

The Town of Huntington
Economic Development Corporation (TOH EDC)

100 Main Street

Huntington, New York

Combined Board of Directors / Member Meeting

Monday, March 19, 2018

7:00 p.m. Huntington Town Hall Room 304

AGENDA

Meeting of the TOH EDC Audit/Finance Committee (Dolores Thompson, Rob Ripp and Peggy Karayianakis) to review the Corporation's Draft 2017 Financial Statements and Independent Auditors' Report for the purpose of recommending its acceptance by the Board of Directors (*this business will be tabled until draft financials and audit report are completed and available for review*)

Meeting of the TOH EDC Governance Committee (Jim Kaden, Dolores Thompson, Ken Christensen, Thomas Glascock, and Christopher Birrer) to discuss instructions for completing Board Evaluations as required annually pursuant to the Public Authorities Accountability Act of 2005, as amended

- 1. Call meeting to order at 7:10 pm**
- 2. Determine if Quorum present. No.**

Directors present: Christopher Birrer, Jennifer Casey, Thomas Glascock, and Peggy Karayianakis.

Directors absent: Rob Ripp, Ken Christensen, and Jim Kaden, each being excused with his proxy given to Jennifer Casey; Lisa Hargrove; and Dee Thompson.

- 3. Organizational matters.**
 - a. Resolution 3-19-2018-1 ratifying and confirming the Corporation's Meeting minutes of February 26, 2018.
 - b. Annual Review of Corporation's Mission Statement/Measurement Report, and if acceptable, Resolution 3-19-2018-2 to approve its adoption.
 - c. Annual required review of Corporation's Investment Policy, and, if acceptable, Resolution 3-19-2018-3 to approve its re-adoption.

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

- d. Annual required review of the Corporation's Statement of Procurement Policy & Procedures, and, if acceptable, Resolution 3-19-2018-4 to approve its re-adoption.
 - e. Annual required review of the Corporation's Property Disposition Policy, and, if acceptable, Resolution 3-19-2018-5 to approve its re-adoption
 - f. Review of Corporation's 2017 Operations & Accomplishments Report, and, if acceptable, Resolution 3-19-2018-6 to approve its adoption
 - g. Review Corporation's 2017 Draft Financial Statements and Independent Auditors' Report, and, if acceptable, Resolution 3-19-2018-7 to accept
 - h. Resolution 3-19-2018-8 to authorize and approve Peggy Karayianakis as Contracting Officer for the Corporation
 - i. Resolution 3-19-2018-9 to confirm to serve on Corporation's Audit/Finance Committee
 - j. Resolution 3-19-2018-10 to confirm to serve on the Corporation's Governance Committee
 - k. Resolution 3-19-2018-11 that the Executive Director be authorized, until the next combined Board of Directors/Member meeting, to take all such actions as necessary to comply with the Public Authorities Accountability Act of 2005, as amended
 - l. Circulate Acknowledgment of Fiduciary Duties and Responsibilities Statements for completion by the Directors, due to Executive Director at board members' earliest convenience
 - m. Circulate Board Evaluations for completion by the Directors, due to Executive Director at board members' earliest convenience
 - n. Circulate Annual Financial Disclosure statements for completion by the Directors, due to Executive Director at board members' earliest convenience
 - o. Reminder that all of the Corporation's Policies, Reports, Budget, Agendas, Minutes, Application for Financial Assistance and Committees are posted at the Town's website
4. **Other Matters.** Discussed the new Opportunity Zone Program established by Congress in the Tax Cuts and Jobs Act of 2017, and materials prepared by Renaissance Downtowns concerning Huntington Station.
5. **Adjourn meeting., via Resolution 3-19-2018 (11)**

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

Resolution 3-19-2018-1

BE IT RESOLVED:

THAT THE TOWN OF HUNTINGTON LOCAL DEVELOPMENT CORPORATION HEREBY RATIFIES AND CONFIRMS THE FEBRUARY 26, 2018 MEETING MINUTES.

