everything remains the same.

Temporary Chairperson Perfetti asked if anyone had any questions.

No questions.

On a motion by Member Koniowka seconded by Temporary Chairperson Perfetti and carried, to accept the update on the Financial Reports as presented by IDA Assistant to the Chief Financial Officer. All ayes.

There was no further business to come before the Committee.

Temporary Chairperson Perfetti asked for a motion to adjourn.

On a motion by Member Koniowka seconded by Temporary Chairperson Perfetti and carried, to adjourn the meeting at 3:24 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 15, 2021 at 3:25 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

Chairperson Perfetti called the meeting to order.

Roll Call: Chairperson Perfetti 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.

Absent: Member Alix

On a motion by Chairperson Perfetti seconded by Member Koniowka and carried, to excuse Member Alix. All ayes.

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

Michele Bourgeois, IDA Assistant to the Chief Financial Officer stated that everyone has a copy of the financials thru the end of November that were sent out. The budget is on target and we actually had some income that we weren’t expecting and next year’s budget stayed the same, so everything remains the same.

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 Chairperson Perfetti seconded by Member Koniowka and carried, to adjourn the meeting at 3:25 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 15, 2021 at 3:26 p.m. at the Green Island Municipal Center, 19 George Street, Green Island, NY.

Chairperson Koniowka called the meeting to order.

Roll Call: Chairperson Koniowka 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.

Absent: Member Alix

On a motion by Member Perfetti seconded by Chairperson Koniowka and carried, to excuse Member Alix. All ayes.

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 everyone has received a copy of our compliance as of December 31, 2021. During this calendar year, three of us have received Public Authority Training through the NYS Economic Development Council and that would be Maggie and I on November 16, 2021 and prior to that Michele received her training on April 13, 2021 and we all have certificates that state that.

Now, the one item that he would like to mention is that the ABO has and he believes there is State legislature also that states that training is highly recommended to be completed every three (3) years. In the beginning and going back to 2006, you took the training once and you were done forever, which he thought was a little too much, but last year they came out with a high recommendation that we do training every three (3) years. Over the course of next year, it might be a good idea, there are a lot more opportunities to get online training now, Michele, Maggie and I took it this year and it is very simple. It is kind of like a zoom meeting.

Sean commented that the Board of Ethics filings of all of our members and staff and all the Financial Disclosure Forms were filed on May 13, 2021 and everybody was in compliance. He has not heard from Albany County, if they accepted them or not but there normally is not a problem. The Green Island Board of Ethics did meet and okay our Financial Disclosure forms.

Sean noted that the most recent training was the Code of Ethics distribution and training and all of us completed that last week either on the 9th or 10th and it is noted on the form. Everyone is in compliance with the training.

On a motion by Member Perfetti seconded by Chairperson Koniowka and carried, to accept the report on the training requirements as presented. All ayes.

Chairperson Koniowka stated that the next item was an Update on the Policies and Procedures.

Sean stated we consistently look at our policies and procedures and during the ABO training, a couple of items were brought to our attention, things that we should look for in the upcoming year to update our policies and he plans on doing that in the next month or two. He is looking to update those policies and get them on the website as soon as possible. Sean stated that we are in pretty good shape right now, but there are a couple of things that we should update.

There was no further business to come before the Committee.

Chairperson Koniowka asked for a motion to adjourn.

On a motion by Member Perfetti seconded by Chairperson Koniowka and carried, to adjourn the meeting at 3:31 p.m. All ayes.