The minutes of the **Annual Meeting** of the Village of Green Island Industrial Development Agency held on Wednesday, January 22, 2025 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: Chairperson Perfetti, Secretary Ryan, Member McGivern

Also, in attendance: Maggie A. Alix, IDA Chief Executive Officer; Anthony Ferrandino, Chief Financial Officer

Absent: Attorney Legnard, Assistant to the CFO Sheila Viera

On a motion by Member McGivern and seconded by Secretary Ryan and carried, to excuse the absentees. All ayes.

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

On a motion by Member Ryan and seconded by Member McGivern and carried, to approve the election of officers as follows. All ayes. Noted that Members abstained from their own appointments.

**Chairperson** – Rachel A. Perfetti

**Secretary** – Mark Ryan

**Treasurer** – Lynn McGivern

Chairperson Perfetti continued with the committee appointments as follows:

**Audit Committee**: Lynn McGivern, Chair

Rachel A. Perfetti, Member

Mark Ryan, Member

**Finance Committee** Rachel A. Perfetti, Chair

Lynn McGivern, Member

Mark Ryan, Member

**Governance Committee**: Mark Ryan, Chair

Lynn McGivern, Member

Rachel A. Perfetti, Member

On a motion by Treasurer McGivern and seconded by Secretary Ryan and carried, to approve the committee appointments as presented. All ayes. Noted that Members abstained from their own appointments.

Chairperson Perfetti presented the following appointments:

**Chief Executive Officer** – Maggie A. Alix

**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** – Christopher Canada of Hodgson Russ, LLP and

Connie Cahill of Barclay Damon, LLP

On a motion by Secretary Ryan and seconded by Treasurer McGivern and carried, to approve the official appointments for 2025 as presented. All ayes.

Chairperson Perfetti stated that the next order of business is designation of official depositories for IDA funds.

On a motion by Treasurer McGivern seconded by Secretary Ryan and carried, to designate the following depositories for IDA funds:

Catskill Hudson Bank/Hudson Valley Credit Union (pending merger)

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 2025 is $.70.

On a motion by Secretary Ryan and seconded by Treasurer McGivern and carried, to set the official reimbursement rate while on official business at the IRS Mileage Rate for 2025 in the amount of $.70 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 McGivern and seconded by Secretary Ryan 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 Ryan and seconded by Treasurer McGivern 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 McGivern seconded by Secretary Ryan and carried, to adjourn the meeting at 3:15 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 22, 2025 at 3:15 p.m. at the Green Island Municipal Center, 19 George Street, Green Island, NY.

Governance Committee Chairperson Ryan called the meeting to order.

Roll Call: Chairperson Ryan, Member McGivern and Member Perfetti.

Also in attendance: Maggie A. Alix, IDA Chief Executive Officer, Anthony Ferrandino, IDA Chief Financial Officer, and Michele Bourgeois, IDA Recording Secretary.

IDA Governance Committee Chairperson Ryan stated that the first item on the agenda is the update regarding training requirements and asked CEO Maggie Alix to provide an update.

Maggie stated that everyone is up to date on the required training. Member Ryan was appointed in June 2024 and completed his ABO training in July 2024. Member McGivern was appointed in January 2025 and is scheduled to complete her training soon. While employees are not required to complete the ABO training, Anthony completed a refresher in July 2024. Maggie has also recommended that Sheila Viera complete the online ABO training when possible and has provided her with the upcoming schedule.

She also noted that the Board of Ethics Financial Disclosure filing was completed and submitted on May 14, 2024 to the Albany County and Green Island Board of Ethics as required. The Code of Ethics was distributed to members and staff in December 2024.

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

Maggie stated that the Policies and Procedures have been updated over the past several years and are currently in good status.

There was no further business to come before the Committee.

IDA Governance Committee Chairperson Ryan asked for a motion to adjourn.

On a motion by Member Perfetti and seconded by Member McGivern and carried, to adjourn the meeting at 3:17 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 22, 2025 at 3:17 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

Called to order by IDA Audit Committee Chairperson McGivern

Roll Call: Committee Chairperson McGivern, Member Perfetti, Member Ryan

Also in attendance: Maggie A. Alix, IDA Chief Executive Officer, Anthony Ferrandino, IDA Chief Financial Officer, and Michele Bourgeois, IDA Recording Secretary.

IDA Audit Committee Chairperson McGivern asked for an update on the Financial Reports.

CFO Ferrandino stated that we ended 2024 with an unaudited balance of $38,802 and our annual audit will be done soon.

There was no further business to come before the Committee.

IDA Audit Committee Chairperson McGivern asked for a motion to adjourn.

On a motion by Member Perfetti and seconded by Member Ryan 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 22, 2025 at 3:20 p.m. at the Green Island Municipal Center, 19 George Street, Green Island.

IDA Finance Committee Chairperson Perfetti called the meeting to order.

Roll Call: Chairperson Perfetti, Member McGivern, Member Ryan

Also, in attendance: Maggie A. Alix, IDA Chief Executive Officer, Anthony Ferrandino, IDA Chief Financial Officer, and Michele Bourgeois, IDA Recording Secretary.

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

CFO Ferrandino stated that we are in good standing and ended the year in the positive.

There was no further business to come before the Committee.

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

On a motion by Member Ryan and seconded by Member McGivern and carried, to adjourn the meeting at 3:22 p.m. All ayes.