The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, January 17, 2024 at 3:10 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, and Attorney Legnard.

Also, in attendance: Sean E. Ward, IDA Chief Executive Officer; Anthony Ferrandino, Chief Financial Officer; Sheila B. Viera, IDA Assistant to the Chief Financial Officer and Attorney Legnard.

Absent: Member/Secretary Ted Koniowka

On a motion by Treasurer Alix and 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 Treasurer Alix 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

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** – Michele D. Bourgeois

 **Chief Financial Officer** – Anthony Ferrandino

 **Assistant to the Chief Financial Officer** – Sheila B. Viera

 **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 Treasurer Alix and seconded by Chairperson Perfetti and carried, to approve the Audit and Finance committee appointments and official appointments for 2024. All ayes.

On a motion by Chairperson Perfetti and seconded by Treasurer Alix and carried, to approve the Governance Committee for 2024. All ayes.

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 Chairperson Perfetti 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
 NYCLASS

Chairperson Perfetti stated that the next item is setting the official reimbursement rate for mileage while on official business. The IRS Mileage rate for 2024 is $.67

On a motion by Chairperson Perfetti and seconded by Treasurer Alix and carried, to set the official reimbursement rate while on official business at the IRS Mileage Rate for 2024 in the amount of $.67 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 Chairperson Perfetti 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 and 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 Chairperson Perfetti and carried, to adjourn the meeting at 3:13 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 17, 2024 at 3:14 p.m. at the Green Island Municipal Center, 19 George Street, Green Island, NY.

Temporary IDA Governance Committee Chair Perfetti called the meeting to order.

Roll Call: Member Alix and Member Perfetti.

Also in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, Anthony Ferrandino, IDA Chief Financial Officer, Sheila B. Viera, IDA Assistant to the Chief Financial Officer and Michele Bourgeois, IDA Recording Secretary.

Absent: IDA Governance Committee Chair Koniowka

On a motion by Member Alix and seconded by Temporary Chair Perfetti and carried, to excuse the absentee. All ayes.

IDA Governance Committee Chair Perfetti 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 that is supposed to be trained is up-to-date on required training. He does recommend that both Anthony and Sheila complete the online ABO training when possible and he will follow-up with them.

He also noted that the Board of Ethics filing was completed and submitted on May 12, 2023 to the Albany County and Green Island Board of Ethics as required. The Code of Ethics was distributed to members and staff in December 2023.

IDA Governance Committee Chair Perfetti stated that the next item was an Update on the Policies and Procedures.

Sean stated that the Policies and Procedures have been updated over the past several years and we are continually reviewing them to make sure they are all up to date. He also stated that he and Maggie will be having a call with Joe Scott’s office regarding new compliance requirements to see if there is anything else we need to do.

There was no further business to come before the Committee.

IDA Governance Committee Chair Perfetti asked for a motion to adjourn.

On a motion by Member Alix seconded by IDA Governance Committee Chair Perfetti and carried, to adjourn the meeting at 3:18 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 17, 2023 at 3:18 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

Also in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, Anthony Ferrandino, IDA Chief Financial Officer, Sheila Viera, IDA Assistant to the Chief Financial Officer and Michele Bourgeois, IDA Recording Secretary.

Absent: Member Koniowka

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

IDA Audit Committee Chair Alix asked for an update on the Financial Reports.

CFO Ferrandino stated that the ABO PARIS Report is due by the end of March and our annual audit will be done at the end of February.

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 IDA Audit Committee Chair Alix and carried, to adjourn the meeting at 3:19 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 17, 2024 at 3:20 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

IDA Finance Committee Chair Perfetti called the meeting to order.

Roll Call: Chairperson Perfetti, Member Alix.

Also, in attendance: Attorney Joseph Legnard, Sean E. Ward, IDA Chief Executive Officer, Anthony Ferrandino, IDA Chief Financial Officer, Sheila Viera, IDA Assistant to the Chief Financial Officer and Michele Bourgeois, IDA Recording Secretary.

Absent: Member Koniowka

On a motion by Member Alix and seconded by IDA Finance Chair Perfetti and carried, to excuse the absentee. All ayes.

IDA Finance Committee Chair Perfetti stated that next is the update of our financial reports.

CFO Ferrandino stated that the ABO PARIS report is due by the end of March and our annual audit will be done in February.

IDA Finance Committee Chair Perfetti asked if there was any other business to come before the Committee.

There was no further business to come before the Committee.

IDA Finance Committee Chair Perfetti asked for a motion to adjourn.

On a motion by Member Alix seconded by IDA Finance Committee Chair Perfetti and carried, to adjourn the meeting at 3:21 p.m. All ayes.