

The minutes of the monthly meeting of the Village of Green Island Industrial Development Agency meeting held on Wednesday, March 21, 2012 at 3:00 p.m. at the Green Island Village Offices, 20 Clinton Street, Green Island, New York.

Chairperson Rachel A. Perfetti called the meeting to order.

Chairperson Perfetti, Secretary Alix, Treasurer Burns and Attorney Legnard.

Also, in attendance: Sean E. Ward, Chief Executive Officer (CEO) and John J. McNulty, III, Chief Financial Officer (CFO).

All Present.

CEO Ward stated that it should be noted that also in attendance was resident George Clough of 84 Hudson Avenue.

Chairperson Perfetti stated that the next item on our agenda is consideration of the minutes from February 15, 2012 meeting.

On a motion by Secretary Alix seconded by Treasurer Burns and carried, to approve the minutes of the February 15, 2012 meeting of the Village of Green Island Industrial Development Agency. All ayes.

Chairperson Perfetti then asked for a motion on the monthly financial reports as submitted by the Chief Financial Officer for February 2012 of which all members had copies.

CFO McNulty stated that he emailed those to everyone. He then stated that we were on target with the budget and there were no problems.

On a motion by Treasurer Burns seconded by Secretary Alix and carried, to accept the monthly financial reports as submitted by the Chief Financial Officer for February 2012. All ayes.

Chairperson Perfetti stated that the next item is reappointing the IDA Board of Ethics.

Sean commented that several years ago we adopted a Code of Ethics that all of our employees, staff and officers and board members had to abide by and as part of the Code of Ethics, we had two options to go with either the County Board of Ethics, which would mean we would report to them or create our local. We have been reporting to the County Board of Ethics up until now and we have never had a case that ever went to the Ethics Board of the County but the Attorney General's office in doing some general solicitations to everybody suggested that we adopt a local Board of Ethics. So, the Village Board and GIPA, who also got these letters from the Attorney General appointed boards the other day at their monthly meeting and the suggestion is that you have to have two board members that have nothing to do with the board and are outside members and then one that has to be either appointed or an elected official or employee employed by the entity. So, Joe Legnard fits two of the criteria's as he is the counsel for all of the entities, GIPA, IDA, the Town and the Village and he is also an attorney.

Sean also stated that he still thinks that it is a good idea to file our annual Financial Disclosure Forms with the County Board of Ethics just so that there is a paper trail with them and that there is no separation and we will also keep them on file here in the office.

On a motion by Secretary Alix seconded by Treasurer Burns and carried, to appoint the following individuals to the Village of Green Island Industrial Development Agency Board of Ethics:

- Joseph Legnard, appointed officer of the Green Island Industrial Development Agency
- Thomas Mullins, 62 George Street, Green Island, resident representative
- Sister Carol Rohloff, 37 James Street, Green Island, resident representative

Chairperson Perfetti stated that the next item for consideration is adopting a resolution pertaining to Section 139-J of the NYS Finance Law as its policy with respect to restrictions on contacts during procurement process.

Attorney Legnard stated this is another mandatory requirement of the Public Authorities Law that all entities are required as part of the PARIS Report to answer a question on whether or not they have a policy on restrictions on contacts during the procurement process. The IDA has never engaged in any kind of procurement. If the State Office of General Services, for example, sends out a request for proposals to have somebody supply millions of dollars worth of desks, cars, computers, etc. that is the procurement process, we don't all we buy is paper, pencils and staples, but the restrictions are designed to prevent anybody from getting an inside track and negotiating a deal or bribing somebody or some other improper conduct so that their proposal gets more favorable consideration. All of this is moot, it does not make any difference for us because we don't those things, but he has taken language right out of the NYS Finance Law the procedure that you follow when you have a procurement process from the time the solicitation goes out until the time it is awarded and that is the procurement period and nobody is to have any contact with any IDA official during that time period.

Sean noted that you are allowed to designate one person to answer general questions.

Attorney Legnard stated that is correct.

Sean stated that it has to be provided in our policy.

Attorney Legnard sated that it does not have to be done now, it can be stated in a Request for Proposals at the time of a solicitation.

On a motion by Treasurer Burns seconded by Secretary Alix and carried, to adopt Section 139-J of the New York State Finance Law as the procurement policy for the Village of Green Island Industrial Development Agency. All ayes.

On a motion by Secretary Alix seconded by Treasurer Burns and carried, to accept the monthly Audit of Claims for February 2012. All ayes.

Chairperson Perfetti stated that the next item is consideration of accepting the Independent Auditor's Report for FYE December 31, 2011.

CFO McNulty stated that he just received the reports from Bollam, Sheedy & Torani and they are the formal report on the internal financial statements that they looked at when they came in to do the review and there are no changes in any of the numbers. He is asking that the board accepts the report formally so then when he electronically files the PARIS report that he will be filing in the next couple of days, he can state that the Board has accepted the formal Bollam, Sheedy & Torani financials.

On a motion by Treasurer Burns seconded by Secretary Alix and carried, to accept the Independent Auditor's Report as submitted by Bollam, Sheedy & Torani for FYE December 31, 2011. All ayes.

Chairperson Perfetti stated that the next item is to accept the 2011 PARIS Report to the Authority Budget Office and the Office of the NYS Comptroller as certified by the IDA Chief Financial Officer.

CFO McNulty stated that one of the other things that he has to do in connection with this PARIS Report filing is to certify different things such as the numbers are correct obviously and that we are doing everything properly according to our Procurement Procedures and our Investments which consists of just a savings account. He also has to make a comment in the report that these were presented to and accepted by the Board.

On a motion by Secretary Alix seconded by Treasurer Burns and carried, to accept the 2011 PARIS Report to the Authority Budget Office and the Office of the NYS Comptroller as certified by the IDA Chief Financial Officer. All ayes.

Chairperson Perfetti asked if there was any other business.

No further business.

Chairperson Perfetti agreed and stated that the meeting of the board will be Wednesday, April 18th, 2012 at 3:00 p.m.

On a motion by Secretary Alix seconded by Treasurer Burns carried, to adjourn the meeting at 3:14 p.m. All ayes.