OFFERED BY: Thomas Glascock

SECONDED BY: Jennifer Casey

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

Resolution 3-19-2018-2:

BE IT FURTHER RESOLVED:

THAT THE MISSION STATEMENT/MEASUREMENT REPORT IS HEREBY AUTHORIZED, APPROVED AND ADOPTED AS THE MISSION STATEMENT/MEASUREMENT REPORT OF THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: Peggy Karayianakis

SECONDED BY: Jennifer Casey

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

Resolution 3-19-2018-3

BE IT FURTHER RESOLVED:

THAT THE INVESTMENT POLICY IS HEREBY READOPTED AS THE INVESTMENT POLICY OF THE TOWN OF ECONOMIC LOCAL DEVELOPMENT CORPORATION, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: Jennifer Casey

SECONDED BY: Peggy Karayianakis

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

Resolution 3-19-2018-4

BE IT FURTHER RESOLVED:

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

OFFERED BY: Jennifer Casey

SECONDED BY: Peggy Karayianakis

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

Resolution 3-19-2018-5:

BE IT FURTHER RESOLVED:

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

OFFERED BY: Jennifer Casey

SECONDED BY: Christopher Birrer

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

Resolution 3-19-2018-6:

BE IT FURTHER RESOLVED:

THAT THE OPERATION AND ACCOMPLISHMENTS REPORT IS HEREBY AUTHORIZED, APPROVED AND ADOPTED AS THE 2017 OPERATIONS AND ACCOMPLISHMENTS REPORT OF THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: Jennifer Casey

SECONDED BY: Christopher Birrer

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

Resolution 3-19-2018-7:

BE IT FURTHER RESOLVED:

THAT THE FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT IS HEREBY AUTHORIZED, APPROVED AND ADOPTED AS THE 2017 FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT BY THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION, PURSUANT TO THE REQUIREMENTS OF THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: Christopher Birrer

SECONDED BY: Jennifer Casey

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

Resolution 3-19-2018-8

BE IT FURTHER RESOLVED:

THAT PEGGY KARAYIANAKIS BE, AND HEREBY IS, REAPPOINTED AS CONTRACTING OFFICER OF THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION.

OFFERED BY: Jennifer Casey

SECONDED BY: Christopher Birrer

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

Resolution 3-19-2018-9:

BE IT FURTHER RESOLVED:

THAT DOLORES THOMPSON, ROB RIPP AND PEGGY KARAYIANAKIS BE, AND HEREBY ARE, REAPPOINTED AS MEMBERS OF THE CORPORATION'S AUDIT/FINANCE COMMITTEE.

OFFERED BY: Jennifer Casey

SECONDED BY: Christopher Birrer

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

Resolution 3-19-2018-10:

BE IT FURTHER RESOLVED:

THAT JAMES KADEN, DOLORES THOMPSON, KENNETH CHRISTENSEN, THOMAS GLASCOCK, AND CHRISTPHER BIRRER BE, AND HEREBY ARE, APPOINTED AND/OR REAPPOINTED AS MEMBERS OF THE CORPORATION'S GOVERNANCE COMMITTEE.

OFFERED BY: Jennifer Casey

SECONDED BY: Christopher Birrer

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

Resolution 3-19-2018-11:

BE IT FURTHER RESOLVED:

THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED, UNTIL THE NEXT COMBINED BOARD OF DIRECTORS/MEMBER MEETING, TO TAKE ALL SUCH ACTIONS AS SHALL BE NECESSARY TO COMPLY WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED.

OFFERED BY: Christopher Birrer

SECONDED BY: Peggy Karayianakis

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

The Town of Huntington Economic Development Corporation Meeting of March 19, 2018

Resolution 3-19-2018-11:

BE IT FURTHER RESOLVED:

THAT THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE MEETING, THE SAME WAS ADJOURNED.

OFFERED BY: Jennifer Casey

SECONDED BY: Peggy Karayianakis

VOTED:

CHRISTOPHER BIRRER	Aye
JENNIFER CASEY	Aye
KEN CHRISTENSEN	Aye, via proxy given to Jennifer Casey
THOMAS GLASCOCK	Aye
LISA HARGROVE	Absent
JIM KADEN	Aye, via proxy given to Jennifer Casey
PEGGY KARAYIANAKIS	Aye
ROB RIPP	Aye, via proxy given to Jennifer Casey
DOLORES THOMPSON	Absent

**OUR NEXT MEETING WILL BE HELD ON MONDAY, APRIL 16, 2018
7PM AT HUNTINGTON TOWN HALL, ROOM 304**