The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, February 15, 2023 at 3:00 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, Treasurer Alix, 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 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 19, 2022.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to approve the monthly meeting held on October 19, 2022. All ayes.

Chairperson Perfetti stated that the next item is consideration of the Audit of Claims for October 19, 2022 to present.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to approve the audit of claims for October 19, 2022 to present. All ayes.

Chairperson Perfetti then asked for a motion on the consideration of the monthly financials as emailed to all members on February 13, 2023.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to accept the monthly financials For November and December 2022 and January and February 2023 as emailed by the Assistant to the Chief Financial Officer. All ayes.

Chairperson Perfetti stated that the next item was ratifying the Chair of the Audit Committee signing the BST Representation Letter.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to ratify the signing of the BST Representation Letter related to year-end audit for 2022. All ayes.

Chairperson Perfetti stated that the next item is consideration of the 2022 IDA Investment Report.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to accept the 2022 IDA Investment Report as submitted. All ayes.

Chairperson Perfetti stated that the next item for consideration is the IDA Land Analysis as of 12-31-2022.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to accept the IDA Land Analysis as of 12-31-2022 as submitted. All ayes.

Chairperson Perfetti stated that the next item for consideration is the 2022 Performance Goals and Measurements, which she wanted to mention that all of these reports are on the website.

Michele commented that these are all the reports that needed to file the PARIS report.

Chairperson Perfetti noted that they are all public information.

On a motion by Treasurer Alix seconded by Secretary Koniowka and carried, to accept the 2022 Performance Goals and Measurements as submitted. All ayes.

Chairperson Perfetti stated the next item is consideration of the 2022 Annual Report on Operations and Accomplishments.

On a motion Secretary Koniowka seconded by Treasurer Alix and carried, to accept the 2022 Annual Report on Operations and Accomplishments. All ayes.

Chairperson Perfetti stated that the next item is consideration of the four (4) year Financial Plan as submitted.

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to accept the four (4) year Financial Plan as submitted. 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, February 15, 2023 at 3:04 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/ 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 Michele D. Bourgeois, IDA Assistant to the Chief Financial Officer and Anne Strizzi, IDA Recording Secretary.

All present.

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** – Anthony Ferrandino effective March 10, 2023

 **Assistant to the Chief Financial Officer** – Michele D. Bourgeois

 **IDA Counsel** – Joseph F. Legnard

 **IDA** **Special Counsel** – A. Joseph Scott of Hodgson Russ, LLP and

Connie Cahill of Barclay Damon, LLP

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to approve the committee appointments and official appointments for 2023. 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 Treasurer Alix 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. The IRS Mileage rate for 2023 is $.65.5

On a motion by Secretary Koniowka seconded by Treasurer Alix and carried, to set the official reimbursement rate while on official business at the IRS Mileage Rate for 2023 in the amount of $.65.5 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 Treasurer Alix 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 Secretary Koniowka 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 Municipal Center, 19 George 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 3:07 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, February 15, 2023 at 3:07 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

Call to order by IDA Audit Committee Chair Maggie Alix

Roll Call: Committee Chair Maggie Alix, Member Perfetti and Member Koniowka.

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

All present.

IDA Audit Committee Chair 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 financial reports for 2022, we finished in the black. We had the Admin Fee for 100 Cohoes Avenue and then, the sale of part of the Ford property. 2022 finished ahead of the game.

There was no further business to come before the Committee.

IDA Audit Committee Chair 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, February 15, 2023 at 3:08 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

Chairperson Perfetti called the meeting to order.

Roll Call: Chairperson Perfetti, Member Alix and Member Koniowka.

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

Michele Bourgeois, IDA Assistant to the Chief Financial Officer stated that it is the same as mentioned in the Audit Committee. The one thing she did not mention in the Audit Committee is we had our audit last week, so hopefully in the next week or two she should have the preliminary reports for everyone.

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 3:09 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, February 15, 2023 at 3:10 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, Member Alix and Member Perfetti.

Also, in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, John J. McNulty III, IDA Chief Financial Officer, Michele Bourgeois, IDA 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 we changed our platform for training this year, as everyone is aware. We are doing a lot of online through a portal with PERMA, our Worker’s Comp Carrier and he feels it has been very successful and he feels it is the way to go. He commends Maggie, Michele and Lynn, as they put it all together. It is a really good program. We did have in person Ethics training back in December, we had John Mancini from NYCOM come in and he believes everybody, with the exception of Anthony attended, which he feels was successful. Everyone attended and completed the Ethics training. The Harassment and Workplace Violence were both done on the online portal, with the exception of Ted; everyone appointed today has completed that.

Sean noted that the other aspect that we look at during this meeting is we talk about our Financial Disclosure Reports and everyone filed their Financial Disclosure forms on time before May 15th, 2022 for the previous year and they will do again on May 15th of this year.

Sean stated aside from that on the Public Authority Accountability Training which is required when you begin your term on the board here or the staff, everyone has completed that previous to this year. So, everyone is compliant and Anthony will be required to complete this training at some point.

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

Sean stated that Policies and Procedures, we have gone over a lot of them today and we have made updates to four (4) procedures. He would like to thank Maggie and Michele, together we have been going through all of our policies and procedures and the IDA Investment Report, the IDA Analysis Report, the Performance Goals and Measurements and the Annual report on Operations and Accomplishments. We have amended all of those and they were presented today and you have approved them and he believes some of them are already on the website and I am sure all of them will be. We will be looking at some of the other policies and procedures as we go along here. It has been kind of a process. It is a lot of policies and procedures required by the ABO and he thinks most of them are pretty much up to date but we have been going through them just to make sure and tweaking them as we have time. You will be seeing a couple more in the next month or two.

Chairperson Perfetti wanted to note that she very much appreciates the new training that you set up, it is excellent. It was easy to access and good to complete.

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 3:14 p.m. All ayes.