The minutes of the **monthly meeting** of the Village of Green Island Industrial Development Agency meeting held on Wednesday, March 20, 2024 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.

In attendance: Chairperson Perfetti, Member Ward, and Attorney Legnard.

Also, present: Anthony Ferrandino, IDA Chief Financial Officer, Sheila Viera, IDA Assistant to the Chief Financial Officer and Maggie A. Alix

Absent: Secretary Koniowka

On a motion by Member Ward and 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 Regular, Annual and Committee Meetings held on January 17, 2024.

On a motion by Member Ward and seconded by Chairperson Perfetti and carried, to approve the minutes of the Regular, Annual and Committee meetings held on January 17, 2024. All ayes.

Communications:

Letter dated February 22, 2024

Rachel Perfetti, Chairperson

Village of Green Island Industrial Development Agency

20 Clinton Street

Green Island, New York 12183

Sent via email

Dear Chairperson Perfetti:

As discussed previously, I hereby submit my resignation from the position of Chief Executive Officer of the Green Island Industrial Development Agency, effective as of Thursday, February 29, 2024.

This decision is a hard one because of my love for the work that we have done and continue to do, and because of the great team that I have had to pleasure to work with since I started with this agency back in 1999. This decision just follows a plan to phase into the next stage of my life that started a few years ago when I retired full time from the Village. It also comes at a time when we are fortunate to be able to transition the agency into a larger role for the very capable hands that are already in place at this time.

I am thankful that Mayor McNulty-Ryan and the Village Board have appointed me to remain in service as a member of the IDA Board of Trustees effective on March 1, 2024. This will allow me to stay in touch with the many great projects that we continue to oversee in our community. I look forward to working with you and our team in this new role.

Sincerely yours,

Sean E. Ward

Letter dated February 14, 2024

Dear Mayor McNulty-Ryan,

I’m writing to formally resign from my board position on the Industrial Development Agency (IDA) effective February 29, 2024. I have enjoyed the challenges and contributions during my tenure.

I appreciate the opportunities for professional growth that the IDA has provided me, and look forward to the potential of working with the agency in a different capacity in the near future. I am confident that the skills and insights gained will contribute to my future endeavors.

Sincerely,

Maggie A. Alix

Chairperson Perfetti ordered both letters filed.

On a motion by Chairperson Perfetti and seconded by Member Ward and carried, to accept Sean’s resignation as IDA Chief Executive Officer effective February 29, 2024. All ayes

Chairperson Perfetti stated the next item for consideration is the appointment of Maggie A. Alix to the position of IDA Chief Executive Officer effective March 1, 2024.

On a motion by Member Ward and seconded by Chairperson Perfetti and carried, to appoint Maggie A. Alix to the position of IDA Chief Executive Officer effective March 1, 2024. All ayes.

Chairperson Perfetti stated that the next item for consideration is the Audit of Claims from January 18, 2024 to present.

On a motion by Chairperson Perfetti and seconded by Member Ward and carried, to approve the Audit of Claims for January 18, 2024 to present. All ayes.

Chairperson Perfetti stated that the next item for consideration is the Financial Statements for January and February 2024.

On a motion by Member Ward and seconded by Chairperson Perfetti and carried, to approve the Financial Statements for January and February 2024 as presented. All ayes.

The next item for consideration is authorizing the Chairperson to sign the BST engagement letter for the FYE December 31, 2023 audit.

CFO Ferrandino stated this letter authorizes BST to conduct the audit.

On a motion by Member Ward and seconded by Chairperson Perfetti and carried, to authorize the Chairperson to sign the BST engagement letter for the FYE December 31, 2023 audit. All ayes.

The next item for consideration is authoring the Chief Financial Officer to sign the representation letter for the FYE December 31, 2023 audit.

CFO Ferrandino stated that this letter is for the completion of the audit done by BST.

On a motion by Member Ward and seconded by Chairperson Perfetti and carried, to authorize CFO Ferrandino to sign the representation letter for the FYE December 31, 2023 audit. All ayes.

The next item for consideration is approving budget/funds transfer to the Village of Green Island General Fund.

CFO Ferrandino stated this was a recommended adjustment by the auditors for due/to General Fund from the IDA for prior years payroll expense liabilities

On a motion by Chairperson Perfetti and seconded by Member Ward and carried, to approve the funds transfer from the IDA to the Village. All ayes.

Other business:

Chairperson Perfetti wanted to note for the record that it’s a plus that both Sean and Maggie are staying with the IDA in different capacities.

Member Ward noted that the IDA Board should appoint him as Treasurer since the Village appointment was only for Member of the IDA.

On a motion by Chairperson Perfetti and seconded by Member Ward and carried, to appoint Sean Ward to Treasurer of the IDA for 2024, effective March 1, 2024. All ayes.

CFO Alix wanted to reconfirm that the Board had previously given her permission, as Executive Assistant to the Mayor, to issue short-term leases for use of the Ford property parking lot. New Castle Paving has requested use of the northwest corner of the parking lot for laydown area for the spring road and curb project starting April 1st. There is no cash value because it is a project being done on behalf of the Village. The new lease agreement will be April 1, 2024 through July 31, 2024.

No further business.

On a motion by Treasurer Ward and seconded by Chairperson Perfetti to adjourn the meeting at 3:10 p.m. All ayes.