Town of Huntington Economic Development Corporation Meeting of March 21, 2016

The Town of Huntington
Economic Development Corporation
100 Main Street, Huntington, New York
Monday, March 21, 2016 at 7 pm
Huntington Town Hall, 100 Main Street, Huntington, NY 11743

COMBINED MEMBER / BOARD OF DIRECTORS
AGENDA

Meeting of the TOH EDC Audit/Finance Committee: Audit/Finance Committee members to review the Corporation’s Draft 2015 Financial Statements and Independent Auditor’s Report for the purpose of recommending its acceptance by the Board of Directors. Audit/Finance Committee Chair, Dee Thompson, Rob Ripp and Peggy Karayianakis.

Meeting of the TOH EDC Governance Committee: Governance Committee to discuss steps to summarize Board Evaluation as required annually pursuant to the Public Authorities Accountability Act of 2005, as amended. (Governance Committee Chair, Jim Kaden, Dolores Thompson, Ken Christensen and Tom Glascock)

1. Call meeting to Order.
2. Determine if Quorum present.
3. Renaissance Downtowns Update.
4. Organizational Matters.
   • Resolution 3-21-2016 (1): APPROVAL OF THE MEETING MINUTES OF FEBRUARY 22, 2016 WITH RESOLUTION RATIFYING AND CONFIRMING ALL OF THE CORPORATE RESOLUTIONS MADE AND APPROVED THEREAT
   • Resolution 3-21-2016 (2): ANNUAL REVIEW AND RE-ADOPTION OF CORPORATION’S MISSION STATEMENT/MEASUREMENT REPORT
   • Resolution 3-21-2016 (3): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION’S INVESTMENT POLICY
Resolution 3-21-2016 (4): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION’S STATEMENT OF PROCUREMENT POLICY & PROCEDURES

Resolution 3-21-2016 (5): ANNUAL REVIEW AND RE-ADOPTION OF CORPORATION’S PROPERTY DISPOSITION POLICY

Resolution 3-21-2016 (6): REVIEW AND ADOPTION OF CORPORATION’S 2015 OPERATIONS & ACCOMPLISHMENTS REPORT

Resolution 3-21-2016 (7): REVIEW AND ACCEPTANCE OF CORPORATION’S 2015 DRAFT FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR’S REPORT

Resolution 3-21-2016 (8): REAPPOINTING A CONTRACTING OFFICER OF THE CORPORATION

ADJOURNMENT

New York State Public Authorities Law annual EDC discussion checklist:

Review, discussion and re-adoption of EDC Mission Statement/Measurement Report

Distribute Annual Financial Disclosure Statement due on or before March 31

Distribute Acknowledgement of Fiduciary Duty Form, due on or before March 31

Distribute updated Board Roster

Distribute Board Evaluation forms due on or before March 31

Reminder that all of the Corporation’s policies, reports, budget, agendas, minutes, etc. are posted under the EDC section of the Town of Huntington website

Required annual review and re-adoption of certain policies & procedures, pursuant to the requirements of the Public Authorities Accountability Act of 2005, as amended

- Procurement Policy & Procedures

BE IT RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RATIFIES AND CONFIRMS THE FEBRUARY 22, 2016 MEETING MINUTES.

OFFERED BY: 

SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
Resolution 3-21-2016 (2): ANNUAL REVIEW AND RE-ADOPTION OF CORPORATION’S MISSION STATEMENT/MEASUREMENT REPORT

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY ADOPTS ITS 2015 MISSION STATEMENT/MEASUREMENT REPORT, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
Resolution 3-21-2016 (3): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION’S INVESTMENT POLICY:

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RE-ADOPTS ITS INVESTMENT POLICY, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
Resolution 3-21-2016 (4): ANNUAL REVIEW AND RE-ADOPTION OF THE CORPORATION’S STATEMENT OF PROCUREMENT POLICY & PROCEDURES

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY RE-ADOPTS ITS STATEMENT OF PROCUREMENT POLICY & PROCEDURES, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
Resolution 3-21-2016 (5): ANNUAL REVIEW AND RE-ADOPTION OF THE
CORPORATION’S PROPERTY DISPOSITION POLICY

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT
CORPORATION HEREBY RE-ADOPTS ITS PROPERTY DISPOSITION POLICY,
PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES
ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBYADOPTS ITS 2015 OPERATIONS AND ACCOMPLISHMENTS REPORT, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
Resolution 3-21-2016 (7): REVIEW AND ACCEPTANCE OF THE CORPORATION’S DRAFT 2015 FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR’S REPORT

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY ACCEPTS ITS 2015 DRAFT FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR’S REPORT, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY:  SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
Resolution 3-21-2016 (8): REAPPOINTING A CONTRACTING OFFICER OF THE CORPORATION

BE IT FURTHER RESOLVED:

THAT THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION HEREBY REAPPOINTS PEGGY KARAYIANAKIS AS CONTRACTING OFFICER, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: SECONDED BY:

VOTED:

JENNIFER CASEY
KEN CHRISTENSEN
THOMAS GLASCOCK
LISA HARGROVE
JIM KADEN
PEGGY KARAYIANAKIS
ROB RIPP
DOLORES THOMPSON
THERE BEGIN NO FURTHER BUSINESS TO COME BEFORE THE MEETING, UPON MOTION DULY MADE BY ____________________ AND SECONDED BY ____________________ AND UNANIMOUSLY CARRIED, THE SAME WAS ADJOURNED.

THE NEXT MEETING OF TOH EDC WILL BE MONDAY, APRIL 18, 2016
ROOM ASSIGNMENT: ROOM 114

THE OFFICIAL CORPORATE RECORDS OF THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION ARE HOUSED AND MAINTAINED BY JOAN CERGOL, DIRECTOR, HUNTINGTON COMMUNITY DEVELOPMENT AGENCY